



# International Students



## Practical Information

**Welcome to Bordeaux Montaigne University!**



Université  
**BORDEAUX  
MONTAIGNE**

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If you are reading this guide, it means that you are getting ready to join us at Bordeaux Montaigne University for a term or the whole academic year and this fills us with pleasure and pride! To give a **quality welcome to international students** is one of **International Relations Office priorities**.

As international students, you come here with different origins, cultures and points of view. This international setting in immersion with our native French students is the perfect place for your studies and to realize the many benefits of international mobility activities.

Your stay also benefits us, by enriching our community. When you come to our establishment, you share your experiences, participate in the local student life and represent your country and home university abroad.

We hope that this guide will help you to better understand our environment and we wish you an **excellent stay at Bordeaux Montaigne University!**

Bordeaux Montaigne University brings together about **18000 students** and **1300 teaching and administrative staff**, for study and research in **Arts, Languages, Literatures and Human and Social Sciences**.

As a laboratory for ideas and an intellectual hotbed, Bordeaux Montaigne University contributes meaningfully to the scientific debates of its day and works tirelessly to cultivate and nurture its fundamental values: **Independence and Freedom of Thought**. The university considers equality of opportunities to be one of its priority missions, and is constantly working to perfect the courses it offers, and support and guide its students towards success.

Now so more than ever before, Bordeaux Montaigne University seeks to follow in the path of the philosopher **Michel de Montaigne**, continuing to offer a university model that is distinctly human in its scope and appearance. In accordance with the values that have characterized it since its very establishment, the university seeks to be: Humanist, Exploratory, Polyglot, Civic-Minded, Creative and Digitally Connected.



# French Higher Education System



Saint-André cathedral, Bordeaux



The French Higher Education structure is **divided in three phases** in accordance with the European Bologna system.

**1st cycle:** Licence - 3 years

**2nd cycle:** Master - 2 years

**3rd cycle:** Doctorate - 3 years

The academic year is divided in **two semesters**: the first from **September to December** and the second from **January to April**.

The French university mark system is based on gradation from 0 to 20. A mark between 10 and 20 is passing and the student earns the corresponding ECTS Credits. A mark below 10 is failing.

#### Bordeaux Montaigne University grading scale

Grade	Note/Scale	Mention/Description	ECTS Grade	Commentary	
THF	18-20	Highly Honorable with Praise	A+	Relatively rare	ECTS
TB	16-17.99	Very Good - Highest Honors	A+		
B	14-15.99	Good - High Honors	A		
AB	12-13.99	Quite Good - Honors	B		
P	10-11.99	Satisfactory	C		
E	8-9.99	Fail	F		No ECTS
E	0-7.99	Fail	F		
ABI		Absent			





# How to apply?





## Nomination and application

There has to be a **cooperation agreement** between your university and Bordeaux Montaigne first if you want to participate in an **exchange program**. Then you have to be nominated by your university for a mobility activity abroad.

**Please note:** Being nominated does not mean you will be selected by the host university.

After your nomination has been sent by your university, the International Relations Office ([incomingstudents@u-bordeaux-montaigne.fr](mailto:incomingstudents@u-bordeaux-montaigne.fr)) will contact you to let you know whether you have been successfully nominated or not.

**Then, you will have to make the online enrolment procedure** in the following webpage:

<https://montaigne.moveonfr.com/locallogin/56ea7c74ef189d197d000000/fra>

**During that enrollment the following documents are needed:**

- Identity card or passport
- European health insurance card (for Europeans)
- Non-EU students: Language level certificate if you are not going to the day courses of DEFLE

**The submission deadlines** of your application are the following:

- **Erasmus+ and Switzerland** (except Turkey):  
First term or full year: end of May  
Second term: mid-November
- **Non-European programs, Turkey and Free Movers:**  
First term or full year: end of March  
Second term: mid-October

## Choosing Courses / Learning agreement

The home university should send the Learning agreements by email to: [incomingstudents@u-bordeaux-montaigne.fr](mailto:incomingstudents@u-bordeaux-montaigne.fr). It should be signed on **May 31<sup>st</sup>** at the latest for the 1<sup>st</sup> semester and on **October 31<sup>st</sup>** at the latest for the 2<sup>nd</sup> semester. If you exceed the deadline, please note that the Learning Agreement will be signed upon your arrival.

At least **50% of the courses mentioned** in your *Learning agreement* have to belong to the discipline planned in the agreement.

Most of the courses are taught **in French**; therefore we strongly advise you to have a **B2 level in French**. Nonetheless, some other courses are taught in different languages (English, Spanish and Portuguese).

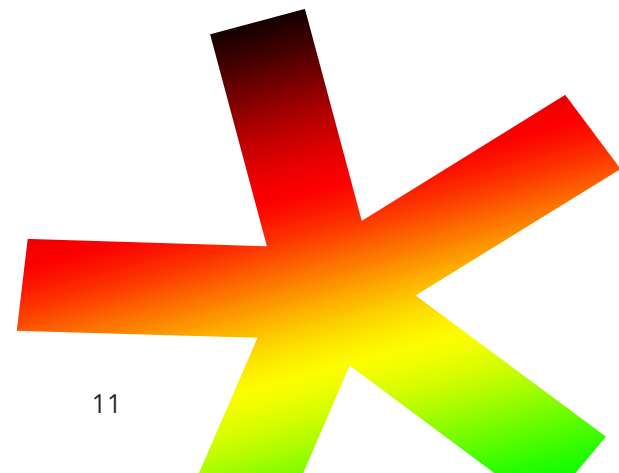
Additional skills might be expected to attend some specific courses (for example in art classes).

Your **academic referent** in Bordeaux Montaigne University during your stay will be a teacher that we call "**mobility coordinator**". You should not hesitate to contact him/her if you have any question regarding your course choices. Your home university decides how many credits you should get during your stay. Most of the time, 30 ECTS are expected for a semester, and 60 ECTS for a whole year.

## Acceptance Letter

After completing your registration, you will receive an e-mail with your acceptance letter enclosed.

The registration will be completed once you arrived in our university; that part of the process will be explained on **page 21**.





Prepare your stay





Once you received the acceptance letter, you can consider yourself as student of Bordeaux Montaigne University (UBM)! Now you can start planning your trip and getting ready for your stay.

## Visa

Those students do not have to apply for a visa:

- Citizens of the European Union, the European Economic Area or Switzerland.
- Non-Europeans under CEF/Campus France\* procedure (in the CEF registration they apply for a visa).

**This procedure applies to students from the following countries:**

*Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chile, China, Colombia, Comoros, Congo Brazzaville, Democratic Republic of Congo, Djibouti, Egypt, Gabon, Guinea, India, Indonesia, Iran, Ivory Coast, Japan, Kuwait, Lebanon, Madagascar, Mali, Morocco, Maurice, Mauritania, Mexico, Peru, Russia, Senegal, Singapore, South Korea, Taiwan, Togo, Tunisia, Turkey, United States of America and Vietnam.*

If you don't belong to any of those groups **you will have to apply for a long-stay visa "VLS-TS"** (+3 months) at the nearest French consulate before coming to France.

The **procedure to acquire a visa may take some time**. Please apply as soon as possible to make sure you complete the application in time.

## Fees

Students coming under an exchange program **do not have to pay tuition fees or CVEC contribution at Bordeaux Montaigne University**, except for the DEFLE (facultative) French courses, knowing that those fees are exonerated under specific conditions (more information on DEFLE on **page 17**).

*Free movers* will have to pay the tuition fees as well as the **Contribution à la Vie Étudiante et Campus (CVEC)**, via the CROUS website: <https://cvec.etudiant.gouv.fr>. This membership compiles your rights to health, cultural activities, sports, etc.

The affiliation to Social Security is **free** and **mandatory**

It can be done via  
<https://etudiant-etranger.ameli.fr>

## Accommodation

**You can arrange your accommodation in different ways** for the stay at Bordeaux Montaigne University: university residences or renting/sharing a house.

To obtain accommodation in university residence, you must apply by the regional centers for student services, the CROUS. Applications must be made online between January and May each year. For that, consult this website: <http://www.crous-bordeaux.fr/international/>.

**Warning:** You have to keep in mind that applying for accommodation by no means guarantees the automatic provision of a place in a university residence. Spots are limited.

If you receive accommodation via the CROUS, you will get notification of your lodgings, sent by the International Relations Office. This document must be presented to the administration of the concerned student hall, without exception, in order to pick up the key to your room. Please respect the communal code of conduct.

You can also try to find private housing; the following websites can be a good starting point:

- **Leboncoin:** <https://www.leboncoin.fr/>  
(select: Immobilier > Location)
- **Lokaviz:** <http://www.lokaviz.fr/rechercher-un-logement>
- **CIJA:** <http://ww2.info-jeune.net/logement.html>

The key is to be very active. Please, **be careful with false ads and scams**; never pay anything until you have seen the place yourself.



You may be eligible for **financial assistance for housing** from the French government, via the CAF (Caisse Nationale des Allocations Familiales) agencies. In addition, you can request **financial aid** from the regional council in Aquitaine, the Conseil Régional de la Nouvelle-Aquitaine, to help with the mandatory rental deposit. Be careful to respect the rules regarding payment of your rent.

If you find yourself in a delicate situation and do not have any accommodation available, there are some specialized structures to help you. The following are some of the options:

- ▶ The **CROUS** has emergency accommodation. To have access you will need to contact your social assistant. In this website you can follow the procedure: [www.clicrdv.com/crous-de-bordeaux](http://www.clicrdv.com/crous-de-bordeaux).
- ▶ **Yestudent** is a platform where you can rent a room or a sofa for a short period of time: [www.yestudent.com](http://www.yestudent.com).

## Health Insurance

In France, **health insurance is compulsory for each and every student**.

- ▶ If you are a **citizen of the EU / EEA / Switzerland**, you will need to apply for an EHIC (**European Health Insurance Card**) at your own country, for the duration of your stay. The health insurance of your country will reimburse all the medical expenses.
- ▶ If you don't have a **valid EHIC**, you will have to get affiliated to Social Security, via <https://etudiant-etranger.ameli.fr>, in order to get a medical cover. You will have to justify your financial resources and provide a proof of enrollment in university (*certificat de scolarité*).
- ▶ If you are a **citizen of Quebec**, you will have to register via <https://etudiant-etranger.ameli.fr>, and provide the "RAMQ-SE401-Q106" form given by your organism of health insurance to get the medical expenses back, without having to justify the residence permit.

▶ If you are **from a country outside Europe/EEA/or Turkey**, you have to affiliate to the social security via <https://etudiant-etranger.ameli.fr>, and provide the following documentation:

- National identity card or passport,
- Proof of enrollment (*certificat de scolarité*) to Bordeaux Montaigne,
- RIB/IBAN,
- Document of civil status (birth certificate or any document issued by a consulate),
- Residence permit.

**Warning:** Without proof of health insurance cover, you will not be able to enroll in the university, nor follow lessons or get any grades or ECTS credits.

## Civil liability Insurance

You also have to **get the civil liability insurance** (in French "responsabilité civile"), if you do not get it before you arrive or it is not valid in France, you can get it here from an insurance company (for example: [www.lecomparateurassurance.com/assureurs](http://www.lecomparateurassurance.com/assureurs)).



## French courses (DEFLE)

You will have the chance to improve your French at the DEFLE (Département d'Études de Français Langue Étrangère), which is a **department of our university dedicated to teaching French to non-francophone students**. The tuition fees for day, evening or summer classes depend on your status.

For more information about DEFLE and their courses visit their website: <https://defle.u-bordeaux-montaigne.fr/fr/index.html>.



Grosse Cloche, Bordeaux

At your arrival





Bordeaux Montaigne University is located on the Pessac-Talence-Gradignan campus (6 km away from Bordeaux city center).

## How to get to Bordeaux Montaigne University?

- By **car** or **bike**
- By **Tramway**: line B, Montaigne-Montesquieu stop
- By **Bus**: line 10, 34, 35 and 44. At night: line 58

## Student Mobility Center (Pôle Mobilité)

Our mobility office opens from **Mondays to Thursdays 13:30-16:30**, and **Fridays 09:00-12:00**. The office is located at the first floor of the Bâtiment Accueil des étudiants. During those hours you can come with any queries regarding non-academic matter or documents that you need signed. You can also contact the office by sending an e-mail to: [studentmobility@u-bordeaux-montaigne.fr](mailto:studentmobility@u-bordeaux-montaigne.fr).

Your home institution might ask that you get the **attendance certificate** signed at the beginning and at the end of your stay. Bordeaux Montaigne University will sign it at the Student Mobility Center (but not before the 1<sup>st</sup> of September).

## Orientation session

At the beginning of each term we hold an **orientation session** for exchange students. The international relations office will welcome you, give you advice and useful information, as well as explain what the next steps to follow are before **showing you around campus**.

## Inscription

Part of your registration has been completed online (before coming to Bordeaux on **page 10**) and at the Student Mobility Center. For the 15 days following the orientation session, our tutors will guide you for your final registration to your classes.

## Student ID Card (Aquipass)

The universities in the region of Nouvelle-Aquitaine provide their students with an "**Aquipass**" card. This is a pass card that enables students **to identify themselves on campus, at the administration of their faculty, in the university libraries, etc.** In the city center, the card will enable you to benefit from student prices, for example at the cinema, for newspaper subscriptions and so on.

With the Aquipass card, you can:

- Enter examination rooms,
- Borrow books from university libraries, known as the "BU",
- Photocopy and print,
- Pay electronically for your meals in the university restaurants, known as the "RU",
- Pay for other services provided by the CROUS (photocopiers, vending machines, laundrettes, etc.). More information on <http://www.izly.fr>





# Studying at Bordeaux Montaigne University





## Email account

Exchange students get an email account at Bordeaux Montaigne University which you have to activate first. **That is the unique email address the university is going to use for all communications.** Therefore, you should check the account regularly not to miss any important information.

## Online platforms

With your account at Bordeaux Montaigne University you will have access to several online platforms through the students' site (ENT). Here we will introduce them briefly. For more information go to: <http://etu.u-bordeaux-montaigne.fr/fr/aide/aide-en-ligne.html>.

► « **Bureau Virtuel** » is a **working environment platform** that gathers a large number of tools, for example, the messaging, the calendar or the wiki. Each feature can be shared with other users thanks to the group management. To enroll in the "Bureau Virtuel" courses, teachers directly invite students to the group (or the students join the group themselves). At "Emploi du Temps" you can **check your timetable**.

► « **E-campus** » is the **virtual classroom**, where you will find all the documents that teachers want to share with students, you will have to upload assignments and do exercises and you can communicate with teachers and other students using the forum or the private messages. Some teachers register students on their E-campus courses directly. If not, students can apply for registration by sending an email to [studentmobility@u-bordeaux-montaigne.fr](mailto:studentmobility@u-bordeaux-montaigne.fr).

## Facilities

Bordeaux Montaigne University has several libraries, the main one being the **Bibliothèque Universitaire de Lettres et Sciences Humaines**, where there are more than 414000 books. Nevertheless, there are several other smaller libraries, focused on specific areas, such as Bibliothèque **Henri Guillemin** (English and German studies, Language Sciences) or the **Bibliothèque du DEFLE** (Didactics of Languages, French as a Foreign Language, French Literature and Civilization). As a student of Bordeaux Montaigne you will be able to borrow books and enjoy other services that the libraries have to offer. For more information on the libraries, please visit the following website: <https://www.u-bordeaux-montaigne.fr/fr/documentation/vos-bibliotheques.html>.

You can directly consult the information resources from home to reserve a book or extend a book loan with the research interface **Babord+**.

In the first floor of the **building K** there is a **digital space** for students, with computer for you to use. In addition there are some rooms for teamwork that you can reserve in order to work with your colleagues. Furthermore, wireless connection is available all over the campus with your student ID.

In addition to all that, there is also the **Maison des Étudiants**. The MDE has a large hall with big tables that can be used for work or just to take a break from all the studying; it also has information points and an auditorium.

Next to the Maison des Etudiants there is a small **convenience store** that works as a stationery shop as well as a small market; there are a lot of useful things for students: notebooks, folders, crayons, fruits, chocolate bars...

## Restaurants

In the vicinities of our campus, there are some places to eat operated by CROUS, where students get a discount with their student card. The nearest ones are **Le Sirtaki**, **Le Vera Cruz** and **Le Forum**.



## Calendar

1 <sup>st</sup> semester	2 <sup>nd</sup> semester
From the beginning of September to the end of December	From mid-January to mid-April
Exams in January	Exams at the end of April

## Absence and monitoring

Students must attend classes regularly during lectures ("*cours magistraux*" or "*CM*") and tutorials ("*travaux dirigés*" or "*TD*"). Assiduity is mandatory.

## Assessments and exams

You will be assessed during the semester by each lecturer, who will define the assessment method at the beginning of the course with you. At your arrival you have to talk to your teachers and let them know that you are **international students**.

## Plagiarism

**Plagiarism** is the use or close imitation of the language and thoughts of another author without acknowledging and crediting said author in works submitted for assessment.

Please make sure to avoid it and to reference all your sources appropriately. **Any plagiarism will expose you to disciplinary sanctions** such failing the class or the eviction to your home university.

### Periods when the university is closed

11<sup>th</sup> of November (*Armistice 1918*)

Winter break

Easter Monday

1<sup>st</sup> of May (*Fête du travail*)

8<sup>th</sup> of May (*Victoire 1945*)

Ascension Day

Lundi de Pentecôte

Whit Monday





Student life





## Disability

All university buildings have **disabled access**. The same is true for all sanitary facilities.

The **Mobibus** service is dedicated to people with disabilities, particularly mobility handicaps and impaired vision. It is possible to apply for a membership.

The mission of the **Disability Services (Pôle Handicap)** at Bordeaux Montaigne University is to welcome and support disabled students throughout their studies. The team's work revolves around these three key axes: working with go-to people in secondary education to prepare the arrival of disabled students at the university; welcoming and supporting disabled students throughout their university career; and helping disabled students to prepare for their professional insertion.

- **Building Accueil des étudiants** (ground floor)  
**Without appointment** > Mondays, Tuesdays, Thursdays: 14:00-16:30 /  
Wednesdays: 10:00-12:00  
**On appointment** > Other hours available

## Health (Preventive Medicine)

The Bordeaux Student Health Centre is in charge of giving the following health services:

- **Medical consultations** with appointments: general medicine, gynecology, acupuncture, dermatology, nutrition-endocrinology, sports medicine,
- Interview with a **social worker**,
- **Examinations** for disability situations,
- Interview with a **psychiatric nurse** or a consultation with a psychologist,
- **Workshops and relaxation sessions**, stress management, speaking and writing groups.

### Espace Santé Étudiant

22 avenue Pey Berland, Pessac  
Tramway B, Doyen Brus stop

## Infirmary

Here at campus, there is an **infirmary** service where you can go in case of emergency or first aid help. It is also the place where you can go if you have any medical questions.

- **Building L** - Rooms 009 and 011 (ground floor)  
Mondays, Tuesdays, Thursdays: 08:30-16:30  
Wednesdays: 08:30-12:00  
Fridays: 08:30-15:30

## Student associations

The university hosts **many student associations**, organizing activities for their members ranging **from culture to sport**, in association with their academic studies or encouraging community involvement. Student unions and federations are also part of this rich panorama; bearing eloquent witness to just how committed our students are to playing their role both in life at the University and within the wider community. The university provides **financial support** for student initiatives and each year a number of **creative and innovative projects** come into being. More about the associations in the following website: [https://www.u-bordeaux-montaigne.fr/fr/campus/vie-etudiante-et-associative/associations\\_etudiantes.html](https://www.u-bordeaux-montaigne.fr/fr/campus/vie-etudiante-et-associative/associations_etudiantes.html).

## Buddy System/Tutoring

The International Relations Office organizes a buddy system to tutor international students. This tutorship is settled with the help of several associations who also offer different activities.

If you want to take part, please register to our **Tandem platform** via: <https://tandem.u-bordeaux-montaigne.fr/authentification>.



**ERASMUS Student Network (ESN)** is an association providing both **tutorship and cultural outings** for international students, thus **creating enjoyable encounters** by offering a wide range of activities.

- Building M : room 002  
Wednesdays from 13.00 to 17.00  
[esnbordeaux@ixesn.fr](mailto:esnbordeaux@ixesn.fr) / Facebook: ESN Bordeaux

## Étu'Récup

This association is contributing to **waste reduction, make people aware of another consumption model** and allow students to get equipped at a lower cost. To achieve that, they organize a lot of workshops with the principles of "Do It Yourself" and "Do It Together" (such as, wood, bicycle or textile workshops); they also have a shop where you can buy furniture, electrical appliances or cutlery, for example.

## Étu'Récup

Avenue des Facultés, Pessac  
Tramway B, Doyen Brus stop  
<http://eturecup.org/>



## Sports

The **department for sports and physical activities**, known as the DAPS, offers students and staff a choice of **55 sporting, physical and creative activities**. International students participating in an exchange program have free access to the activities of DAPS. However, international students enrolled individually (not coming within an exchange program) or *free movers are subject to the CVEC* which includes the contribution, therefore giving them access to sporting and creative activities.

## Student jobs

If you want to take a part time job to have a little extra money for your expense, please have a look at these websites:

- <https://jobetudiant.net>
- [www.jobaviz.fr](http://www.jobaviz.fr)
- <http://www.info-jeune.net/accueil/>

## Cultural activities

One of the benefits of being a student is that you get a **lot of discounts** not only on the campus, but also in city center just by showing your **student card**: cinema, theaters, etc.

For students younger than 26 who reside in and near Bordeaux, there is another card that could be also useful: "**carte jeune**". With this card you will have reductions in sport events, museums, cinemas, festivals and much more.

For more information visit: [www.bordeaux.fr/p45001](http://www.bordeaux.fr/p45001)





# Bordeaux: Useful information





## Cost of living

The cost of living in Bordeaux is not one of the most expensive of the country, but it is not the cheapest either. It has been estimated that students would need 800€/month for a comfortable and active life, of course all this depends of each student's lifestyle.

## Transports

there are different ways to move quickly and easily around Bordeaux with the **public transportation network (TBM)**. There are stops in all 28 communes of the urban community of Bordeaux. Students can charge the **TBM card** with a yearly **ticket** or with "Tickartes" valid for 1, 5 or 10 journeys. Choose the ticket type that is best suited to your needs. The "**Pass Jeune**" is also a good option, if you are going to use public transport regularly, as for a fair price you can use the services as much as you like. You can get either a monthly or a yearly pass.

**4 tramlines** circulate from 5 to 00:30 a.m., with services until 01:15 on Thursdays, Fridays and Saturdays. The tram routes are supplemented by a great many bus routes, getting you closer to where you need to be. Live traffic updates can be accessed for the bus or tramline on your the Smart-phone, via the website [www.mobilinfotbm.com](http://www.mobilinfotbm.com) and on Twitter, via [@tbm\\_TrAmA](https://twitter.com/tbm_TrAmA), [@tbm\\_TrAmB](https://twitter.com/tbm_TrAmB) and [@tbm\\_TrAmC](https://twitter.com/tbm_TrAmC).

With the **Vcub** service, **bicycles can be borrowed** from a station of choice and it doesn't matter which station it is returned to. Bicycle availability and Vcub station updates are always within easy reach, with the mobile application and on Twitter.



## Travel

The **Bordeaux-Mérignac airport** is the main airport in the Nouvelle-Aquitaine. Situated west of Bordeaux (10 kilometers or so from the city center), it is accessible by public transport (Line 1 & Navette).

Bordeaux is linked to all the major cities in France by **railway**. To learn more: [www.sncf.com](http://www.sncf.com).

Bordeaux is also connected to most cities in the region thanks to the network of **Regional Express Trains**. There is a network of departmental intercity bus lines linking Bordeaux and smaller towns too.

## Bank

You can open a **bank account** at your arrival. The bank may ask for several documents such as the **copy of your passport** (or national ID), **visa**, **proof of residency in France**, **proof of financial resources** and **student ID card**.

## Post-office

"**La Poste**" is the business that takes care of mail and packages. They have offices all over France. There you can make various operations, such as, sending packages and letters (there is even an express delivery service), change currencies or open a Postal Current Account to deposit and withdraw money, among others.



## Climat

Mainland France is situated within the **temperate zone**. Positioned at the far western limit of the European continent, it is influenced by a mixture of Atlantic and Mediterranean climates, which are responsible for its moderate winters, fairly temperate summers and regular rainfall.

Gironde has an **oceanic climate** characterized by **mild winters** (average temperatures around 5°C in January) and **warm summers** (average of 25°C). Abundant sunshine makes it the envy of other French regions.

## Business hours

In France and in Bordeaux, stores are generally open from Monday to Saturday, from 10.00 to 19.00. Certain big stores are now open on Sundays as well, but it is better to check before making the trip.

## Bordeaux and surroundings

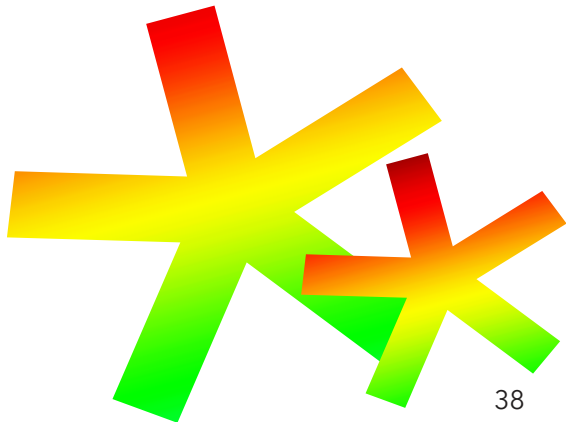
Bordeaux is a fantastic place to live in, with **countless cultural venues** across the wider metropolitan area offering concerts and performances of the highest quality. It lies at the heart of the stunning Nouvelle-Aquitaine region, with its celebrated vineyards and pine forests, ocean coastline and lofty mountains. Furthermore, Bordeaux is the capital of the Nouvelle-Aquitaine region, where there are many places to visit and things to do, such as Cognac and its eau de vie business, the Basque Country, the great Dune of Pyla or the natural landscapes of Dordogne.

Since June 2007, the city of Bordeaux has been **classified as a UNESCO World Heritage Site**, in recognition of the unity of its exceptional urban heritage.

# Bordeaux UNESCO World Heritage Site



Three Graces Fountain, Bordeaux





Dune of Pyla, city of La Teste-de-Buch

At the end of your stay





When time comes for international students to go back home, there are some documents and certificates that your home university may require for courses validation and recognition.

### Certificate of attendance

If your institution requires a **Certificate of Attendance**, you will have to submit the form to the Student Mobility Center, where it will be filled out and signed. This document will **not be signed after the 31<sup>st</sup> of January for first term students** and the **31<sup>st</sup> of May for second term or whole year students**. Keep in mind that this form can be signed only in your presence.

### Academic transcript

The **academic transcript** is the document which verifies your results in the courses, so that your home university can do the conversion to their grading scale. After all the exams have been finished the academic transcript will be sent to you by email and to your home university by postal mail.

### Reminder

**Do not forget to do the following, if you are leaving France:**

- ▶ If you have opened a bank account, **close it**,
- ▶ **Cancel the subscriptions** of the services you have contracted: internet, TV, telephone...

**Before leaving your accommodation, you might have to do the following depending on the contract:**

- ▶ Inform the owner of the **departure date with advance** (depending on the contract 1-3 months before leaving),
- ▶ Make an **inventory of the furniture** to make sure that everything is alright,
- ▶ **Close the gas and electricity meters**.

...  
Come and visit  
the area



Chateau and vignery, Haut-Médoc



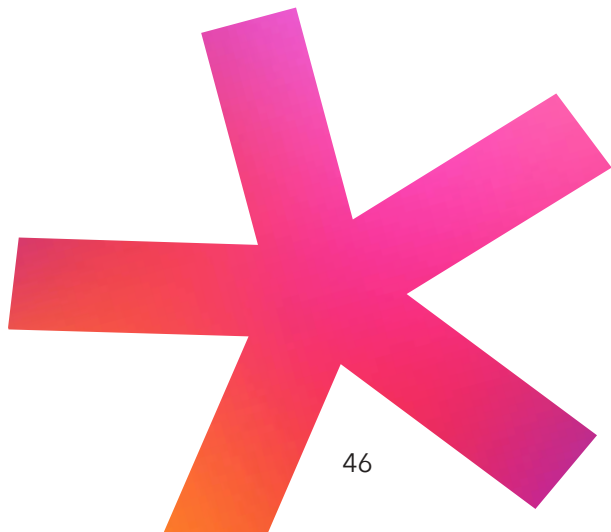
# Useful Contacts





➤ **Ambassies and consulates in Bordeaux**

- *Ambassade de Belgique*
- *Consulat d'Algérie*
- *Consulat de la république fédérale d'Allemagne*
- *Consulat de la république des Philippines*
- *Consulat des États-Unis d'Amérique*
- *Consulat du Grand-Duché du Luxembourg*
- *Consulat du Mexique*
- *Consulat du Portugal*
- *Consulat du Royaume-Uni*
- *Consulat du Sénégal*
- *Consulat général d'Espagne*
- *Consulat général de Turquie*
- *Consulat général du Royaume du Maroc*
- *Consulat honoraire de Côte d'Ivoire*
- *Consulat honoraire de la république du Bénin*
- *Consulat royal du Danemark*
- *Vice-Consulat d'Italie*



➤ **OFII Bordeaux (French Office of Immigration and Integration)**

55 Rue Saint-Sernin, 33000 Bordeaux  
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