



# GUIDE OF PRACTICAL INFORMATION FOR INTERNATIONAL STUDENTS

Academic year 2019-20



## WELCOME ABOARD!

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! Giving a quality welcome to international students is one of the missions of the International Relations Office.

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 and we wish you an excellent stay at Bordeaux Montaigne University.

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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 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.

## 1. French Higher Education System

The French Higher Education system is divided in three phases in accordance to the European Bologna system: the first one of three years is “Licence” (+3), after the graduation there is the option to do to a “Master” (+5) of two years, and then the “Doctorat” (+8) of at least three years. The academic year is divided by two semesters: the first from September to January and the second from February to June.

The French university mark system is based on gradation from 0 to 20. A mark between 10 and 20 is passing and the student obtains 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	Très Honorable avec Félicitations du Jury (Highly Honorable with Praise)	A+	Relatively rare	<b>ECTS</b>
TB	16 - 17.99	Très Bien (Very Good - Highest Honors)	A+		
B	14 - 15.99	Bien (Good - High Honors)	A		
AB	12 - 13.99	Assez Bien (Quite Good - Honors)	B		
P	10 - 11.99	Passable (Satisfactory)	C		
E	8 - 9.99	Échec (Fail)	F		<b>no ECTS</b>
E	0 - 7.99	Échec (Fail)	F		
ABI		Absent			



## 2. How to apply?

### a. 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.

First, and after your university has sent us an email with the nominations, the International Relations Office ([incomingstudents@u-bordeaux-montaigne.fr](mailto:incomingstudents@u-bordeaux-montaigne.fr)) will contact you to let you know that you have been successfully nominated and to explain the following procedures.

Then, you will have to make the online enrolment procedure in the following webpage: <https://montaigne.moveonfr.com/form/56ea7c74ef189d197d000000/eng>

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 these documents 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

### b. Choosing Courses / Learning agreement

The home university should send the Learning agreements by e-mail to [incomingstudents@u-bordeaux-montaigne.fr](mailto:incomingstudents@u-bordeaux-montaigne.fr). After May 31st (semester 1) or October 31st (semester 2), the Learning agreement will not be signed until the student's arrival. If this deadline is passed, you will get the signature after your arrival at Bordeaux Montaigne University.

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.

### c. Acceptance Letter

After completing your registration, you will receive an e-mail with your acceptance letter enclosed. Your home university (outside Europe) can request an acceptance letter to be sent *via* regular mail.

The registration will be finalized once you arrived in our university; that part of the process will be explained **on page 17**.

## 3. Before departing to Bordeaux

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

### a. 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 in your own country 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.

## **b. Fees**

Students coming under an exchange program do not have to pay tuition fees or CVEC contribution at UBM, 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. Important: If you are a student in an exchange program, you are not subject to the CVEC.

The affiliation to Social Security is free and mandatory. It can be done via <https://etudiant-etranger.ameli.fr/#/>.

## **c. Accommodation**

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

To apply for accommodation in university residences, consult the site of 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 receive notification of your lodgings, sent by the International Relations office. This document must be presented to the administration of the concerned University Village, without exception, in order to obtain the key to your room. If you have obtained accommodation in a university residence, please respect the communal code of conduct.

Otherwise, you can try to find private housing; the following websites can be a good starting point:



- Leboncoin : [www.leboncoin.fr](http://www.leboncoin.fr) (select: Immobilier>Location)
- Lokaviz : [http://www.lokaviz.fr/rechercher-un-logement/n:39/affichage:liste?bHome=1&comm=Bordeaux+%2833%29&commune\\_id=1642](http://www.lokaviz.fr/rechercher-un-logement/n:39/affichage:liste?bHome=1&comm=Bordeaux+%2833%29&commune_id=1642)
- 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 yourselves.

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 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: <https://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. <https://www.yestudent.com/>

#### d. 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 [etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr), in order to get the medical expenses back. You will have to justify your financial resources and provide a proof of enrollment (*certificat de scolarité*).

- If you are a citizen of Quebec:



You will have to register via [etudiant-etranger.ameli.fr](http://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 of Europe/EEA/or Turkey:

You have to affiliate to the social security via [etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr) and provide the following documentation:

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

**! Without proof of health insurance cover, you will not be able to enroll at the university, nor follow lessons or obtain any grades or ECTS credits.**

#### **e. 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: <https://www.lecompareurassurance.com/assureurs>).

#### **f. 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: <http://defle.u-bordeaux-montaigne.fr/fr/index.html>

### **4. After arrival (first days)**

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

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[www.u-bordeaux-montaigne.fr](http://www.u-bordeaux-montaigne.fr)



### a. 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.

### b. 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).

### c. 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 important information, as well as explain what the next steps to follow are before showing you around campus.

### d. Inscription

By this point, you will have completed the online registration (before coming to Bordeaux **on page 10**) and the administrative registration. For the 15 days following the orientation session, our tutors will guide you for your final registration to your classes.

### e. 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.

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The Aquipass card has been designed to avoid the multiplication of cards. With only one card, you are able to:

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

## 5. Studying at Bordeaux Montaigne University

### a. Email account

Exchange students get an email account at Bordeaux Montaigne University which you have to activate before using. 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.

### b. Online platforms

With your account at Bordeaux Montaigne University you will have access to several online platforms through the students' site. 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 Virtual*" 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 the teachers want to share with the 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).

### c. Facilities

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Bordeaux Montaigne University has several libraries, the main one being the *Bibliothèque Universitaire de Lettres et Sciences Humaines*, where there are more than 414 000 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: <http://www.u-bordeaux-montaigne.fr/fr/documentation.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 66 computers 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 Etudiants. 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. In the premises of the Maison des Etudiants is also the Culture and Student Life Center (Pôle Culture et Vie Étudiante).

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...

#### d. 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

#### ***Periods when the university is closed:***

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- **11<sup>th</sup> of November (Armistice 1918),**
- **Winter break,**
- **Lundi de Pâques,**
- **1<sup>st</sup> of May (Fête du travail),**
- **8<sup>th</sup> of May (Victoire 1945),**
- **Jeudi de l'Ascension,**
- **Lundi de Pentecôte,**
- **Summer break.**

#### **e. Absence and monitoring**

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

#### **f. 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.

#### **g. 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.

## **6. Student life**

### **a. 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.

**Location : ground floor of Bâtiment Accueil**

### **b. 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.

**Location: 22, Avenue Pey Berland, Pessac.**

### **c. 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.

**Location: bâtiment L – Rooms 009 and 011 (ground floor)**

**Mondays, Tuesdays and Thursdays: 08:30-16:30**

**Wednesdays: 08:30-12**

**Fridays: 08:30- 15:30**

### **d. 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







As we have explained before, there are different ways of moving around Bordeaux with the public transportation network (TBM) quickly and easily. 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 price you can use the services as much as you like. You can get either a monthly or a yearly pass.

3 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 Smartphone, via the website [mobilinfotbm.com](http://mobilinfotbm.com) and on Twitter via [@tbm\\_Trampa](https://twitter.com/tbm_Trampa), [@tbm\\_Tramba](https://twitter.com/tbm_Tramba) 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 [m.vcub.fr](http://m.vcub.fr) and the Twitter account: [@TBM\\_V3](https://twitter.com/TBM_V3)

### c. Travel

The **Bordeaux-Mérignac airport** is the main airport for 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 and abroad **by railway**. To learn more: [www.sncf.com](http://www.sncf.com)

Bordeaux is 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.

### d. Bank

In France, it is possible to open a bank account if the students stay for more than 3 months. In order to pen an account, the banks may ask for several documents such as the copy of the passport (or national ID), a visa, a proof of residency in France, a proof of financial resources and Student ID card.

### e. 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.

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## f. 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.

## g. 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.

## h. 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 Pilat 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.

### 1. 8. 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.

#### a. 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. It is important to remember that this form is signed in the presence of the student, that is, the document will not be signed and sent via email. As we have mentioned **on page 20** (Student Mobility Center)



your university might require that you get the form signed also when you arrive, but keep in mind that no document will be signed before the 1<sup>st</sup> of September.

### **b. 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.

### **c. 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.

## **9. Useful Contacts**

Préfecture de la Gironde

2 Esplanade Charles de Gaulle, 33077 Bordeaux  
+33 5 56 90 60 60

OFII Bordeaux

55 Rue Saint-Sernin, 33000 Bordeaux  
+33 5 57 14 23 00

Ambassades et consulats à Bordeaux

Consulat honoraire de la république du Bénin  
Consulat du Mexique  
Consulat de la république des Philippines  
Vice-Consulat d'Italie  
Consulat d'Algérie  
Consulat du Sénégal  
Consulat général du Royaume du Maroc  
Consulat du Royaume-Uni  
Consulat royal du Danemark

**Université Bordeaux Montaigne**

**Direction des relations internationales**

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Consulat des États-Unis d'Amérique  
Consulat général d'Espagne  
Consulat honoraire de Côte d'Ivoire  
Consulat du Grand-Duché du Luxembourg  
Consulat général de Turquie  
Ambassade de Belgique  
Consulat de la république fédérale d'Allemagne  
Consulat du Portugal