

the INTERNATIONAL student JOURNEY



Welcome to Marie and Louis Pasteur University!

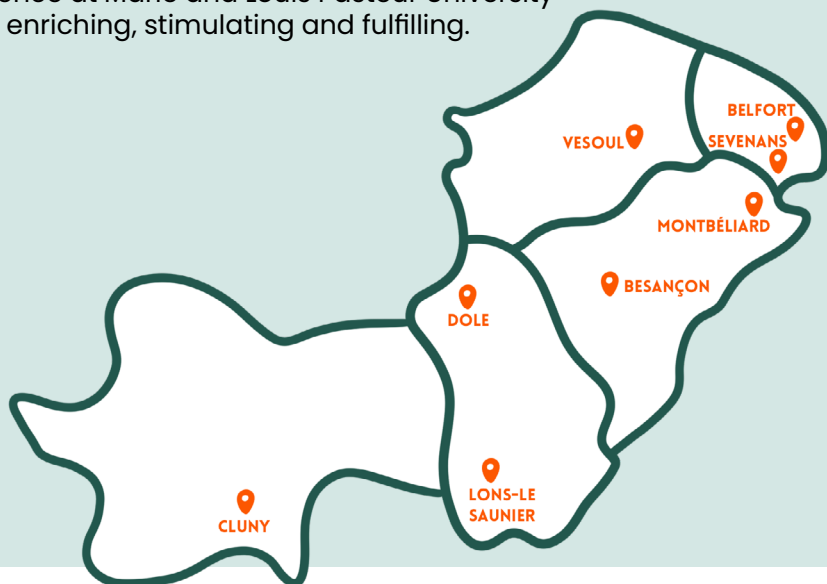
Choosing our institution means embarking on a dynamic and rewarding academic journey in an environment recognised for the quality of its teaching, research and support for students.

Marie and Louis Pasteur University is committed to providing all its students—particularly those from international backgrounds—with welcoming conditions and support that promote their success.

Throughout your stay, the university provides services and resources to help facilitate your academic, administrative and cultural integration.

This guide has been designed to support you with the main procedures to complete before your arrival, upon arrival and throughout your studies at Marie and Louis Pasteur University. You will find practical information, key guidance and useful advice for your university and daily life in the Bourgogne-Franche-Comté region.

We wish you every success in your studies and hope that your experience at Marie and Louis Pasteur University will be enriching, stimulating and fulfilling.



Marie and Louis Pasteur University

On 1 January 2025, Marie and Louis Pasteur University was created through the merger of University of Franche-Comté (uFC) and Université Bourgogne-Franche-Comté (UBFC) under the status of a New Leading Institution (**EPE**). This major transformation brings together several institutions and aims to strengthen collaboration while enhancing the university's competitiveness in a rapidly evolving academic environment.

Marie and Louis Pasteur University brings together:

13 historic components from former University of Franche-Comté, including several faculties (Health Sciences, **SLHS**, **ST**, **SJEPG**, **STGI**, **STAPS**), the University Institutes of Technology (**IUT**) of Besançon-Vesoul and Nord Franche-Comté, the **INSPE**, the **CLA**, the **ISIFC**, **Sup-FC** and **SeFoC'AI**.

- **2 component institutions:** **UTBM** and **SUPMICROTECH**.
- **6 associate institutions:** **ENSAM** Cluny campus, Besançon University Hospital (**CHU**), **Crous BFC**, **EFS BFC**, **ESTA** and **ISBA**.



Tips

Stay up to date with the latest news from Marie and Louis Pasteur University and join our community by following us on social networks: LinkedIn, Facebook, Instagram and YouTube.

➔ linktr.ee/UnivFC



Important

The information presented in this guide was accurate at the time of writing, but may be subject to change.

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How to use this guide



Warning

Important notices to follow.



Tips

Helpful advice to make things easier for you.



Contact

Email addresses and phone numbers.



Important

Key information you should not miss.

→ External links

Additional information available on websites, available on Linktree:

Glossary

Terms and acronyms explained in the glossary



If you are using the PDF version, use the keyboard shortcut **Ctrl+F** (PC) or **Cmd+F** (Mac) to search for a word in the document.

Which student category applies to you?



Exchange mobility

Exchange mobility applies to students coming as part of an **institutional partnership** between their home university and Marie and Louis Pasteur University.

This includes exchange programmes such as **Erasmus+**, as well as any bilateral or inter-university agreements. In this type of mobility, the study period is organised jointly by the two institutions: the courses taken, the length of the stay and the assessment arrangements are defined in advance. Students remain enrolled at their home university, which continues to provide administrative and academic support.



If you have any questions, please contact the *"Direction des Relations Européennes, Internationales et de la Francophonie"* (DREIF) – International office – at the following email address:

dreif@umlp.fr



Individual mobility

Individual mobility applies to students who choose to come and study at the university on their **own initiative**, without an exchange agreement between institutions.

These students apply directly to our university, usually via the Campus France procedure. They follow a full or partial programme as regular students and are subject to the same conditions of admission, enrolment and academic requirements as local students. This type of mobility also requires greater personal preparation.



If you have any questions, please contact the Welcome Desk at the following email address:

welcomedesk@umlp.fr

Before
you
arrive

Confirm your admission

Congratulations on being accepted onto your course!



As soon as your home university has officially announced your nomination to Marie and Louis Pasteur University, you will receive an email from the “**Direction des Relations Européennes, Internationales et de la Francophonie**” (**DREIF**) – International office. You will be invited to create a Mobility Online account in order to identify yourself, complete an online form and upload the required documents.



You must then confirm your admission on the platform through which you applied (Parcoursup, MonMaster, Études en France, eCandidat, etc.).

Make sure to keep a copy of the admission certificate you receive after confirming your admission. You will need it for all subsequent administrative procedures.

At the same time, create your account on the **Mes Services Étudiants** website:

➔ messervices.etudiant.gouv.fr

This will allow you to obtain your **INE number**, which will follow you throughout your studies and is required to rent accommodation through the Crous.

Apply for accommodation



You can use the **Mobility Online** form to reserve a room directly in university residence. You should also indicate the town/city where you would like to be accommodated and your expected date of arrival. You will then receive an email inviting you to create your **Mes Services Étudiants** account, which will allow you to obtain your **INE**:

➔ messervices.etudiant.gouv.fr

The Crous will then contact you to complete your accommodation application.

➔ crous.fr



You will need to provide:

- Proof of identity,
- Your letter of acceptance,
- Home insurance,
- A housing guarantee such as **Visale** or **SmartGarant** if you are over 30.
- If you are a non-EU student, you will also need to provide a copy of your visa.



Finding accommodation is an essential step, but it can be challenging.

It is therefore important to start the process as early as possible and to research the average cost of rent in order to plan your budget accordingly.

It is also important to bear in mind that admission to Marie and Louis Pasteur University does not mean that you will be allocated accommodation.



Warning

There is a very limited supply of accommodation in university residences.

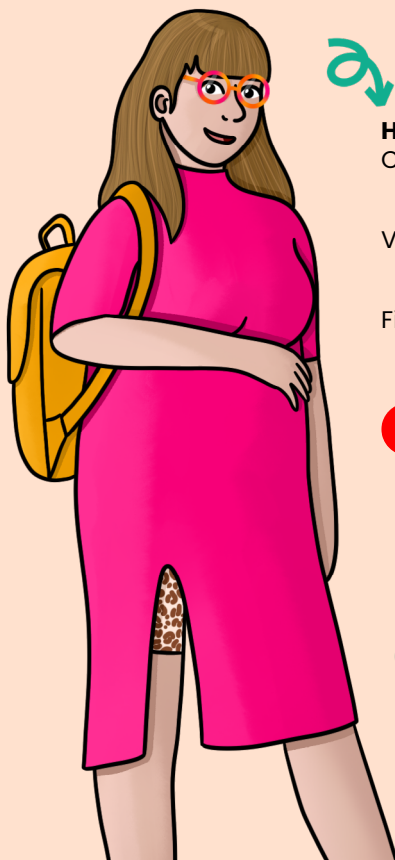
University residences

Students enrolled in international master's programmes (taught in English)

You can submit a request during your admission process to the coordinator for international master's programmes.

International students outside international master's programmes

You can submit a request once scholarship students have been allocated their accommodation, during the second or third allocation round, usually in early July.



How to apply?

Complete your Student Social File (**DSE**):

➔ [Download the guide](#)

Visit the website:

➔ etudiant.gouv.fr

Find accommodation in a Crous residence:

➔ trouverunlogement.lescrous.fr



Info

The Crous is a public body whose role is to **promote the improvement of students' living conditions** on a daily basis, to give them the best possible chance of success. In particular, the Crous is responsible for managing university residences.



Good to know

There are plenty of private student halls of residence, so do feel free to enquire.

Private property: in a private home



Tips

Also check out local Facebook groups: "Colocations VILLE" (precise here the name of your city of studies), "Étudiants UMLP", etc.

Le bon coin: classified ads site

→ [leboncoin.fr](https://www.leboncoin.fr)

Lokaviz: Crous platform where you can find private accommodation

→ [lokaviz.fr](https://www.lokaviz.fr)

Se loger: classified ads site

→ [seloger.com](https://www.seloger.com)

Documents to prepare

To rent accommodation, landlords often require:

- Proof of identity,
- Proof of enrolment or pre-enrolment,
- Proof of income (or that of a guarantor),
- Bank account details (a **RIB**).

Guarantor

If you do not have a guarantor in France:

Those under 30

You can apply for the **Visale** guarantee, a free government scheme.

→ [visale.fr](https://www.visale.fr)

Those over 30

You can apply for the **Smartgarant** guarantee.

→ [smart-garant.com](https://www.smart-garant.com)



Tips

The Crous has a partnership with **Visale**. For any other guarantor, such as **Smartgarant**, you must check with the Crous whether it is accepted.



BEWARE OF SCAMS!

- Do not pay any money until an official lease has been signed.
- Always check that the accommodation exists (consistent photos, specific address, verifiable contact details, etc.)
- Be cautious of listings that seem too good to be true or requests for payment via Western Union.

Apply for a visa

Do you need a visa?



- **If you are from the European Union (EU), the European Economic Area (EEA) or Switzerland:** no visa is required. You can live and study freely with your identity card or passport.
- **If you come from outside the EU/EEA/Switzerland:** a long-stay visa equivalent to a residence permit (**VLS-TS**) with the “student” designation is required for a stay of more than 3 months.
- **For a stay of less than 3 months** (summer school, internship, short exchange), a short-stay “study” visa may be sufficient.
- **If you are already living in France** under another residence permit (e.g “family”, “employee” or “international protection”), contact the prefecture: you can generally change your status without leaving the country.

If in doubt, check whether you need a visa on the **France-Visas** website:

➔ france-visas.gouv.fr

Before starting any procedures, you must first be admitted to Marie and Louis Pasteur University and have received an official letter of acceptance from the institution.

- If you were admitted to Marie and Louis Pasteur University through the “**Études en France**” platform, you must track your visa application via the same platform.
- Otherwise, you will have to apply for a visa at the French embassy or consulate in your place of residence.

The supporting documents required will depend on your individual situation. Make sure to obtain the necessary information.

Among these documents, you must sign and enclose the “**agreement to respect the principles of the republic**”.

Find all the information you need to apply for a visa on the **France-Visas** website:

➔ france-visas.gouv.fr



Plan your budget



Before you arrive, it is essential to carefully plan your budget so that you can live comfortably throughout your stay. Here is a non-exhaustive list of expenses to consider when planning your budget:

Accommodation and utilities



- **Room in university residences (Crous):** from €280 per month
- **Shared accommodation in town:** ~ €350–€500 per month
- **Individual studio:** ~ €500–€600 per month
- **Electricity, heating, water:** ~ €50–€100 per month
- **Home insurance:** ~ €20–€40 per year



Food



- **University canteen (student meals):** €1 per meal
- **Monthly food shopping:** ~ €150–€250 per month
- **Coffee in town:** €1.50–€2.50
- **Sandwich/bakery item:** €3–€8



Transport



- **Student pass:** ~ €13–€18 per month
- **Single ticket:** €1–€2
- **Bike-sharing annual subscription:** ~ €24



subscriptions and services (per month)



- **Student mobile plan:** €10–€20 per month
- **Internet (if not included):** ~ €20–€35 per month
- **Streaming subscription (Netflix, Spotify, etc.):** €5–€15 per month





personal care



- **Student hairdresser:** €15–€25 (men's cut) / €25–€40 (women's cut)
- **Hygiene and cleaning products:** ≈ €20–€30 per month

studies and supplies



- **Academic supplies/printing:** €10–€20 per month
- **Books or specialised textbooks:** ≈ €50–€100 (depending on course) per semester

culture, sport and leisure



- **Student cinema ticket:** €5–€7
- **Gym membership:** €20–€40 per month
- **Museums (often free or discounted for students):** €0–€5
- **Swimming pool entry:** €2.70



Health



- **Supplementary student health insurance:** ≈ €10–€30 per month
- **Medical consultation:** ≈ €30 (standard rate)
- **Pharmacy (common medications):** €5–€10 per month on average
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- **Medical consultation:** ≈ €30 (standard rate)
- **Pharmacy (common medications):** €5–€10 per month on average



To help finance your studies, several funding options are available!

Scholarships and financial aid

- **French government scholarships** (Campus France): some scholarships are awarded by the French Embassy or through bilateral programmes (such as Eiffel, Erasmus+, or scholarships from the Ministry of Higher Education).
- **Financial support from foreign governments:** some home countries finance their nationals' studies abroad (national scholarships, exchange programmes, etc.).

Find the directory of scholarship programmes here:

➔ campusbourses.campusfrance.org



Housing support and local assistance

- **Personalised Housing Allowance (APL):** some international students may be eligible for this support. Applications should be made to the Family Allowance Fund (**CAF**) once you have settled in.

Use the simulator to find out which social benefits you are entitled to:

➔ service-public.gouv.fr

- **Student associations and solidarity funds:** some local associations and organisations offer food and material assistance. At Marie and Louis Pasteur University this support is provided by **AGORAé!**

Check out **l'Utile** to find all the student support options and offers available:

➔ umlp.fr

Prepare your documents



Administrative enrolment at the university

It is your responsibility to contact the student administration office to find out about the enrolment procedure, in particular to find out what type of translation of your documents (degrees, transcripts, etc.) is accepted.



please note

If you are accepted onto an international master's programme (taught in English), English-language documents are accepted.



When you enrol online, you will need to provide a copy of your identity card or passport, a language level certificate and your learning agreement signed by both you and the academic coordinator at your home university.

Outside Europe: once your letter of acceptance has been issued, you will need to start the visa process at the relevant embassy.



Make sure you take with you all the original documents you need for your stay in France (admission certificate, diplomas, transcripts, birth certificate issued within the last year with an apostille, vaccination record, driving licence, accommodation reservation, etc.).

Social security

If you are a European student

Before you arrive in France, you must ask your home country's social security organisation for your **European Health Insurance Card (EHIC)** and make sure that it covers your period of study in France. This organisation will continue to cover your healthcare costs. If your home country does not issue this card, you will need to apply for an S1 form.

If you are a non-European student

Before you arrive in France, prepare the following documents in digital format:

- Proof of identity (passport),
- A valid student visa,
- Proof of civil status (birth certificate).



Important

Your birth certificate is mandatory for your social security registration. It must have been issued less than a year ago, except for certain countries*.

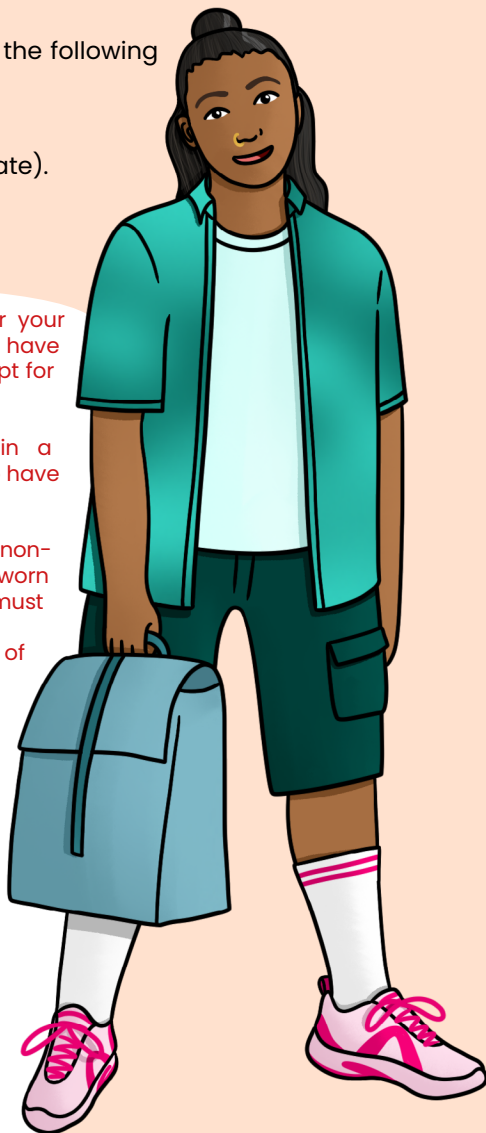
If your original birth certificate is in a European language, you do not need to have it translated!

If your original birth certificate is in a non-European language, you must obtain a sworn translation into French. This translation must only be carried out by:

- A translator sworn by the court of appeal, consulate or embassy,
- Or, a sworn interpreter practising in France,
- Or, a translator registered with a French Tribunal de Grande Instance.

* Exception for the following countries:

UK and former colonies of the former British Empire, Canada, Cameroon, Iran, Iraq, Mongolia, Countries of the former USSR (Russia, Ukraine, Belarus, Moldova, Lithuania, Latvia, Estonia, Georgia, Armenia, Azerbaijan, Kazakhstan, Uzbekistan, Kyrgyzstan, Tajikistan, Turkmenistan), Romania, Thailand, Vietnam.



When
your
arrive

Complete your administrative registration



Complete the administrative registration file in paper format and go to the student administration office of your department to submit it. In return, you will receive your student card. Also complete your course registration, again through the student administration office of your department.



Finalising your registration at the University means completing your application file and the tuition fees, as well as the **CVEC**. The application file can be completed online or on paper, and it is recommended that you contact your programme's student administration office directly to confirm the exact procedure.

→ umlp.fr

Once your registration is complete, you will receive your certificate of enrolment and your **Pass' Multiservice** (student card).



Pass' Multiservice

The **Pass' Multiservice** gives you access to a wide range of university services (borrowing and photocopying in the libraries, sports activities, access to buildings, etc.). A link to activate your **IZLY** account will be sent to you.

The Pass' Multiservice is **linked to the Crous IZLY electronic payment system** and also allows you to pay for your meals in any university canteen in Bourgogne-Franche-Comté:

→ crous-bfc.fr

Remember to activate your personal @umlp.fr email address and your **IZLY** account:

→ izly.fr

If you encounter a problem activating your **IZLY** account, consult the FAQ:

→ help.izly.fr

Or, for any assistance, fill in the online form:

→ help.izly.fr/retour-etudiant



Open a bank account

When you arrive, **opening a bank account is essential** to pay your rent, do your shopping and receive money transfers.

You can go to a bank, a tobacconist or even open an account online. Once your account has been opened, you will receive your bank card. You can then use the mobile app to easily manage your budget.

Documents required:

- Proof of identity,
- Proof of address,
- A certificate of enrolment,
- Sometimes your residence permit.



Tips

Compare the offers, as some banks – including online banks – offer special packages for international students.

Useful resources:

- ➔ **Service-public.fr** – Opening a bank account in France
- ➔ **Campus France** – Banking advice for foreign students

Validate your visa

If you have obtained a long-stay visa equivalent to a residence permit (**VLS-TS**) with the “student” designation, you must validate it within three months of your arrival in France. This step is mandatory to ensure that your visa remains valid for the duration of your stay. It can be done online, directly on the French government website:

➔ **administration-etrangers-en-france.interieur.gouv.fr**



Tips

Validate your visa as soon as you are settled in your town/city and have a fixed address. It only takes a few minutes to do online!



Warning

If you do not validate your visa in time, it will be invalid and you may find yourself in an irregular situation.

Documents and information to prepare:

- Your passport (with the visa stuck inside),
- Your visa number,
- Your full address in France (number, street, postcode, town/city),
- A bank card (or a tax stamp purchased from a tobacconist),
- A valid email address.

Amount of the electronic tax stamp: €50

You can buy it online from the official website:

➔ **timbres.impots.gouv.fr**

Or from a tobacconist (ask for a electronic tax stamp for long-stay visas).



Once your visa application has been validated, you will receive two emails:

An **initial email** with your login details. These will give you access to your personal space. Confirmation that your **VLS-TS** has been validated will be available there.

A **second email** confirming the information you entered online. You can download this email confirming the validation of your **VLS-TS**.



Good to know

For the first three months after your arrival, you are free to leave France and return, even if you have not validated your VLS-TS.

After three months, if you have not validated your VLS-TS, you will have to apply for a new visa to return to France.

Renewal

If you are studying in France, between the 4th and the 2nd months before your visa expires, you must request a renewal online:

→ administration-etrangers-en-france.interieur.gouv.fr



Warning

If you wait until the last minute, you risk:

- Penalties (such as a provisional authorisation instead of a real permit),
- Or even difficulties re-entering France if you leave the country.



Info

The supporting documents to be provided depend on each student's situation.

Among these documents, you must sign and enclose the agreement to respect the principles of the republic.

You will also need to justify your financial resources for the coming year of study.

Register for French social security

Affiliation with the French social security system is mandatory. It is free of charge and covers 70% of healthcare costs. You will be affiliated with the French Healthcare Insurance Fund (**CPAM**), the organisation responsible for managing the French social security system, in your place of residence.

For international students from the European Union

Before you arrive in France, you must apply to the social security organisation in your home country for your European Health Insurance Card (**EHIC**). This organisation will continue to cover your healthcare costs in France.

For international students outside the European Union

Before you arrive in France, you must have the following documents in digital format: proof of identity (passport), proof of civil status (birth certificate) and a valid student visa.

When you arrive and have registered at university, go to the website:

➔ etudiant-etranger.ameli.fr

You can check your eligibility for Health Insurance (**Assurance Maladie**) and, if possible, complete your registration, as the procedures are explained there.

Documents required:

- Proof of enrolment for the current academic year,
- Proof of identity,
- A student visa,
- Proof of civil status (birth certificate issued within the last year with an apostille),
- A residence permit and bank account details (a **RIB**).



Good to know

Make sure you have all the required documents in your possession before starting your affiliation process. Once this has been finalised, you will be able to open an Ameli account.



Warning

Processing times (by the CPAM) can take between 1 and 3 months.



Advice

Don't forget to bring your "Carte Vitale" or provisional entitlement certificate with you to every health appointment.

You will then need to declare a doctor in France as your primary care physician ("*médecin traitant*"). You can find one through the Ameli Health Directory.

➔ annuaire.sante.ameli.fr

Take care of your health

Complementary health insurance

To be reimbursed for 100% of your healthcare costs, you need to take out supplementary health insurance ("*Mutuelle*", in French).

To find one, you can use an online comparison tool to get the best rate according to your needs.

Mental health

The **Mon Soutien Psy** scheme allows you to benefit from up to 12 psychological support sessions, **fully covered** by the Assurance Maladie and supplementary health insurance.

No prescription is required: you simply need to make an appointment with a psychologist participating in the scheme. To find out more:

→ ameli.fr

The **Santé Psy Étudiant** scheme also entitles you to **12 free sessions** with a partner psychologist.

→ santepsy.etudiant.gouv.fr



Warning

Don't forget to declare your primary care physician so that you can benefit from better social security cover.

The Complementary Health Solidarity scheme or CSS

This is additional health cover financed by the French State and intended for people with limited financial resources.

Check your eligibility here:

→ complementaire-sante-solidaire.gouv.fr

When you arrive, you can make an appointment with the **Student Health Service (SSE)**, which is available on every campus.

You can make an appointment directly using the following link:

→ doctolib.fr



Tips

Check out the **Assurance Maladie** Instagram:

→ [@mes_tips_sante](https://www.instagram.com/mes_tips_sante)

A collection of health advice, prevention tips, and practical guidance to help you understand and manage your health on a daily basis.



Manage your accommodation



Once you have found your accommodation, there are still a few things you need to do to get settled in.

First of all, take out **home insurance**: this is mandatory, even for a room in university residences. It is easy to find cheap student offers online.

Then **apply for housing benefit** from the **CAF**. Apply at caf.fr, providing a number of documents: bank account details (a **RIB**), lease, proof of identity, etc. The process takes a little time, so start as soon as possible. Warning: award subject to certain conditions.

→ caf.fr



Warning

Award subject to certain conditions

If you live in private accommodation (a studio or shared flat), **you also need to open an electricity contract**: choose a supplier and provide the address and the meter information (usually listed in the inventory report). You can do everything online or by phone. It is important to do this as soon as you arrive so that you have power straight away



A word of advice

Keep a record of all your documents and contracts. This will help you in the event of a problem or if you need to cancel your contract.

Get around

To get around easily, we recommend that you take out a transport pass for the town/city where you are studying.

Besançon – Ginko

→ ginko.voyage

Belfort – Optymo

→ optymo.fr

Montbéliard – Evolity

→ evolity.fr

Vesoul – Moova

→ moova-mobilites.fr

Dôle – Grandole mobilités

→ grandole-mobilites.fr

Lons-le-Saunier – Éclat Lons agglomérations

→ ecla-mobilites.fr



Bonne nouvelle !

Young people under the age of 26 can take advantage of a **50% discount** on TER journeys!



To move around the Bourgogne-Franche-Comté region, you can use the **Mobigo** transport network:

→ viamobigo.fr



If you want to travel anywhere in France (and Europe), contact the **SNCF**:

→ sncf-connect.com

Or the Flixbus company:

→ flixbus.fr



You can also get around by bike. You can find out more from local transport companies or the campus cycling association:

- **Vélocampus, Besançon:**

velocampus@velobesancon.info

- **Vélocampus du lion, Belfort et Montbéliard:**

velocampusdulionbm@gmail.com

Arrange your (phone/internet) subscriptions

Mobile phone services

In France, several mobile operators offer student or no-commitment plans, often at reduced prices.

You can choose between a **prepaid plan** (rechargeable SIM cards, without a subscription) or a **monthly plan** (automatic payment each month).

The main operators

- Orange, SFR, Bouygues Telecom: major national operators with physical shops in town.
- RED by SFR, Sosh (Orange), B&You (Bouygues), Free: 100% online plans, often cheaper.



Indicative prices

- Prepaid plan: €5 to €10 per month (limited credit for calls and internet).
- No-commitment plan: €10 to €20 per month for unlimited calls and 20 to 100 GB of mobile data.



Tips

To open a mobile phone plan, you will usually need:

- Proof of identity (passport),
- An address in France,
- And bank account details (a **RIB**).



Home Internet

If you rent a flat or live in shared accommodation, you may need to set up an internet connection yourself.

Internet service providers

The most common are: Orange, SFR, Bouygues Telecom, Free, and alternative operators such as RED, Sosh, and OVH.

Indicative prices

- Internet subscription (fibre or ADSL): €25 to €35 per month,
- Box rental (if not included): €3 to €5 per month,
- Installation (if new connection): €50 to €100 one-off payment.



Practical advice

- No-commitment offers are more flexible if you are only staying a few months. If your accommodation is already equipped, check with your landlord or flatmates before taking out a new contract.
- Use an online comparison tool to make your choice.
- If you have just arrived, you can use an international SIM card or eSIM to stay connected while you wait for your French package.
- Keep your French number active throughout your stay: it will be useful for administrative procedures (bank, CAF, health, etc.).



During
your
studies

Explore and use university services

Alumni

➔ alumni.umlp.fr

An Alumni network is available to help you stay connected to students, former students and the entire university community at Marie and Louis Pasteur University during and after your stay.

This network offers many useful tools: job offers, the Career Center, messaging, a forum, geolocation features, a CV database, programme-based groups, and more.

University libraries (BUs), Wi-Fi/computer loans

The Joint Documentation Service (**SCD**) is the library network of Marie and Louis Pasteur University. Its mission? To give you access to all the resources you need to succeed in your studies and support research. You will find study spaces, paper and digital resources, and staff ready to help you.

The BUs can also lend you a computer for a weekend or even for a semester.

Lending a computer:

➔ bu.umlp.fr

Edurodam, Wi-Fi on campus:

➔ wifi.univ-fcomte.fr



Find the latest news from the various university libraries:

BU Belfort

➔ [instagram.com/bu.belfort](https://www.instagram.com/bu.belfort)

BU Éducation Besançon

➔ [instagram.com/bueducationbesancon](https://www.instagram.com/bueducationbesancon)

BU Éducation Lons

➔ [instagram.com/bueducationlons](https://www.instagram.com/bueducationlons)

BU IUT

➔ [instagram.com/buiut.besancon](https://www.instagram.com/buiut.besancon)

Besançon Learning Centre Claude Oytana

➔ [instagram.com/learning.centre.oytana](https://www.instagram.com/learning.centre.oytana)
➔ [facebook.com/BUSciencessportBesancon](https://www.facebook.com/BUSciencessportBesancon)

BU Lettres et Sciences Humaines

➔ [facebook.com/BUlettresBesancon](https://www.facebook.com/BUlettresBesancon)
➔ [instagram.com/bulettresbesancon](https://www.instagram.com/bulettresbesancon)

Bibliothèque de campus de Montbéliard

➔ [instagram.com/bu_montbeliard](https://www.instagram.com/bu_montbeliard)
➔ [facebook.com/bu.montbeliard](https://www.facebook.com/bu.montbeliard)

BU Proudhon Droit Économie Politique et Gestion

➔ [instagram.com/buproudhon](https://www.instagram.com/buproudhon)
➔ [facebook.com/bu.proudhon](https://www.facebook.com/bu.proudhon)

BU Santé

➔ [instagram.com/busantebesancon](https://www.instagram.com/busantebesancon)
➔ [facebook.com/BuMedecine](https://www.facebook.com/BuMedecine)

BU Vesoul

➔ [instagram.com/buvesoul](https://www.instagram.com/buvesoul)

BVE – The Student Life Office

The **Student Life Office** (**BVE**) is an essential service for students.

Located at the **Student Hub** (**MDE**), which is open Monday to Thursday from 9am to 5pm, and Friday from 9am to 12pm, come and revise, relax, play table football or board games, or even play the piano!

The **BVE** website is divided into different sections:

- **Welcome Desk,**
- **Student Associations,**
- **Disability Support,**
- **Equality and Diversity Initiatives,**
- **Student Engagement,**
- **Resource Centre.**

Campus Sport

➔ u-sports.umlp.fr

Campus Sports is a service that allows you to take part in around **40 recreational sports** activities throughout the week, at lunchtime and in the evenings!

These activities are free and open to all Marie and Louis Pasteur University students. Activities are also adapted for people with disabilities.

SOS Support Unit

➔ sos.univ-fcomte.fr

Marie and Louis Pasteur University is committed to supporting you if you are a victim of sexual or gender-based violence, discrimination, harassment or any other form of violence.

The **SOS reporting system is open to the entire university community**: staff, students, external contributors and users. It is open to anyone who considers themselves a victim or a witness of any form of violence.



DREIF – Direction des Relations Européennes, Internationales et de la Francophonie – International office

→ umlp.fr

The **DREIF** supports you in your **international projects**, whether you are a student or a member of staff.

It:

- Helps you develop your mobility plans (exchanges, internships, etc.) as part of the university's partnerships,
- Informs you about exchange programmes and supports you before, during and after your departure,
- Welcomes students on exchange mobility programmes, teachers, researchers and delegations from abroad,
- Develops new partnerships and international training programmes;
- Manages the payment of financial aid for exchange mobility programmes.

OSE – Orientation Stage Emploi (Career guidance and work experience)

→ ose.umlp.fr

The **OSE** service provides information and support to help you with your academic guidance, study choices, and your search for an internship, work-study placement or job. It also organises events with partners to help boost your success.

You can:

- Receive individual guidance from an academic or career advisor,
- Take part in workshops or events focused on your professional future.

Where?

Besançon: MDE Bouloie, **UFR SLHS**, **UFR Santé**

Montbéliard: Portes du Jura

Belfort: Campus Néel, Techn'hom



Appointments are available in person,
by phone or via video call:

ose@umlp.fr

SSE – Student Health Service

➔ umlp.fr/sante

The **Student Health Service (SSE)** is present on three campuses: Besançon, Belfort and Montbéliard. It is made up of doctors, nurses, a dietician, psychologists and a prevention outreach officer.

The **SSE** offers free health check-ups, vaccination updates, individual medical and social guidance, consultations on nutrition, contraception and the prevention of sexually transmitted infections, as well as study adjustments, consultations for students with specific needs, and health visits for newly arrived international students.

Vision and hearing tests are also available.

The Science, Arts and Culture Service (SSAC)

➔ umlp.fr/les-services-administratifs/service-sciences-arts-et-culture

The SSAC organises events, exhibitions and conferences throughout the year for the university community and the general public, including European Researchers' Night, the Science Festival and Researchers at the Farm.



Tips

To balance your studies and leisure time, the EDT UFC app allows you to check your ADE timetable wherever you are!

Download the iOS app here:

➔ apps.apple.com

Download the Android app here:

➔ play.google.com

Discover local life (daily life, leisure activities, etc.)

French language courses

Wherever you study, Youth and Cultural Centres (MJC), neighbourhood community centres and associations (Secours Populaire, Secours Catholique, Miroirs du Monde, etc.) offer French as a Foreign Language (**FLE**) courses free of charge or at a low cost. Make sure to find out more!

If you are enrolled in an international master's programme, French courses are also included in your programme.

Private courses are available, but at a cost: **CLA**, IDEE UP, Université Populaire du Trèfle, etc.



At the **UFR SLHS**, exchange students can take advantage of FLE courses. Each course is worth three **ECTS** credits. To take one or more of these courses, come and find out more at the Centre Polyglotte!

ESN Besançon



Erasmus Student Network (ESN) Besançon is a committed student association that helps you settle into life in Besançon by introducing you to university life and the city through numerous events throughout the year (welcome evenings, cultural outings, sports activities, international meet-ups, etc.).

Made up of motivated volunteers, the association also runs the **Buddy System**, a mentoring programme that puts you in touch with a local student to help you with your first steps, guide you around the university and help you settle in.

➔ buddysystem.eu/fr

The Arbres à Palabres



The **Arbres à Palabres** are **friendly discussion evenings** open to international students and doctoral researchers.

Organised by the Welcome Desk once a month at the Student Hub, they cover a range of topics relating to student life, well-being, integration and intercultural experiences.

Hosted in the form of fun, interactive workshops, these meet-ups encourage discussion in a relaxed atmosphere, in partnership with **ESN** and, depending on the theme, with the Student Health Service.

Eating and drinking

In France, you can eat at university canteens (**RUs**) run by the Crous, where complete, balanced meals are available from just €1 upon presentation of your student card, which you can also use to pay via the IZLY app.

You can also discover the local cuisine in the restaurants in your town/city, some of which offer student menus, and take advantage of discounts with the Avantages Jeunes card if it is accepted.

Finally, if you are experiencing financial hardship, AGORAé is a social and solidarity grocery shop located in the (Li)ve building on the Bouloie campus (Besançon), accessible upon registration with the BAF association, which manages it.



Avantages Jeunes card

➔ avantagesjeunes.com



If you are **under 30**, you can buy an Avantages Jeunes card. More than 3,600 offers from over 2,400 partners throughout Bourgogne-Franche-Comté. This card allows you to discover culture and sports and benefit from discounts on leisure activities and everyday expenses.

Culture, sports and tourism

To make the most of your free time, find out more directly on the following websites:

- ➔ ijbesancon.jeunes-bfc.fr
- ➔ sortezchezvous.fr

Student nights on Thursday evenings

In France, student nights generally take place on Thursday evenings. You can get information from the various student associations, or simply take a stroll around town and you are bound to find somewhere to have fun and enjoy yourself after a week of classes!



A word of advice

Marie and Louis Pasteur University organises events throughout the year, follow us!

➔ instagram.com/vie.etudiante_umlp

Look for a student job

Whatever your nationality, **you can work while you study**. Your visa authorises you to work up to 60% of the legal working time in France (i.e. approximately 964 hours per year) – if you are Algerian, it's 50 %.

Look for part-time jobs that fit around your class schedule:

- Student jobs at the Crous, such as residence assistant or work in a university canteen,
- After-school activity supervision (in schools, in the evenings or on Wednesdays, and during the school holidays),
- Or occasional jobs such as babysitting, tutoring, distributing flyers, etc.

Regularly check websites specialising in student jobs:

- The Crous jobs website **Jobaviz**,
→ jobaviz.fr
- The **CRIJ** website,
→ forumjob.jeunes-fc.com
- **Facebook groups**,
- **Posters** in your institution.



Before signing a contract, you should prepare a few documents:

- Proof of identity,
- A residence permit,
- Bank account details (a **RIB**),
- Your social security number,
- A certificate of enrolment.



Good to know

The Crous social services department or the university can grant one-off assistance in the event of financial difficulties.

Learn about taxes in France

The **tax number is assigned automatically** when you file your first tax return.

It is required to:

- File a tax return,
- Apply for certain benefits (such as **CAF** or scholarships).



To obtain your tax number, apply directly to the Personal Tax Department ("*Service des impôts des particuliers*") in your town/city:

→ annuaire.service-public.gouv.fr

Tax return

All adults (including students) resident in France **must declare their income once a year if:**

- You have worked in France (student job, paid internship, work-study placement, etc.),
- You receive an income (taxable scholarship, company subsidy, etc.),
- You have spent more than 6 months in France during the calendar year.

Keep your payslips, scholarship or subsidy certificates, proof of accommodation and tax assessment or non-taxation notices in a safe place, as they may be required for various administrative procedures.



When to declare?

Between April and June on the website:

→ impots.gouv.fr



Good to know

- **If you have no income**, you can make a "zero" declaration: this will allow you to obtain your tax number and be recognised in the system.
- **If you are a recipient of a French government scholarship**, your grants are exempt from income tax.
- **If you work**, some student income is tax-free up to a certain threshold (generally the annual minimum wage (SMIC) for under-26s).

Communication with the tax administration can be done entirely online, in French or sometimes in English.

Adjust to cultural change

An international holidaystay



A stay abroad is very enriching, offering new encounters and experiences, but it can also be disorienting. Adapting to a different academic and cultural environment may lead to culture shock, fatigue, or misunderstanding, which is a normal part of the adaptation process.

Learn about French culture



Finding out about French culture before and during your stay will help you make the transition easier: mealtimes, etiquette, transport, traditions and university life. Understanding these customs and regional diversity will make it easier for you to integrate.

Don't isolate yourself: get involved in campus life



To overcome culture shock, stay active and take part in university, sports and student association events. This will allow you to meet other students, practise the language, share your interests and reduce feelings of loneliness.

French administration: understanding procedures and timelines



French administration can seem complex, with lengthy procedures for residence permits, social security and housing. Planning ahead, preparing your documents and asking for help at [BVE](#) or Welcome Desk can help you manage stress and meet deadlines.

Social interactions in France



Social interactions follow certain conventions: “vous” is commonly used in formal contexts, while “tu” is used in more informal or friendly exchanges. French people may seem reserved at first, but friendships often become sincere over time. Taking part in student life and staying open-minded helps you build connections and better understand local customs.

**To learn
more**

University

Welcome Desk

welcomedesk@umlp.fr

Maïlys Claudio

In charge of international master's programmes

maïlys.claudio@umlp.fr

Lauriane Masson

In charge of international doctoral students and researchers (EURAXESS)

lauriane.masson@umlp.fr

Romane Bourne

In charge of students outside exchange programmes and international student associations

romane.bourne@umlp.fr

BVE

Besançon

+33 (0)3 81 66 66 99

bve@umlp.fr

Belfort, Montbéliard

+33 (0)6 50 11 64 50

bve@umlp.fr

DREIF

+33 (0)3 81 66 55 96

dreif@umlp.fr

OSE

+33 (0)3 81 66 50 65

ose@umlp.fr

Student administration offices of the different components

➔ umlp.fr/les-scolarites

International Relations Officers

➔ umlp.fr/files

University Libraries (BUs)

➔ bu.umlp.fr

SSE

Besançon

+33 (0)3 81 66 61 30

sse@umlp.fr

Belfort

+33 (0)3 84 58 77 78

+33 (0)7 85 64 01 60

sse-belfort@umlp.fr

Montbéliard

+33 (0)3 81 99 47 38

+33 (0)7 85 64 01 60

sse-montbeliard@umlp.fr

University SOS platform

➔ sos.univ-fcomte.fr

AGORAé

+33 (0)6 95 92 76 14

contact@baf-fc.fr ou agorae@baf-fc.fr

➔ baf-fc.fr/front_page/lagorae

Resource Centre

+33 (0)6 72 23 47 77

laressourcieriecampuscrous@umlp.fr

Campus Sport

➔ umlp.fr/campus-sports

Besançon

+33 (0)3 81 66 63 62

campus-sports@umlp.fr

Belfort & Montbéliard

+33 (0)3 81 99 47 19

campus-sport-bm@umlp.fr

Vesoul

campus-sports-vesoul@umlp.fr

External services

CAF

+33 (0) 969 32 52 52

➔ caf.fr

Campus France

➔ campusfrance.org

CPAM

36 46

➔ ameli.fr

University Hospital (CHU), Health Care Access Office (PASS)

+33 (0)3 81 66 86 81

Crous BFC

+33 (0)9 72 59 65 65

➔ crous-bfc.fr

Ginko

+33 (0)3 70 27 71 60

➔ ginko.voyage

Prefectures and sub-prefectures

pref-etranagers@doubs.gouv.fr

sp-montbeliard@doubs.gouv.fr

pref-courrier@territoire-de-belfort.gouv.fr

Visale

➔ visale.fr

Know your rights

Information Centre on Women's and Families' Rights (CIDFF)

+33 (0)3 81 25 66 69

→ fncidff.info

Departmental Council for Access to Law (CDAD)

+33 (0)7 69 15 93 12

cdad.doubs.infos@gmail.com

→ cdad25.fr

Defender of Rights

+33 (0)9 69 39 00 00

→ defenseurdesdroits.fr

La Cimade

→ lacimade.org

Besançon

+33 (0)7 85 79 99 81

besancon@lacimade.org

Montbéliard

+33 (0)3 81 98 31 65

montbeliard@lacimade.org

Dole

+33 (0)7 82 50 44 91

dole@lacimade.org

Adil (Housing Information Agency)

+33 (0)3 81 68 37 68

contact@maisonhabitatdoubs.fr

→ anil.org

Emergency numbers

- 15** Emergency medical services (SAMU)
- 17** Police emergency services
- 18** Fire brigade
- 114** Emergencies for the deaf and hard of hearing
- 115** Social emergency services



Tips

If you are using the PDF version, use the keyboard shortcut **Ctrl+F** (PC) or **Cmd+F** (Mac) to search for a word in the document.

Glossary

APL

Aide pour le logement
Personalised Housing Allowance

BFC

Bourgogne-Franche-Comté
French région

BU

Bibliothèque Universitaire
University Library

BVE

Bureau de la Vie Étudiante
Student Life Office

CAF

Caisse d'Allocations Familiales
Family Allocations Fund

CEAM

Carte Européenne d'Assurance Maladie
EHIC - European Health Insurance Card

CHU

Centre Hospitalier Universitaire
University Hospital

CLA

Centre de Linguistique Appliquée

CPAM

Caisse Primaire d'Assurance Maladie
French Healthcare Insurance Fund

CROUS BFC

Centre Régional des Œuvres Universitaires et Scolaires
Regional Centre for University and School Services of Bourgogne-Franche-Comté

CSS

Complémentaire Santé Solidaire
Complementary Health Solidarity Scheme (also known as C2S)

CVEC

Contribution de Vie Étudiante et de Campus
Student and Campus Life Contribution

DSE

Dossier Social Étudiant
Student social record

DREIF

Direction des Relations Européennes, Internationales et de la Francophonie
International office

ECTS

European Credit Transfer and Accumulation System

EEA

European Economic Area

EFS BFC

Établissement Français du Sang de Bourgogne-Franche-Comté
French Blood Establishment, Bourgogne-Franche-Comté

ENSAM

École Nationale Supérieure d'Arts et Métiers

EPE

Établissement Public Expérimental
New Leading Institution

ESN

Erasmus Student Network

ESTA

École Supérieure des Technologies et des Affaires

FAQ

Foire Aux Questions
Frequently Asked Questions

INE

Identifiant National Élève
National Student Identification Number

INSPE

Institut National Supérieur du Professorat et de l'Éducation
National Higher Institute of Teaching and Education

ISBA

Institut Supérieur des Beaux-Arts

ISIFC

Institut Supérieur d'Ingénieurs de Franche-Comté

IUT

Institut Universitaire Technologique
University Institute of Technology

MDE

Maison des Étudiants
Student Hub

OSE

Orientation Stage Emploi
Academic/professional guidance, Work
Placements and Employment

RIB

Relevé d'Identité Bancaire
Bank Account Details

RU

Restaurant Universitaire
University Canteen

SCD

Service Commun de Documentation
Joint Documentation Service

SeFoC'AL

*Service Formation Continue et
Alternance*
Continuing Education and Work-Study
Programmes Service

SMIC

*Salaire Minimum Interprofessionnel de
Croissance*
National Minimum Wage

SNCF

*Société Nationale des Chemins de Fer
Français*
French National Railway Company

SSE

Service de Santé Étudiante
Student Health Service

Sup-FC

*Service Universitaire de Pédagogie pour
les Formations et la Certification*
University Pedagogy Service for Training
and Certification

TER

Transport Express Régional
Regional Express Trains

EU

European Union

UFR

Unité de Formation et de Recherche
Teaching and Research Unit

UFR SJEPG

*Sciences Juridiques Économiques
Politiques et de Gestion*

UFR SLHS

*Sciences du Langage de l'Homme et de
la Société*

UFR ST

Sciences et Techniques

UFR STAPS

*Sciences et Techniques des Activités
Physiques et Sportives*

UFR STGI

*Sciences, Techniques et Gestion de
l'Industrie*

UMLP

Université Marie et Louis Pasteur
Marie et Louis Pasteur University

UTBM

*Université de Technologiques de Belfort
Montbéliard*

VLS-TS

Visa Long Séjour valant Titre de Séjour
Long-stay visa equivalent to a resident
permit

Credits

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Design & writing

BVE, DREIF, DRVI

Translation

TraducTours

Layout, graphic design & illustrations

La Renarde Bouclée

Printing

UMLP Central Printing Office

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UNIVERSITÉ
MARIE & LOUIS
PASTEUR

Les établissements composantes



Les établissements associés

