



International Students



Practical
Information

Welcome to Bordeaux Montaigne University!

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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 guide will help you to better understand our environment. The International Relations Office team wishes you an **excellent stay at Bordeaux Montaigne University!**

Bordeaux Montaigne University brings together about **18,000 students** and **1,300 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 more than ever, 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.



Saint-André cathedral, Bordeaux

French Higher Education System





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

1st cycle: Licence (undergraduate) - 3 years

2nd cycle: Master (graduate) - 2 years

3rd cycle: Doctorate - 3 years

The academic year is divided into **two semesters**: the first runs from **September to early-January** and the second one from **mid-January to May**.

The French university mark system is based on notation from 0 to 20. A mark between 10 and 20 means that the student has passed and therefore earns the corresponding ECTS Credits. A mark below 10 means that he or she has failed.

Bordeaux Montaigne University grading scale

Grade	Note/ Scale	Mention/Description	ECTS Grade	Comments	
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			

LMD

ECTS





How to apply?





Nomination and application

Once you have applied to study at Bordeaux Montaigne University for one or two semesters, the International Relations Office will send you an acceptance letter. You will complete your final application when you arrive at Bordeaux Montaigne University.

If you want to take part in an exchange programme, there has to be a **cooperation agreement** between your university and Bordeaux Montaigne first. You will have to be nominated by your university for a mobility 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) will let you know whether you have been successfully selected or not. Consult the International page of our website to know the different deadlines to apply, according to your status.

Then, you will be invited to start the online application procedure. The following documents are required:

- Identity card or passport
- For EU students: European health insurance card
- For non-EU students: language level certificate

The submission deadlines 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

Exchange student should choose courses that correspond to their *Learning Agreement* (Erasmus+) or that meet their home university's requirements. The course offer is available on: <https://formations.u-bordeaux-montaigne.fr/fr/index.html>. Please keep in mind that some courses or training offer are not open to exchange students. The list is available on our website. Only undergraduate and graduate courses and language evening courses are open to international students.

At least **50% of the courses mentioned** in your *Learning Agreement* should correspond 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 a foreign language (English, Spanish, Portuguese). Additional skills might be expected to attend some specific courses (arts classes for example).

During your stay, your **academic referent** in Bordeaux Montaigne will be a teacher, also called a "**mobility coordinator**". Do not hesitate to contact him/her if you have any question regarding your course choice. Your home university should decide 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 arrive in our university; that part of the process will be explained on **page 21**.



Prepare your stay





When you receive 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

EU students and students from Switzerland do not need to apply for a visa.

The "Study in France" procedure (also called "Etudes en France") applies for students coming from 67 non-European countries. If you do not come from a country to which this procedure applies, you should contact the French embassy or French consulate based your country of residency. There is a platform to know whether you need to go through the visa procedure: <https://france-visas.gouv.fr/web/france-visas/>.

The procedure to get a visa may take some time, this is why we recommend you to start your application as soon as possible.

The type of visa will depend on the period of stay:

- ▶ **Short-stay student visa:** period of stay shorter than 3 months.
- ▶ **Long-stay student visa:** period of stay in France between 4 and 12 months. According to your status, this visa can be called "VLS-TS" ("long-stay visa equal to a residence permit") or "VLS-T" ("temporary long-stay visa").

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.

For all the international and exchange students, the affiliation to the French 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.

If you want to get an accommodation in one of the university residences, you must apply online on the CROUS (regional centre for student services) website. Applications must be made online between **January and May** each year: <http://www.crous-bordeaux.fr/international/>.

Warning: You have to keep in mind that applying for an accommodation does not guarantee the automatic provision of a place in a university residence. Spots are limited.

If you succeed in getting an accommodation via the CROUS, you will receive a letter directly from 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.

In partnership with Studapart, Bordeaux Montaigne University offers a platform that centralizes housing offers from private landlords, estate agencies or private student residences around the campus.

► **Studapart:** <https://u-bordeaux-montaigne.studapart.com/fr/>
(activation code: HOUSINGMONTAIGNE)

There are other accommodation options. The private market is one of them. The following websites (in French) are a good start to find your future housing:

- **Leboncoin:** <https://www.leboncoin.fr/>
- **Lokaviz:** <http://www.lokaviz.fr/rechercher-un-logement>
- **CRIJ:** <http://logements.pourlesjeunes.com/>

Stay active in your hunt for housing but beware of fake ads and other frauds. 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.

In order for you to easily settle, the Nouvelle-Aquitaine region created the "Avance Premier loyer" (1st month rent), an advance on your first rent, that you can reimburse in 24 months:

<https://avanceloyer.solihanouvelleaquitaine.fr/>

You can also get a guarantor for free thanks to Visale: <http://visale.fr>

If you find yourself in a delicate situation and do not have any accommodation available, there are some specialized structures to help you, such as:

- ▶ The **CROUS** has emergency accommodation but you will need to contact the social assistant. The procedure is detailed on this website: www.clicrdv.com/crous-de-bordeaux.
- ▶ Youth hostels may be a temporary solution.

If you have any persistent housing issues, you can contact logement-etudiant@u-bordeaux-montaigne.fr and aqafi33@gmail.com.

Health Insurance

In France, **health insurance ("Sécurité sociale") is free and compulsory for every student.**

- ▶ If you are a **citizen of the EU / EEA / Switzerland**, you will need to apply for an **European Health Insurance Card (EHIC)** in your home country. Thanks to this card, you will be reimbursed of your health expenses in France within the same conditions as if you were in your country of residence. The card must be valid until the end of the academic year of your stay. You do not have to register on the French Health Insurance website.
- ▶ **Students from Quebec** only need the RAMQ certificate.
- ▶ For **any other students**, the registration on the French Health Insurance website is mandatory. It will allow you to be reimbursed in case of health expenses. <https://etudiant-etranger.ameli.fr>. Depending on your incomes, you might be eligible to the CSS (a complementary health insurance), that will allow you to be better reimbursed.

The following documents are required to get affiliated:

- Identity card or passport,
- Proof of enrollment (*certificat de scolarité*) from Bordeaux Montaigne University,
- International bank account number,
- Document of civil status (birth certificate or any document issued by a consulate),
- Residence permit.

Please keep in mind that without proof of health insurance cover, you will not be able to enrol at Bordeaux Montaigne University nor follow courses 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).

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-speaking French 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/en/index.html>.



Grosse Cloche, Bordeaux

When you arrive





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

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 Centre (Pôle Mobilité)

Our Mobility team welcomes you in the afternoon from **Monday to Thursday (1:30pm-4:30pm)**, and on **Friday morning (9am-12pm)** for any queries. You can also contact the Mobility Office by mail: incomingstudents@u-bordeaux-montaigne.fr.

During the renovation works, the office is located in the **T building** (prefabricated village). At the end of the works in **March 2023**, the office will move back to the **"Accueil" Building, 2nd floor** (next to Montaigne Montesquieu tram station).

If your home university ask you to send them an **attendance certificate** signed at the beginning and at the end of your stay. The Mobility office will deliver you the document from **September 1st**.

International exchange students welcome 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**.

Registration

Part of your registration has been completed online (before coming to Bordeaux on **page 10**) and at the Student Mobility Center. For 3 weeks 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 centre, 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>





Mono Gonzalez' wallpainting, Bordeaux Montaigne University

Studying at Bordeaux Montaigne University





Email account

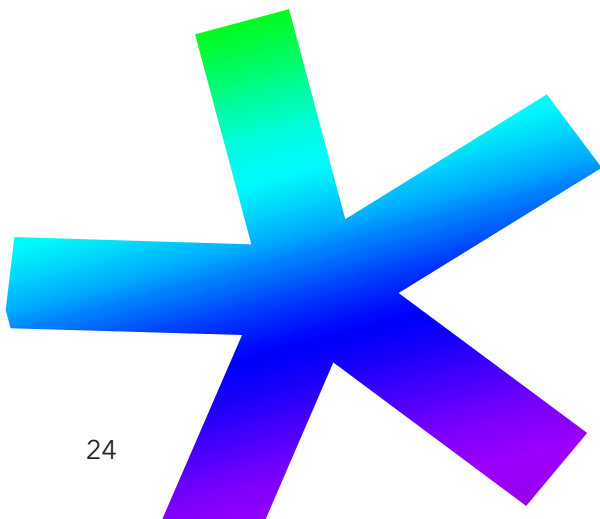
Exchange students get an email account at Bordeaux Montaigne University which you have to activate first. **That is the unique email address the university is going to use for all communications.** Therefore, you should check the account regularly not to miss any important information.

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: <https://etu.u-bordeaux-montaigne.fr/fr/aide/aide-numerique.html>.

► « **Bureau Virtuel** » is a **working environment platform** that gathers a large number of tools, such as messaging services, the calendar or the wiki. Each feature can be shared with other users thanks to the group management. To enrol in the "Bureau Virtuel" courses, teachers directly invite students to the group, or the students can join the group themselves. In the "*Emploi du Temps*" section, you will find **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 incomingstudents@u-bordeaux-montaigne.fr.



Facilities

Bordeaux Montaigne University has several libraries, including the library of Literature and Human Sciences (**BU Lettres et Sciences Humaines**, closed during the renovation works), **Rigoberta Menchú Library** (Languages, Territory, Civilization), **Robert Étienne Library** and the **Montaigne IUT/IJBA Resource Centre**.

A wide range of resources are available in French and in other languages for study, research or personal purposes. As students from Bordeaux Montaigne University, you can borrow books, magazines, DVDs, and other materials and services offered by the library network. More practical information on: <http://ubxm.fr/bu>.

In the online **Babord+** catalogue, you can find any resource and consult them online to reserve a document, postpone a book loan, etc. The “BU à emporter” service is for resources located in libraries going under works.

In the **K building, 1st floor**, a digital space with free access to computers is available to students and staff. Rooms may be reserved for teamwork. The wireless connexion is available all over the campus with your students ID.

The **Maison des Étudiants** is an open space that you can freely use to work or just to enjoy a break after class. There you can also find flyers and other information about cultural activities; some events may also take place in the Auditorium.

Restaurants

Around the campus, some places managed by the CROUS offer affordable meals or treats with special discounts thanks to your student card. Several days per week, food trucks are also present on campus during lunchtime.



Calendar

1 st semester	2 nd semester
From the beginning of September to the end of December	From mid-January to May
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**

11th of November (*Armistice 1918*)

Winter break

Easter Monday

1st of May (*Fête du travail*)

8th of May (*Victoire 1945*)

Ascension Day

Lundi de Pentecôte

Whit Monday





Student festival *Les Allégories* 2018, Bordeaux Montaigne University
Compagnie des Curiosités - Au pays des - Laura Bigaroli

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.

- **R prefabricated building** - Room 06 and 08
Visits everyday with appointment

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

Phone: **+33 (0)5 33 51 42 00**

ese@u-bordeaux.fr

Tramway B, Doyen Brus stop

Possibility to make an appointment online:

Doctolib: <https://www.doctolib.fr/>

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.

- **R prefabricated building** - Room 02
Monday, Tuesday & Thursday: 8am-4:15pm
Wednesday: 8am-12pm
Friday: 8am-3:15pm

A cell for reporting sexist and homophobic violence and other forms of discrimination has also been set up at the university. If you are a victim or a witness, this unit is at your disposal. <https://etu.u-bordeaux-montaigne.fr/fr/infos-pratiques/sante-et-social/contre-les-violences-sexistes-et-homophobes.html>.

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. Each year, when the first semester starts, all the student associations take part in a fair, it is called the "**Village Associatif Accueil Montaigne**". 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.

Buddy System/Tutoring

For a few years now, the International Relations Office has been organizing a buddy programme to tutor international and exchange students, called **Tandem**, that allows international students to be "paired up" with local students. <https://tandem.u-bordeaux-montaigne.fr/authentication>.



The English Club Bordeaux Montaigne organizes several activities linked to the English-speaking world (think tanks, theatre, movies, etc.) and also put together local and international students from Bordeaux Montaigne University, in order to better integrate the international students.

► eclub.bmontaigne@gmail.com / Facebook: English Club Bordeaux Montaigne

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.

► 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.

Just like the student associations, Bordeaux Montaigne University also fights for sustainable development and against food waste through different actions: no-food waste fridge available on campus, shared garden, beehives, etc.

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

The **DOSIP** (the university service for professional insertion, orientation and internships) is here to help you with finding a student job. Each year, the service organizes a job fair. dosip@u-bordeaux-montaigne.fr.

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

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

Cultural activities

The **Cultural service** at Bordeaux Montaigne University offers all year long cultural activities and free artistic workshops. <https://cartejeune.bordeaux-metropole.fr>.

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





Miroir d'eau, place de la Bourse, Bordeaux

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 750€/month for a comfortable and active life.

Transports

There are different ways to move quickly and easily around Bordeaux with the **public transportation network (TBM)**, connecting the 28 communes of the urban community of Bordeaux. Students can charge the **TBM card** with a yearly **ticket** or with "Tickartes" valid for 1 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 00:30am, with services until 01:30am on Thursday, Friday and Saturday. The tram routes are supplemented by a great number of bus routes, getting you closer to where you need to be. You can check live traffic updates on TBM website: www.mobilinfotbm.com and on the TBM app.

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 app and on Twitter [@TBM_V3](https://twitter.com/TBM_V3) / https://twitter.com/TBM_V3.

The "**Maison pour la Mobilité** », to which Etu'Récup belongs, offers free rental bikes.



Travel

The **Bordeaux-Mérignac airport** is the main airport in the Nouvelle-Aquitaine. Situated in the 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.

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

In France, only international students who stay more than 3 months may open a **French bank account**. 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.



Climate

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.

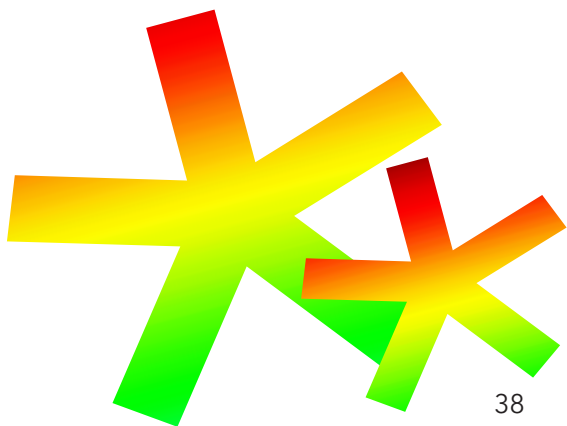
Business hours

In France and in Bordeaux, stores are generally open from Monday to Saturday, from 10am to 7pm. 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 31st of January** for **first term students** and the **31st of May** for **second term or whole year students**. Keep in mind that this form must be signed while you are present and cannot be sent by email.

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 and your university by email.

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



Oyster harbour, Grand Piquey, city of Lège-Cap-Ferret

Useful Contacts





► **Embassies and consulates in Bordeaux**

More than **50 consulates** are located in Bordeaux. You can consult the list and their services on the **Consulate Corps'** website:

- **Corps Consulaire de Bordeaux**

<https://www.consulats-bordeaux.org/les-consulats>

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

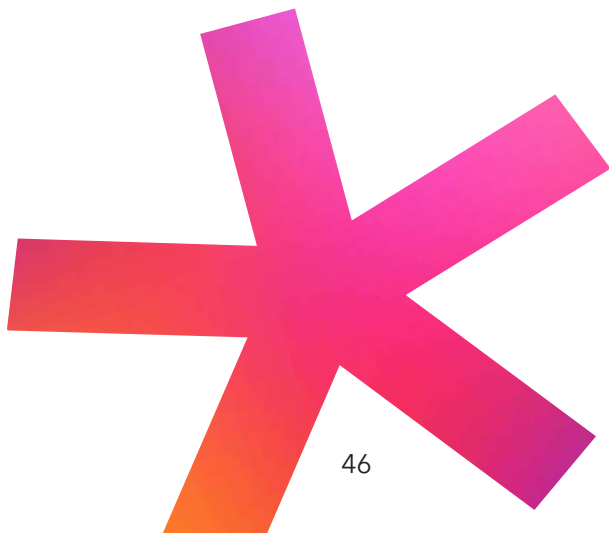
55 Rue Saint-Sernin, 33000 Bordeaux

Tél. +33 (0)5 57 14 23 00

► **Préfecture de la Gironde**

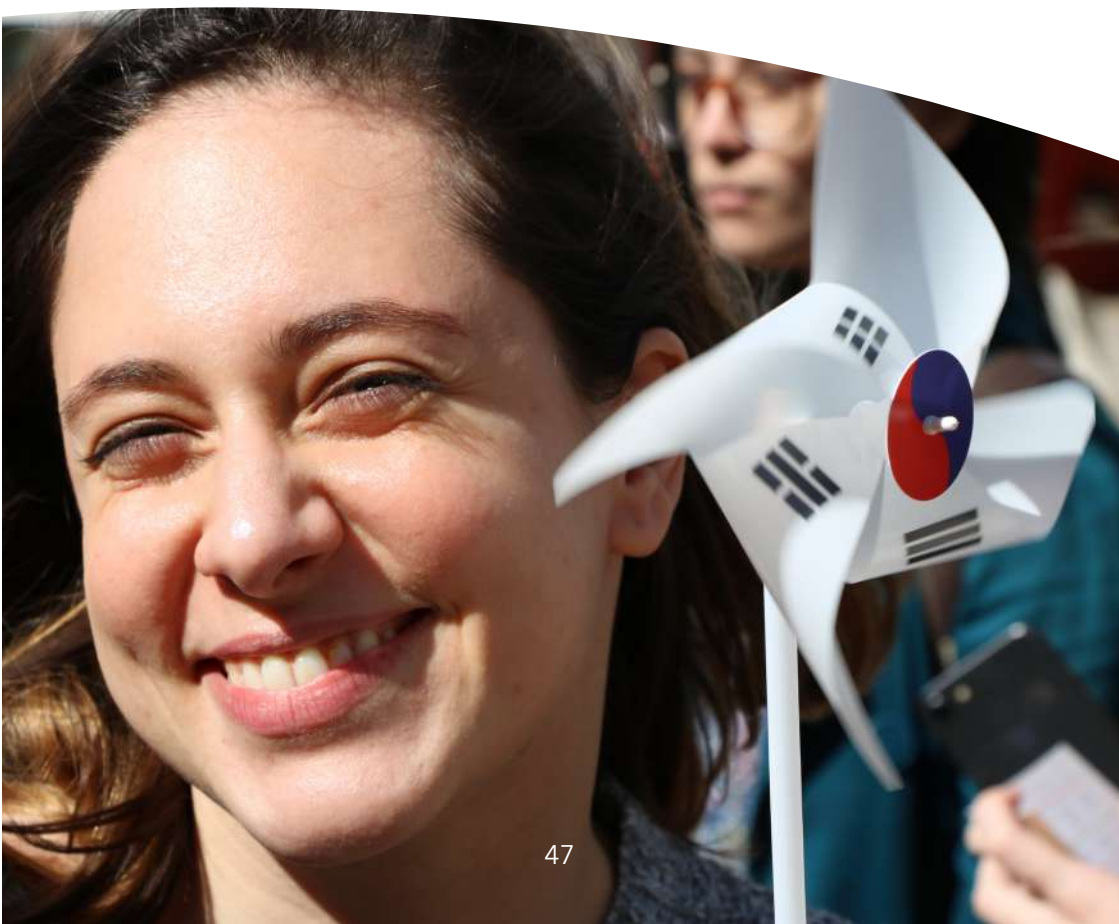
2 Esplanade Charles de Gaulle, 33077 Bordeaux

Tél. +33 (0)5 56 90 60 60



► Emergency numbers




- SAMU (paramedics): 15
- Police: 17
- Fire department: 18
- For any emergency in Europe: 112





1. Bâtiment Accueil
2. Maison de la Recherche
3. Maison des Arts

* All info on
<https://www.u-bordeaux-montaigne.fr/fr/index.html>

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