

WELCOME AT MINES nancy

GET PREPARED FOR YOUR STAY!



MAKE YOUR INTEGRATION A SUCCESS!

The teachers, the staff and the students of Mines Nancy are looking forward to welcoming you. We know that studying in a foreign country might feel a bit frightening, yet very exciting. Therefore, every year, we try to welcome you in the best conditions. We will make our best to make you feel at home.

These are the integration events organized for international students:

- ✓An induction period, organized by the students' union for all the new comers, to help you settle down.
- ✓An orientation week, mandatory for international students, during which you will meet the staff, visit the school and get all practical information.
- ✓An international induction weekend, to get to know each other, to visit the region, etc
- ✓A buddy programme: you will be paired with a French student. They will answer your questions and help you feel more comfortable.

You will also be given a French course to make you feel even more at ease. Remedial courses in maths, physics and statistics will be offered in order to strengthen your knowledge and your skills.

See you soon.



CONTACTS

Get in touch with the school

INTERNATIONAL office

The international office develops and maintains partnerships with foreign academic institutions and provides a wide range of support services to incoming and outgoing students and staff members.

Contact them by mail:

Direction de l'Action Internationale (DAI)

Mines Nancy

Campus Artem - CS 14234

92, rue du Sergent Blandan

54042 Nancy cedex - FRANCE

Opening hours

Monday to Friday

9.00 am to 12.00 / 2.00 pm to 5.00 pm

Contact them by telephone or by e-mail: mines-nancy-dai@univ-lorraine.fr

Silvère BARRAT – Head of the International Office

Tel: +33 (0)3 55 66 26 75 // E-mail : mines-nancy-dai@univ-lorraine.fr

Emergency number: +33 (0)3 55 66 26 76

Marion CARREY – Student Mobility Coordinator - incoming students / Executive assistant

Tel: +33 (0)3 55 66 26 76 // E-mail: Marion.Carrey@univ-lorraine.fr

Caroline THIERY – Student Mobility Coordinator – outgoing students

Tel: +33 (0)3 55 66 26 77 // E-mail: Caroline.Thiery@univ-lorraine.fr

STUDENT life: THE STUDENTS' union

The BDE (Bureau Des Elèves) is the students' union which will be able to answer the questions you may have concerning student life (sports, social events...). Until June you can contact Eya KALBOUSSI or Louis-Guilhem ROBERT in charge of International relations: eya.kalboussi1@etu.univ-lorraine.fr / louis-guilhem.robert2@etu.univ-lorraine.fr

mines' facebook page

<https://fr-fr.facebook.com/pages/Mines-Nancy/348913284925>

SUMMER WELCOME:

During summer (until August 31st) one of our students will be pleased to welcome you.

TRANSPORT

Travelling guide to the school

GETTING TO nancy

Most of our international incoming students land at Paris - Charles de Gaulle Airport (Roissy).

The easiest way to get to Nancy from **Charles de Gaulle** airport is to take the **TGV Est** (high speed train). You must go to the railway station located on Terminal 2, level 2 and take a train to Lorraine TGV station. It is compulsory to book your ticket (50 to 70€).

You will find more information about booking, schedules and prices on this website:

www.voyages-sncf.com

When you arrive at Lorraine TGV station, take the shuttle to Nancy (10€).

Alternatively, you can get a train to Nancy from **Gare de l'Est** station. There are several ways to get to this station:

By RER: Take the RER B from Charles de Gaulle Airport (direction «*St Remy-lès-Chevreuse*») and stop at «*Gare du Nord*».

Then (using the same ticket), take the metro line 4 (direction «*Mairie de Montrouge*») or line 5 (direction «*Place d'Italie*») and Stop at «*Gare de l'Est*» station.

By Bus: Take bus 350 (*day bus*) and stop at «*Gare de l'Est*» bus station (terminus).

Or take bus Noctilien N140 or N143 (*night buses*) and stop at «*Gare de l'Est*» station.

Once you are at the Gare de l'Est, take the **TGV Est** to Nancy.

GETTING TO MINES nancy

Mines Nancy is located on the Campus ARTEM, Place de Padoue, 92 rue du Sergent Blandan. You can get there by bus or by tram:

By tram: Take tram 1 (towards Vandoeuvre CHU Brabois) from «*Nancy Gare*» and get off at «*Blandan*».

By bus: Take bus n°7 (towards «*Houdemont Porte Sud*») from «*Gare Thiers*» bus station and stop at «*ARTEM*».

housing

Find the accommodation you are looking for

Applying for a CROUS hall of residence

Most of our international students decide to stay in a CROUS Hall of residence. It is the cheapest accommodation for students and it is usually close to the school.

Exchange students: you have received (or will soon) an accommodation form from the International Office. Fill it in and send it back to us by e-mail.

Graduating students: you will need to apply by **April 30th**, directly on the «CROUS Nancy-Metz» website: <https://www.portail-vie-etudiante.fr/envole/portal/index.php#tab/1>

Here is the list of the closest residences to the new campus:

 **PLACIEUX** (about 1km - 15 minutes' walk)
39 boulevard Maréchal Lyautey // 54600 Villers-lès-Nancy

 **VELODROME** (about 1km - 15 minutes' walk and 2-3 minutes by tramway)
4-6-8 rue Jacques Callot // 54500 Vandœuvre-lès-Nancy

 **CHARMOIS** (about 750 mètres - 10 minutes' walk)
Avenue du Charmois // 54500 Vandœuvre-lès-Nancy

 **MONPLAISIR** (a few minutes' walk + 2-3 minutes by tramway)
rue Jacques Callot // 54500 Vandœuvre-lès-Nancy

If you do not want to stay at a CROUS hall of residence, there are many other possibilities (Students' House*, private flat...), but they are more expensive and you will have to ask for a guarantee in France.

*Our Students' House or «Maison des Elèves» is located 11/13, rue du Président Schuman in Nancy. This Students' House depends on a private agency: Ariane Immobilier. For any requirement, please contact : + 33 (0)3.83.67.49.79 or ariane.immo@wanadoo.fr

In any case, paying a deposit and applying for a housing insurance is compulsory.

housing benefit

Every student living in France can apply for housing benefit to the **Caisse d'Allocation Familiale** (CAF). However, the eligibility for this financial aid depends on some criteria such as the applicant's rent and resources. You can apply for housing benefit on the CAF website.

You just need to fill in the online form, print your file, and send/hand it to the CAF with the required document. Important: the flat/room must be rented under the applicant's name.

For more information, please contact the CAF:

21 Rue St Lambert // 54 000 NANCY // Tel: +33 (0)810 25 54 10 // Website: www.caf.fr

Opening hours: from Monday to Friday - 9.00 am to 4.00 pm

banking

how to open a bank account?

Important: international students must prove that they have sufficient means of support (at least 650€/month) for the duration of their stay in France. (One of the requirements to get your visa)

How to open a bank account?

Every student who spends more than 3 months in France will need to open a bank account.

We advise you to contact your bank in your home country to ask whether it has any agreement with French banking network, as it will be easier for you regarding your bank operations.

Opening a bank account will allow you to:

- get means of payment: chequebook, credit card and bank account details like IBAN
- pay for your day to day purchase
- receive bank statements to keep track of your expenses
- receive payments (ex: scholarships, National Insurance refunds, housing benefits...)

Usually the required documents to open a bank account are:

- a valid ID card or passport (with a proof of your visa for non-Europeans citizens)
- an original proof of residence in France (ex: tenancy agreement, an electricity or gas bill, your notification of accommodation delivered by the CROUS...) dating back less than 3 months
- a copy of your letter of admission to Mines Nancy

what monthly budget should I plan?

Planning your budget before arriving is essential.

Please find below a breakdown of the essential living costs for a student in Nancy:

- accommodation: 150€ - 400€ (depending on type and location)
- Food : about 200€/Month
- a monthly bus ticket 20€ or 30€ (according to your age) - (a single bus ticket: 1,50€)
- a cinema ticket (student rate): 5,40€ - 8,50€
- housing insurance (for one year): about 50€
- a full meal in one of the Crous university restaurants: 4€
- additional healthcare cover (optional but highly recommended): about 10€ to 40€/month

The above figures are given as a rough guide as the amount you actually spend will depend on your personal lifestyle.

ADMINISTRATIVE ISSUES

Enroll at Mines Nancy 1/2

ERASMUS STUDENTS

- ✓ Your Scholarship certificate
- ✓ Your Erasmus certificate (issued by your home university)
- ✓ Your European Health Insurance Card (mandatory)
- ✓ Your student card (issued by your home university)
- ✓ 1 identity photograph
- ✓ A civil-liability insurance certificate (we advise you to buy one when you are in France)
- ✓ A copy of your passport or ID card
- ✓ Around 15€* (by cash or by cheque)

non-EUROPEAN EXCHANGE STUDENTS

- ✓ Your Scholarship certificate (CAPES, EGIDE, etc)
- ✓ **If you stay less than 3 months**, you will need to buy in your home country a private health insurance for the length of your stay. You should be able to give a certificate indicating that health expenses will be covered while in France.
- ✓ **If you stay more than 3 months**, you will have to register for the National French Health Insurance (Sécurité Sociale Etudiante) and pay about 215€ (mandatory), at the time of your registration. Canadian students must complete a form SE 401-Q-106 to be exempted from the National French Health Insurance fees.
- ✓ Your student card (issued by your home university)
- ✓ 1 identity photograph
- ✓ A civil-liability insurance certificate (we advise you to buy one when you are in France)
- ✓ Your birth certificate (+ certified translation if it is neither in French nor in English).
- ✓ A copy of your passport + visa (more information about your visa page 8)
- ✓ A copy of your OFII letter
- ✓ Around 15€* (by cash or by cheque) + about 215€* (for National Insurance)
+ Academic fees (depending on your programme)

*these amounts are likely to change every year

Please note that the original documents are required

ADMINISTRATIVE ISSUES

Enroll at Mines Nancy 2/2

GRADUATING STUDENTS

- ✓ Your original grade transcripts from your home university
- ✓ Certified copies of your diplomas (+ certified translations if they are neither in French nor in English)
- ✓ Your birth certificate (+ certified translations if it is neither in French nor in English)
- ✓ 1 identity photograph
- ✓ A civil-liability insurance certificate (we advise you to buy one when you are in France)
- ✓ A copy of your passport or ID card (+ visa for non-European students)
- ✓ A copy of your OFII letter

You will have to pay for: Academic fees: depending on your programme

National Insurance: about 215€* (except European and students from Quebec)

Please note that the original documents are required

visa validation: you have to do it as soon as possible after your arrival in France

If you hold a visa, you must send the following documents to the **OFII** (Office Français de l'Immigration et de l'Intégration) by registered letter with acknowledgement receipt («lettre recommandée avec accusé de réception»):

- ✓ The official form provided by the consulate
- ✓ A copy of the passport pages containing your identity and passport number, its expiry date, and the stamp indicating your date of entry into France (or into the Schengen area)
- ✓ You also have to purchase a tax stamp (about 60€) at tax offices, at some tobacconist's or on www.timbresofii.fr
- ✓ A copy of your birth certificate or birth registration

Upon receipt, the local office of the OFII will send you a letter acknowledging receipt of the documents and asking you to undergo a medical examination.

For more information, please check the OFII website: www.ofii.fr

health & insurance

Stay healthy, get insured

HEALTH & INSURANCE ISSUES

Before you get to Nancy

Non-European students: if you attend French summer courses, you must buy health insurance in your country to be covered for your medical expenses between your arrival and September 30th.

European students: you must request a European Health Insurance Card (EHIC). Please contact your local health authority for details and application.

Once you arrive in Nancy

Non-European students: you will have to join the French National Health Insurance (mandatory) when registering at Mines Nancy. You will be covered from October 1st to September 30th.

Each student enrolled at Mines Nancy has access to a **university health center** offering a variety of health care services. For more information, please contact the « Service Universitaire de Médecine Préventive et de Promotion de la Santé » (SUMPPS), also known as « **Santé U** ».

Santé U:

Rond-Point du Vélodrome // 6, rue Jacques-Callot // 54500 VANDOEUVRE

Tel: + 33 (0)3 83 68 52 00 // Website : www.sumpps.u-nancy.fr

Further information

G.P (General Practitioner)

Please also note that, whether you are a European student (holder of an EHIC) or a non-European student (registered to the French National health insurance), you will only be covered for part of your medical expenses. To be entirely covered, you can take an additional healthcare cover.

In France, it is compulsory to fill in the « déclaration de choix du médecin traitant » once you have chosen a G.P (General Practitioner), otherwise you will not be fully refunded.

lifestyle

Nancy is a lovely town, which is worth being visited. The school is not far from the city center, so you will rapidly discover all its richness. You will find below the reasons why you will love Nancy.

A dynamic city

There are around 40 000 students in Nancy. Therefore, many facilities and activities are dedicated to students, all around the town. Nancy is a place where people are easy-going, warm and enthusiastic.

You will find all information you are looking for at the tourist office, which is located Place Stanislas or by visiting its website: www.nancy-tourisme.fr

lifestyle AT MINES nancy

Since September 2012, Mines Nancy has moved to ARTEM Campus, an alliance between Mines Nancy (Graduate School of Engineering), ICN Business School (School of Management) and Nancy School of Arts and Design.

The very dynamic associative life at Mines Nancy is part of the school's identity. If you want to participate in Mines Nancy campus life, **you can contact the Students' Union (BDE)**.

The BDE supervises many student associations among which the BDA and the BDS. With more than 60 different associations, the BDE aims at making student life meaningful and exciting.



You can take part in the BDA and show your talent: music, theatre and singing etc. If your interest lies in sport, do not hesitate to take part of the BDS: *rugby, sailing, climbing, badminton* etc. You will be involved in a team and participate in competitions, tournaments (for example the Cartel des Mines)

CULTURE

The artistic movement Art Nouveau flourished in Nancy and across Europe from the late 19th century, its influence is particularly visible in Nancy architecture. Nowadays, the cultural offer is still very rich and varied. Indeed, you will have the opportunity to visit many museums, discover touristic itineraries or attend cultural exhibitions and events.



Visiting these places is usually affordable and students can receive preferential rates

SPORTS

There are plenty of sports on offer in Nancy. The town counts about 250 sport clubs and many sport facilities (swimming pools, gymnasiums, weights rooms...)

The easiest way to do a sport is to become a member of the SUAPS (the local association dedicated to students)



For further information:
SUAP Tel: +33 (0)3 83 96 53 23
www.suap.univ-lorraine.fr