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**BESANÇON
BELFORT-MONTBÉLIARD
DIJON**



GUIDEBOOK AFTER YOUR ARRIVAL

Université Bourgogne Franche-Comté

► TABLE OF CONTENTS

PART 1: ADMINISTRATIVE PROCESSES	3
Administrative enrollment	4
>> CVEC : Student Life Contribution Fee	4
>> Tuition fees	4
>> Where to enroll?	5
>> Student card	5
Medical check-up	5
>> Covid 19	5
>> Besançon - Belfort - Montbéliard	5
>> Dijon	6
>> Contacts and opening hours	7
Open a bank account	8
Validate and renew your long stay visa	9
>> Validation	9
>> Renewal	9
Register to health care	10
>> Social security	10
>> Complementary health insurance	11
Housing benefits (CAF)	12
PART 2: STUDENT LIFE	13
Transportation	14
>> Besançon	14
>> Belfort	14
>> Montbéliard	15
>> Dijon	15
Restauration facilities	16
>> Besançon	16
>> Belfort	16
>> Montbéliard	16
>> Dijon	16
Sport	17
>> Besançon, Belfort and Montbéliard	17
>> Dijon	17
Top tips	18
>> "Avantages Jeunes" e-card	18
PART 3: CONTACTS	19
International Relations Office	20
Emergency numbers	21

ADMINISTRATIVE PROCESSES



1- Administrative enrollment

>> CVEC : Student Life Contribution Fee

Besides the tuition fees, each student has to pay off the Crous-BFC Student life contribution fee which amounts around 92€ per academic year (online payment through your MSE account). For more information, please visit the dedicated website.

CVEC : student life and campus contribution

CVEC is waived for :

- French scholarships holders based on social criteria, French government scholarships holders for international students (Campus France);
- Exchange students;
- Refugee students, students registered as asylum seekers and having the right to remain in the territory.

>> Tuition fees

You are responsible for paying your tuition fees. At UBFC, tuition fees amount to 243€ per academic year, for both national and international students.

Tuition fees are waived for:

- Campus France scholars,
- Eiffel scholars,
- Exchange students,
- Double-degree students.

IMPORTANT: Mandatory documents for enrollment (as a minimum):

- Completed and signed following registration file
- Passport photo
- Full copy of birth certificate or extract of birth certificate in English or French
- Passport copy, and if applicable copy of your D-visa or long stay visa with the "Etudiant" mention.
- Copy of the French civil liability insurance certificate
- Admission letter
- CVEC payment certificate
- Original + copy of your last higher education diploma with sworn translation in French or English
- Copy of scholarship notification if applicable



>> Where to enroll ?

Depending on the Master's Degree, you can pay either by cash, debit card or check at the school office of your Master's. You can pay remotely by internet but your student file has to be completed and registered in the school system. Most of the time and because it is easier, students pay the tuition fees at the school office.

>> Student card

UBFC and the Crous-BFC provide a sole multiservice card common to all Bourgogne-Franche-Comté sites. This contactless card is supported by the "Izly" e-money service of the Crous-BFC. It is aimed at making everyday life of UBFC students and staff easier.

Once you are enrolled, you will get your student card called PASS'UBFC, with the Izly payment system. A few days later, an email from the Crous-BFC will be sent to you to your university address with a secret code and a link to activate your account. Follow the link, complete your information, and discover what you can do with your card! Put money on it and pay for Crous-BFC services (restaurants, copier, laundry...). Download the application and pay with your mobile or your student card. No need to carry around your credit card anymore!

Depending on the Master's Degree, you may need an appointment to pick it up.

2- Medical check-up

>> COVID 19

To stay informed, please visit the following website **as often as you can** :

<https://www.campusfrance.org/en/travel-to-france-information-for-international-students-and-researchers>

>> Besançon - Belfort - Montbéliard

At your arrival, medical appointments are compulsory depending your situation :

- A compulsory medical check-up and vaccinations check-up. To take an appointment, we kindly ask you to contact the SUMPPS (University Preventive Medicine and Health Promotion Centre) of the Campus. If need be, you can take an appointment with a psychologist. This psychologist receive students every Monday morning at the SUMPPS of Montbéliard, and every Monday afternoon at Belfort. In addition, every two weeks a nutritionist can receive you on Mondays morning at Belfort, Monday afternoon at Montbéliard.
- International students who are nationals of one of the countries with a tuberculosis

incidence must do a tuberculin test at the SUMPPS. The medical team will explain to you all the process. This is absolutely free, covered by the Social Security (compulsory registration at your arrival) if you are already registered, or covered by the CLAT 25 (Anti-Tuberculosis Fight Center) if you are not registered yet at the Social Security.

The doctors and/or the health professional may ask you your personal (child) health record. If your vaccinations are not up to date, you will be asked to go to the vaccination center of your city. The exact address will be given to you.

Countries with a tuberculosis incidence

Afghanistan; Albania; Algeria; Angola;	India; Indonesia; Kazakhstan; Kenya; South Korea;	South Africa; South Sudan; Sudan; Sri Lanka;
Bhutan; Bolivarian Republic of Venezuela; Bosnia and Herzegovina; Bulgaria; Burkina Faso;	Lao People's Democratic Republic; Liberia; Libya;	Tajikistan; Thailand; Togo; Tunisia;
Cambodia; Cameroon; Central African Republic; Chad; Congo; Ivory Coast; Croatia;	Malaysia; Malawi; Mali; Morocco; Mauritania; Mongolia; Mozambique; Myanmar;	Uganda; Ukraine; United Republic of Tanzania; Uzbekistan;
Democratic Republic of Congo;	Namibia; Nepal; Niger; Nigeria;	Viet Nam;
Egypt; Equatorial Guinea; Eritrea; Ethiopia;	Pakistan; Panama; Papua New Guinea; Peru; Philippines; Portugal;	Yemen;
Gabon; Gambia; Georgia; Ghana; Guinea; Guinea-Bissau; Guyana; Haiti; Hong Kong Sar China;	Republic Of Moldova; Romania; Russian Federation; Rwanda; Senegal; Sierra Leon; Somalia;	Zambia

>> Dijon

Depending on your country of origin, you might need to undergo some medical check-up:

- Tuberculin check-up: students coming from countries with a high tuberculosis incidence will need to undergo a lung X-ray exam before coming to France. Bring the results with you, translated in french is possible. Upon arrival, take an appointment at the medical center of the university (contacts below) to show your results.
- If you can't undergo the X-ray in your country, you can do it in France for free. Again, take an appointment at the medical center of the university so the doctor can give you a prescription for the X-ray.
- Countries with a high tuberculosis incidence:
 - The African continent as a whole
 - The Asian continent as a whole (except for Japan), including the countries of the

Near and Middle East (except for Cyprus, the United Arab Emirates, Israel, Jordan and Oman);

- The countries of Central and South America (except for Antigua and Barbuda, Barbados, Bermuda, Bonaire, Cuba and Costa Rica, Curaçao, Jamaica, Virgin Islands and Cayman Islands, Puerto Rico);
- The countries of Central and Eastern Europe (except for Austria, Greece, Hungary, the Czech Republic, Russia, Slovakia and Slovenia).
- Vaccination check-up: The medical center will also check that students are up to date in their vaccines. If you have a health record booklet, please take it with you to show the medical center. If you can't prove that you have been vaccinated, the medical center might ask you to do it before registration. You can do it for free in France.
- Vaccinations are not up to date, you will be asked to go to the vaccination center of your city. The exact address will be given to you.

>> Contacts and opening hours

(subject to change depending on the period)

Besançon

Campus de Besançon

45 C, avenue de l'Observatoire
BP 1535
25 009 Besançon
03 81 66 61 30
sumpps@univ-fcomte.fr

Opening hours

Monday: 8:00 - 17:00
Tuesday: 8:00 - 17:00
Wednesday: 8:00 - 17:00
Thursday: 8:00 - 17:00
Friday: 8:00 - 17:00
Sat. & Sun. : closed

Montbéliard

Site universitaire des Portes du Jura

4 place Tharradin
BP 71427
25211 Montbéliard
03 81 99 47 38
07 85 64 01 60
sumpps-montbeliard@univ-fcomte.fr

Opening hours

Opened only on Tuesday
8:00 - 16:00

Belfort

IUT Belfort-Montbéliard (3rd floor)

19 avenue du Maréchal Juin
90 000 Belfort
03 84 58 77 78
07 85 64 01 60
sumpps-belfort@univ-fcomte.fr

Opening hours

Monday: 14:00 - 18:00
Thursday: 9:00 - 17:00
Closed on Tuesday, Wednesday, Friday, Saturday and Sunday.

Dijon

Centre de Prévention et de santé Universitaire (CPSU)

6A rue recteur Marcel Bouchard
21000 Dijon
03 80 39 51 53

Opening hours

Mon/Tue/Thu/Fri 8:30am - 5:30pm
Wed 8:30am - 4:30pm
Sat/Sun closed

3- Open a bank account

As an international (a non-European) student in France, you will **have to** open a bank account for your different administrative processes (health insurance, daily life...) and if you have been awarded a scholarship. Indeed, you can only receive your scholarship payment on a French bank account.

If you are a European student, you will need a French bank account only if you receive an incoming mobility scholarship. Bear in mind that scholarship payments can only be done on French bank accounts and will become compulsory if you receive an outgoing mobility scholarship for an internship abroad for instance.

You will receive a debit card, and a document called a RIB (bank account details). If you receive a scholarship, give this document to the dedicated service so they can proceed with its payment.

All major French banks have **bank agencies** in every city and are often located right on campuses:

- BNP Paribas*
- Société Générale*
- Crédit Lyonnais*
- Crédit Agricole*
- Banque Populaire*

Banks in France are usually closed on Mondays and open from Tuesday to Saturday between 9:00 am and 6:00 pm, only morning on Saturdays. Here are the documents required to open a bank account:

- Identity card or passport (mentioning your birth place (city)). If your passport is only mentioning your country of origin, you will need to provide a birth certificate as well.
- Accommodation certificate
- Letter of admission or the certificate of enrollment if you have it.

If you prefer, you can also choose **online banks** such as Boursorama banque*, Fortuneo banque*, Hello bank*. Make sure it's a French one and read carefully their conditions to see what they offer. Some of them have free debit cards for example.

*Non-exhaustive list

4-Validate and renew your long stay visa (VLS-TS)

>> Validation

Upon your arrival in France, you must validate your long-stay visa valid as a residence permit. You have three months to take the necessary steps.

The process is entirely digital: **you can do everything remotely, on the following website :**

<https://administration-etrangers-en-france.interieur.gouv.fr>

To validate your visa, you need :

- A valid email address;
- Information on your visa;
- Your date of arrival in France;
- Your home address in France;
- A bank card to pay online the fee for issuing the residence permit (50€)

You will then receive two emails. The first one contains your login details; the second one confirms the information you entered online. Make sure you download this document.

Within the first three months after you arrive in France, you may freely leave the country and come back. After these three months, if you haven't validated your VLS-TS and leave the country, you will need to apply for a new visa to return to France.



>> Renewal

Between the 120th and the 60th day before your current resident permit expires, you need to ask for its renewal via the website mentioned above. Bear in mind that an "e-photo" (6 months validity) is necessary to do this process. This can only be made in France by a certified photographer or a photo booth, so be sure you do it before to go abroad (internship or holidays for example).

5. Register to health care

>> Social security

French healthcare system is one of the widest funded system by the French Government National Health insurance, meaning a national system that ensures a national population against the costs of healthcare.

Registration to the French Health insurance is mandatory for French, European (in some conditions) and non-European students.

- **European students** have to bring their European Health Insurance Card (EHIC) covering the period of studies. Ask for this card in your country of origin. If you do not have this card, you need to ask for the certificate of entitlement (S1 form), and upon arrival, register online by submitting this form along with all requested documents (except for visa).
- **Non-European students** need to register online.

Social Security is free and compulsory for all students (French or international) and must be made upon your arrival in France, once your administrative registration at the university is completed. It allows you to benefit from a reimbursement of all your medical expenses (around 60% to 70% of the total amount based on the social security basic rate).

Besançon, Belfort and Montbéliard

More info ►

<https://www.ameli.fr/doubs/assure/droits-demarches/etudes-stages/etudiant/french-social-security-registration-process-foreign-students>

Dijon

More info ►

<https://www.ameli.fr/cote-d-or/assure/droits-demarches/etudes-stages/etudiant/french-social-security-registration-process-foreign-students>

Upload all requested documents :

- School certificate,
- Passport copy,
- Visa copy,
- Birth certificate with sworn translation in French,
- Validation of visa,
- RIB (bank account details)

Once you receive your certificate, **access your account on :**

<https://etudiant-etranger.ameli.fr>

Declare a physician during your first consultation so as to benefit from a 60%-70% reimbursement.

In addition, you can take out a complementary health care cover, which enables you to get a refund on the additional part.

>> Complementary health insurance

It is highly recommended to take a complementary health insurance so as to benefit from a complete reimbursement.

Examples for consultations costs :

	General practitioner	Specialist practitioner
Cost	25€	28€
Social security reimbursement	16,50€ (70%)	18,60€ (70%)
Remaining cost <small>(which can be covered with a complementary health care cover)</small>	7,50€	8,40€
Compulsory remaining cost	1€	1€

The prices depend on the options you take. Here are a few examples:

- SMERRA: 5,50€ or 10,50€ per month
- LMDE: 4,90€, 14,60€, 25,60€, 37,90€ per month
- HEYME : 9,90€, 17,90€, 27,90€, 44,90€ per month

6. Housing benefits (CAF)

Renting a place in France allows you to request financial support if you are staying for more than 3 months : you have to apply to the "Aide Personnalisée au Logement" (APL) granted by the *Caisse des Affaires Familiales* (CAF).

The amount of the allowance offered is based on your financial resources and on the price of the rent of your apartment without charges (electricity, water supply, heating etc.) Everything is done online, do not hesitate to do an online simulation to find out if you are eligible.

For students in **Crous-run accomodation** (on - off campus)

https://www.caf.fr/sites/default/files/cnaf/Documents/international/2021_ALE/1F_ALE_CROUS_%20Angl_2021-compress%C3%A9.pdf

For students in **non-Crous-run residences**

https://www.caf.fr/sites/default/files/cnaf/Documents/international/2021_ALE/2F_ALE_HORS%20CROUS_Angl_2021-compress%C3%A9.pdf

For students who are renting a **private-market accomodation**

https://www.caf.fr/sites/default/files/cnaf/Documents/international/2021_ALE/3F_ALE_SecteurLocatif_Angl_2021-compress%C3%A9.pdf

STUDENT LIFE



1. Transportation






*Please, bear in mind that all prices are subject to change



>> Besançon

	Ginko	<ul style="list-style-type: none"> Monthly pass 18-25 y/o: 28€ Monthly pass +26 y/o: 43.50€ A 1-hour ticket: 1,40€ when you already have a support, 1,60€ if you need to buy the support (keep your ticket and refill it at the machine).
	Vélocité	<ul style="list-style-type: none"> Yearly subscription: 16€ (15 months for <i>Avantage Jeunes card</i> holder, find a description of the card on section 4) Weekly subscription: 2€, first ½ hour for free each day, then 1€/hour Daily subscription: 1€, first ½ hour for free, then 1€/hour. <p>If you have a Tram and Bus subscription, then your Vélocité subscription is free of charge. You only pay 1€ per hour (the 1st 30 minutes are free).</p>
	SNCF	<p>Depending on your age, you can get a discount on your trips. For more info, visit the SNCF website (available in different language) https://www.oui.sncf/billet-train</p> <p>There are 2 main train stations:</p> <ul style="list-style-type: none"> - Besançon Viotte (close to downtown) - Besançon TGV (14km from Besançon)





>> Belfort

	Optymo	<ul style="list-style-type: none"> Monthly pass scholarship students: 13€ Monthly pass: 36€ A 1-hour ticket: 1€ <p>There is no ticket sales inside the bus. You must hold a Pass before travel.</p>
	Optymo	<ul style="list-style-type: none"> Optymo pass holder: the access is free of charge. You will only be charged 0.02€/minutes Other cases: 1€ the access + 0.02€/minutes
	SNCF	<p>Depending on your age, you can get a discount on your trips. For more info, visit the SNCF website (available in different language) https://www.oui.sncf/billet-train</p> <p>The main train station is in downtown.</p> <p>The Belfort - Montbéliard TGV train station (12km from Belfort)</p>

>> Montbéliard

	Evolity	<p>Under 26 y/o</p> <ul style="list-style-type: none"> Yearly pass for students: 150.80€ Monthly pass: 38€ (usable in both Montbéliard and Belfort cities) <p>+ 26 y/o</p> <ul style="list-style-type: none"> Yearly pass: 356.90€ Monthly pass: 36.20€ (usable only in Montbéliard city) <p>For everybody</p> <ul style="list-style-type: none"> A 1 trip ticket: 1€
	SNCF	<p>Depending on your age, you can get a discount on your trips. For more info, visit the SNCF website (available in different language): https://www.oui.sncf/billet-train</p> <p>The main train station is downtown</p> <p>The Belfort - Montbéliard TGV train station (20km from Montbéliard)</p>

>> Dijon

	Divia	<ul style="list-style-type: none"> Monthly pass 18-25 y/o: 30€ Monthly pass +26 y/o: 42€ A 1-hour ticket: 1,40€ when you already have a support, 1,70€ if you need to buy the support (keep your ticket and refill it at the machine). 9 months subscription 18-25 y/o: 240€ Yearly subscription 18-25 y/o: 315€ Yearly subscription +26 y/o: 441€
	Divia Self-service bicycle	<ul style="list-style-type: none"> If you have a Tram and Bus subscription Yearly subscription: 25€, first ½ hour for free each day, then 1€ per hour Monthly subscription: 7€, first ½ hour for free each day, then 1€ per hour If you don't have a Tram and Bus subscription Weekly subscription: 2€, first ½ hour for free each day, then 2€ per hour Daily subscription: 1€, first ½ hour for free, then 2€ per half hour
	Divia Bicycle renting	<ul style="list-style-type: none"> 24 hours: 3€ 48 hours: 5€ Weekly subscription: 9€ Monthly subscription: 15€ for 1 month, 30€ for 3 months, 50€ for 6 months, 65€ for 9 months Yearly subscription: 80€ 25% off if you are under 26, 50% off if you have a Tram and Bus subscription.
	SNCF	<p>Depending on your age, you can get a discount on your trips. For more info, visit the SNCF website (available in different language) https://www.oui.sncf/billet-train</p> <p>There are 2 main train stations:</p> <ul style="list-style-type: none"> - Dijon ville - Dijon Porte-Neuve

2. Restauration facilities



>> Besançon

- **University restaurants**

The university restaurants offer complete meals. Cafeterias are also available on campus and offer sandwiches, salads, coffees, etc.

You can pay by cash, debit card or by your PASS'UBFC and the IZLY payment system.

- **Eating at home**

In Besançon, different student associations ('BAF', 'AGORAé Besançon' for example) go into actions to help students with getting food products.

Learn more about these actions :

[/agoraebesancon](#)

[/BAF.etudiants](#)

Supermarkets are of a walking distance from the place of study.

>> Belfort

The university restaurant and cafeteria "Duvillard" (close to UTBM) offer meals and food with good prices.

You can pay by debit card or by your PASS'UBFC and the IZLY payment system.

>> Montbéliard

The university restaurant and cafeteria "Portes du Jura" inside the University area offer meals and food with good prices.

You can pay by debit card or by your PASS'UBFC and the IZLY payment system.

>> Dijon

- **University restaurants**

The university restaurants offer complete meals. Cafeterias are also available on campus and offer sandwiches, salads, and coffees, etc.

You can pay by cash, debit card or by your PASS'UBFC and the IZLY payment system.

- **Eating outside**

As the Campus of Dijon is well located, you also have access to places such as fast-food restaurants, or even the food truck of the Crous-BFC where you can buy burgers or pizzas !

- **Eating at home**

You have different supermarkets at a walking distance from the Campus. You can also enjoy going to the market to buy fresh products !

3. Sport



>> Besançon, Belfort and Montbéliard

In your institution, you may also have free access to sports facilities. Contact your Sports Department.

At Université de Franche-Comté, the Service Campus-Sports offers a wide range of physical and sports activities for both recreation and competition: https://www.univ-fcomte.fr/sport#.YIbNMKE6_b0

In Besançon, you can also find a sports activity among the numerous sports facilities managed by the city or just have a walk up to the 7 hills of the city!

>> Dijon

As a student, you will have free access to the SUAPS (Service Universitaire des Activités Physiques et Sportives).

You can register directly on their website : <https://suaps.u-bourgogne.fr/etudiant/>

You will then have access to over 50 different activities: swimming, diving, running, ice skating, golf, archery, fencing, bodybuilding, climbing, skiing, mountain biking, pilates, yoga, dance, zumba, step, basketball, football, rugby, volleyball, boxing, karate, tennis, badminton, table tennis...

4. Top tips



>> « Avantages Jeunes » card

If you are under 30y/o you can get your “*Avantages Jeunes Card*” for only 8 euros !

This card offers you a huge range of good deals for discovering the culture, the sport, and offers you special offers for hobbies and daily life, into the Bourgogne Franche-Comté region !

There are 9 different editions :

- Belfort
- Besançon, Haut Doubs
- Dijon Métropole
- Haute-Saône
- Jura
- Montbéliard
- Nièvre
- Saône-et-Loire
- Yonne

You can use it from the 1st of September to the 31st of August of each year. Whatever the place you get it, it is usable in all the Bourgogne Franche-Comté region.

More informations ▶

www.avantagesjeunes.com

CONTACT



PART 3

1- International Relations Office



Maily's CLAUDIO

International mobility coordinator for individual students (Besançon-Belfort-Montbéliard)



Éloïse ROUSSEL

International mobility coordinator for individual students (Dijon)



Yevgenya PASHAYAN-LEROY

Head of International Relations



Pauline MARCEAU

International mobility coordinator for the Erasmus+ project and exchange/DD students



Guillaume ALBERT

International cooperation coordinator

For any questions regarding degree-seeking students (incoming): the application and admission process, including deadlines, supporting/required documents, English tests, etc. and for all incoming students: welcome desk/advice and support services: visa, practical aspects of student life at UBFC, facilities on campus, courses registration, accommodation search, etc.

>>> Contact:

Maily's CLAUDIO

(cities of Besançon, Belfort and Montbéliard)

For Master programs BDEEM; COMPUPHYS; EMME; GREEM; IOT; PICS and Rare Book.

► maily.s.claudio@ubfc.fr

Eloïse ROUSSEL

(city of Dijon)

For Master programs BEWM; DASEE; ID; Math4Phys; MP²; PIECE; PPN; P²FOOD and T2MC

► eloise.rousseau@ubfc.fr



Please note: for any specific questions about the programs content or pedagogical questions, you can send an e-mail to the Master's program director. You'll find the contact information on each program page.

1. Exchange and double-degree students (incoming & outgoing, non Erasmus):

studentexchange@ubfc.fr

2. Exchange students (incoming & outgoing Erasmus) and Erasmus + Agreement Management & Administration

erasmus@ubfc.fr

3. Cooperation & University Partnerships

international@ubfc.fr



For any emergency please contact international@ubfc.fr

2- Emergency numbers

Use these emergency numbers to get through to the emergency services **free of charge, 24/7**



15 SAMU

The French emergency medical assistance service To call out a medical team to a medical emergency as well as to be referred to a round-the-clock health facility



112 European emergency number

If you are a victim or witness of an accident in a country in the European union.



114 Emergency number for deaf and hard-of-hearing people

If you are a victim or witness of an emergency situation and require emergency assistance. (SMS available too)



17 Emergency police number

The French emergency medical assistance service To call out a medical team to a medical emergency as well as to be referred to a round-the-clock health facility



18 Fire brigade

To report a dangerous situation or accident concerning people or property and receive a swift response



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Looking forward to having **you join us !**

STAY TUNED AND FOLLOW US !



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Ne pas jeter sur la voie publique