



Sciences Po
Bordeaux

International Exchange Student Guide

2023 – 2024

Welcome to Bordeaux!	5
Welcome to Sciences Po Bordeaux	6
Practical information	7
How to come to Sciences Po Bordeaux	8
By train	8
By car	9
From the airport	9
International Relations office	10
Nomination / Enrollment	11
Exchange student	11
Free mover	11
Registration	12
Exchange student	12
Free mover	12
Student card	13
Library	13
Internet	13
Erasmix Association	15
Courses & examinations	16
Academic calendar 2023 / 2024	17
Courses	18
French track or English track?	18
Courses offered	19
Lectures	19
Guest lecturer courses	19
Seminar courses (conférences de méthode) – only for French track students enrolled in the CEP/AEP program with a good level of French	19
French Language Course (F.L.E.)	20
Foreign languages	21
Sports	21
C.E.P. / A.E.P.	22
C.E.P.: Certificat d'Études Politiques à titre étranger – full academic year	22
A.E.P.: Attestation d'Études Politiques à titre étranger – one semester	23
Exams	24

Courses / Exams registration.....	24
Exam procedures.....	25
Grading scale and ECTS credits.....	25
Housing.....	26
CROUS: On-campus Accommodations	27
Reservation Procedure for the 2023-2024 Academic Year	27
Types of CROUS Accommodations.....	31
To do before your arrival	31
Private housing.....	33
Budget-friendly Hotels.....	33
Room with a family.....	34
Room in a hostel.....	34
A studio flat in an “apart-hotel” residence.....	35
Flats / Flat-share.....	35
Intergenerational housing.....	39
Administrative formalities	40
Health	41
You are a European Union citizen	41
You are not a European Union citizen	41
Emergency numbers	41
French Social Security – L’assurance maladie	42
Opening a bank account	43
Housing insurance	44
Housing benefits (APL / ALS) – “la CAF”	44
Residence Permit / Visa	45
Useful information.....	46
Lunch time.....	47
University restaurants	47
Restaurants in Bordeaux City Center	47
Public transportation	48
Budget.....	49



Welcome to Bordeaux!

Capital of the department of Gironde, the Bordelaise agglomeration counts more than 800,000 inhabitants, grouped into 28 communes that make up the city of Bordeaux. The site of numerous universities and "Grandes Ecoles," Bordeaux welcomes 65,000 students and more than 5,000 researchers every year.

World-renowned for its wine varieties, the river city of Bordeaux sits on the crescent of the intersecting Garonne River, from which it derives its nickname "La porte de la lune." The 18th century saw Bordeaux recognized as one of the most beautiful cities in the world, and the city still holds the title almost three centuries later. Its imposing edifices, museums, and unique town houses bear witness to its exceptional architectural heritage, which has inspired countless filmmakers. Performing and creative spaces abound; world-class performances and shows can be found across the entire metropole.

From an economical perspective, the Bordeaux metropole boasts a perfect marriage between tradition and cutting-edge technology. The industries of aerospace, pharmaceuticals, electronics, agribusiness, wood/paper production, and wine production are the pillars of the activities in the region. The high quality of services also represents another strength of the Bordeaux Metropole.

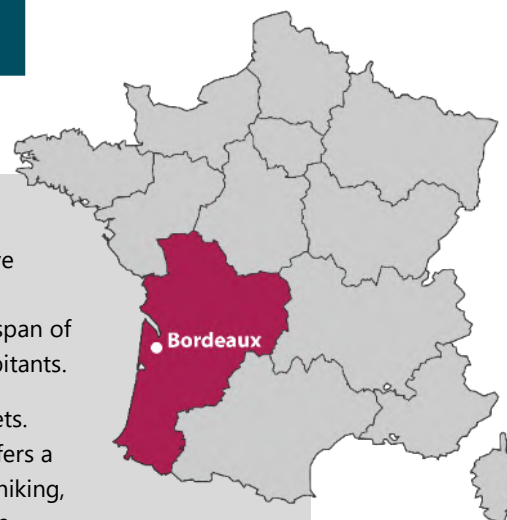
Bordeaux is ideally situated: At 45 minutes by car (or 55 minutes by the Transgironde bus) from the Atlantic Ocean (Lacanau, Arcachon, Dune du Pilat, Cap Ferret); at 4 hours by car from the Pyrénées Mountains (which boasts a large ski range); at 2 hours by train from Paris; at 2 hours by car or train from Basque country (Bayonne, Biarritz) and the Franco-Spanish border (Irun, Fontarabie, and San Sebastian).

Visit the site www.bordeaux.fr

The Region of Nouvelle-Aquitaine

The Nouvelle-Aquitaine region is the vastest region in France and one of its most attractive regions. Created in 2015 from the fusion of the previously-separate regions Aquitaine, Limousin, and Poitou-Charentes, the Nouvelle-Aquitaine includes 12 departments over a span of 84,061 km², or one-eighth of the entire country's surface area, and counts 5,844,177 inhabitants.

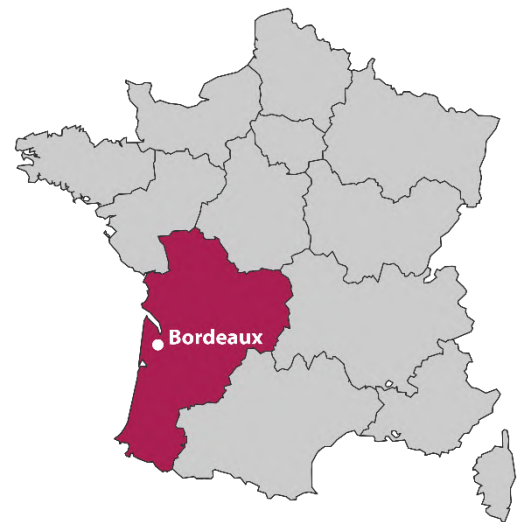
A union between earth, ocean, and mountain, the Nouvelle-Aquitaine has a thousand facets. Blessed notably with an exceptional coastline and the vast Pyrenees mountain range, it offers a wide breadth of outdoors sports and activities for all interests. From kite-surfing to ski to hiking, from horseback-riding to bike tourism, all is possible in the region. The Nouvelle Aquitaine boasts rich historic sites such as Saint-Emilion, Blaye, Biarritz, Périgueux, and Bordeaux, not to mention the prehistoric site of the Eyzies at Lascaux.





Welcome to Sciences Po Bordeaux

The Institut d'Études Politiques (Institute of Political Studies), also known as Sciences Po Bordeaux, is one of the ten Institutes of Political Studies in France. Created in 1948, it is firmly established on the Bordeaux University scene through its multidisciplinary, broad-based curriculum, which calls on numerous academics and researchers working in the different fields of political and social science. The Institute is an establishment of human proportions (approximately 2000 students): admission is by rigorous selection, a guarantee of the quality of its training. In 2023, 333 students were selected from 4 334 candidates.



In recent years, Sciences Po Bordeaux has become more internationalized. With more and more partnerships and agreements, the school will welcome more than 400 foreign students in 2023-2024 from all over the world.



Please read this guide carefully, it will be of great help. You will find most of the information you will need.



**Welcome to
you all, we
hope you will
enjoy your
time with us!**



Practical information





How to come to Sciences Po Bordeaux



Source : TBM

By train

From Bordeaux Saint-Jean train station, 2 possibilities:

- ▶ *By bus (direct):* take the **bus-liane 10** (toward "Gradignan Beausoleil") and get off at "Montaigne-Montesquieu" bus stop (around 30 minutes).

- *By tramway (1 change):* take **tram line C** toward “les Aubiers” or **line D** toward Eysines Cantinolle/Hippodrome and get off at “Quinconces” tram stop. Take **line B** toward “Pessac centre” and get off at “Montaigne-Montesquieu” tram stop.

More information on the tram and buses website: www.infotbm.com, and page 45.

By car

Direct access from the motorway (A10/A62/A63). Once on the “ring road”, take the exit **sortie 16 “Talence-Domaine universitaire”**. Then follow the signs indicating “Domaine universitaire”.

From the airport

From Bordeaux-Mérignac airport, 3 possibilities:

- 1 Take the **bus – ligne 39** to the Pessac Alouette station. Then, take **Tram B** toward “Berges de la Garonne” and get off at “Montaigne Montesquieu”.

More information on:

bordeaux.aeroport.fr/en/access-transport/direct-shuttle-airport-train-station

infotbm.com/en

- 2 Take **Tram line A** toward “Floirac Dravemont” or “La Gardette”:
 - Get off at “Pierre Mendès France”. Then, **take bus 35** toward “Talence Peixotto”. Get off at “Montaigne Montesquieu” stop.

By taxi, the price of a trip toward the campus or the city-center is around €40.

Good to know...

The school is situated on the Campus of Pessac-Talence, one of the largest in Europe with 235 hectares. It is 20 minutes away from Bordeaux city-center by tram, its natural landscaping and its equipment create a living & working comfortable space. Its numerous sports facilities allow the practice of many in and outdoor sports.

International Relations office

Director, International Affairs Ms. Lucile MARTIN	Email: l.martin@sciencespobordeaux.fr Phone: +33 (0)5 56 844 412
International Exchange Students Manager Mrs. Eléna DUBÂA	Email: e.dubaa@sciencespobordeaux.fr Phone: +33 (0)5 56 844 308
International Cooperations Manager Mrs. Delphine GOROSTIDI	Email: d.gorostidi@sciencespobordeaux.fr Phone: +33 (0)5 56 844 315
Manager of International Cooperation and Financial Aid for International Student Mobility Ms. Chloé GALY	Email: c.galy@sciencespobordeaux.fr Phone: +33 (0)5 56 844 416
English Programs Coordinator Ms. Carol LIN	Email: c.lin@sciencespobordeaux.fr Phone: +33 (0)5 56 844 143



Nomination / Enrollment

Exchange student

Every student wishing to come to Sciences Po Bordeaux within an exchange program must be nominated by his/her home institution before the deadline: **May 10th, 2023 (1st semester and academic year) or October, 30st 2023 (2nd semester).**

Please contact the International Relations Office of your home institution for more information.

Free mover

If you want to come to Sciences Po Bordeaux as a Free Mover, you have to fill-in and send back the application form with all the requested documents before **April, 30th 2023**. You can download the application form on our website:

www.sciencespobordeaux.fr/fr/international-student/candidature-individuelle.html

Please note Free Movers register for the whole year and for courses taught in French. If you are selected to enroll at Sciences Po Bordeaux as a free mover you will receive an email by June. You will be able to enroll either in the regular exchange program (free courses) or in the CEP (see p. 16).

If you want to apply for a **master's program**, please contact the Admissions Office for more information and for your application:

www.sciencespobordeaux.fr/fr/admissions/etudiants-etrange.html

Contact details:

admissions@sciencespobordeaux.fr
[+33 \(0\)556 844 297](tel:+33210556844297)

Registration

Exchange student

The exchange students will apply on-line. After the confirmation of his/her nomination by his/her home university, the student will receive the web link allowing him/her to register at Sciences Po Bordeaux by email. *NB: If you need an official letter of admission, please contact Eléna Dubâa: e.dubaa@sciencespobordeaux.fr*

Free mover

Registration will be during the Integration Week depending on your test results (CEP or free choice of courses). You will have to pay your registration fees (€2500 per year, plus Student and Campus Life Contribution—SVEC—fees and library fees) to get your student card (Aquipass). Regarding CROUS (on-campus) housing, priority is given to students coming under an exchange program agreement. More information about housing page 20.

*NB: We do not acknowledge receipt of your application documents, please do not send us an e-mail or to call us. We will contact you if we have not received your documents or in case of missing documents. **If you need an enrollment certificate before your arrival, please e-mail Mrs. Dubâa: e.dubaa@sciencespobordeaux.fr***



Student card

Once in Bordeaux and your registration completed, you will be given a student card called "Aquipass" and two enrolment certificates (please always give some copies, no additional certificate will be issued). With this card you can access internet, MOODLE and Sciences Po Bordeaux webmail. This card has also other uses:

- Library card for the campus library and other libraries in the University of Bordeaux network
- Debit card in University restaurants
- Photocopy card (to be topped up at the library)
- Printing card (multimedia room in our library)

You will need the student card if you want to eat in University restaurants. You can also get some discounts in various places: cinema, library, flight tickets (ask for the ISIC card "carte internationale des étudiants" on www.isic.fr); museums, theaters, sports, fast-food restaurants etc...

Library

To borrow books from our Library you have to go to the Library with your Student card and register. **How to print / copy a document?** Printers and scanners are available at the library, for use exclusively by students and personnel. You can charge your card through the Izly platform to make copies / printings at the library.

Internet

Once you get your student card you will be able to connect to Sciences Po Bordeaux Wi-Fi.



How to log-in:

Login: name.familyname Example : pierre.dupont

Password: student number (Aquipass) followed by the 1st letter of your name, dot, the 1st letter of your family name (both in block capitals). *Example: 1645236P.D* In case you have two family names, your login will be composed of your two names with a limit of 18 characters (in total).

Every International student is provided with a Sciences Po Bordeaux email address: firstname.lastname@scpobx.fr. To access your webmail, please go to: webmail.scpobx.fr. Your login will be: [first name.family name] and your password will be the same as the one used to connect to Wi-Fi. In case you have any problem, please contact the IT service: technique@sciencespobordeaux.fr (Office B.206).



Erasmix Association

Created in September 2002, the Erasmix association is in charge of helping foreign students and organizing events for them. During the academic year they offer foreign and French students various activities (visits, tour guide, parties, wine/cheese tasting, etc.).

In 2022-2023, Erasmix organized: Orientation activities for international students, two guided visits of Bordeaux, cultural events, a peer buddy program to connect international and French students for tandem language practice, and numerous outings and evening events...

The team aims to better integrate international students to life at Sciences Po Bordeaux and in France. Thanks to the events it organizes, foreign students can discover Bordeaux life and realize their projects.

You will meet the team during the Orientation Session and if you wish to, you can be part of the Erasmix team.

Meet the association on Facebook. You will find some useful information regarding your stay, arrival, and accommodation. You can also send them an email at this address: erasmix.scpo@gmail.com





Courses & examinations





Academic calendar 2023 / 2024

Fall semester: August 29 - December 14 2023	
August 29 - September 1	Integration Week - compulsory
Monday, September 4	Beginning of 1st semester courses
Friday, September 15	Deadline for 1st semester courses/exams registration
<i>October 28 - November 5</i>	<i>All Saints Holiday</i>
Friday, December 1	End of 1st semester courses
December 7 - 14 (included)	1st semester exams
<i>December 15 - January 8</i>	<i>Christmas Holiday</i>
Spring semester: January 9 - May 15, 2024	
January 9 - 12	Orientation/Integration session for spring semester students - compulsory
Monday, January 15	Beginning of 2nd semester courses
Friday, January 26	Deadline for 2nd semester courses/exams registration
<i>February 24 - March 3</i>	<i>Winter Holiday</i>
Friday, April 19	End of 2nd semester courses
<i>April, 20-28</i>	<i>Easter Holiday</i>
April 29 - May 15 (included)	2nd semester exams

Courses

French track or English track?

Since 2010 when the English Track program was created, the international exchange student can choose between two training programs: French track or English track. It is the Home university which nominates the student in one of the two tracks according to the student's level of French language.

▶ French track

Students with a level of French equal to or greater than B1 according to the CEFR will be nominated in the French track. The majority of the courses offered are in French and cover a wide range of subjects, including political science, international relations, European studies, law, social sciences, economics, etc. Students will be able to attend one or two courses in English if they want too.

An official language certificate is not mandatory, but Sciences Po Bordeaux requires a certificate from a French-language teacher when registering online if the student does not have an official certificate.

More information:

<https://www.sciencespobordeaux.fr/en/international-students-and-programs/french-exchange-for-credit-programs/courses-offered-french.html>

▶ English track

The English track is open to students who have little or no knowledge of French: a level lower than B1 according to the CEFR is required. The majority of the courses is in English and cover a wide range of subjects. Students will be able to attend one or two courses in French if they want too.

Students will be required to provide both a French and English language certificates when registering online.

More information:

<https://www.sciencespobordeaux.fr/en/international-students-and-programs/english-exchange-for-credit-programs/courses-offered-english>





Courses offered

Students can either register for 1st, 3rd or 4th-year lectures (“cours magistraux”). Students can attend neither 4th-year seminar courses, nor 5th-year courses. A regular student at Sciences Po Bordeaux has to obtain 30 ECTS credits per semester or 60 ECTS credits for one academic year.

▶ Lectures

They aim at developing students’ methodological skills. There is no written material available for these courses. There will be a specific exam (oral or timed written exam) for all courses attended by exchange students. There are annual (exam in May) and half-year courses (1st semester: exams in December / 2nd semester: exams in May).

▶ Guest lecturer courses

12 courses taught in foreign languages are offered to students, either in the 1st, 3rd or 4th year. Taught by guest lecturers, the topics covered, which are varied, and their schedules are known early September/January. Students will have to register once topics are known. These courses consist of 12 in-class hours are evaluated with a grade and are credited with 2 ECTS for Incoming students.

The teacher may choose between various assessment methods: an essay (“paper”) of maximum 4 pages (1500 characters), a timed written exam based on course content, a multiple-choice test, or continuous assessment throughout the semester.

▶ Seminar courses (conférences de méthode) – only for French track students enrolled in the CEP/AEP program with a good level of French

They take place once a week, over 24 weeks (whole academic year), have a 90mn duration, and confer 8 ECTS when passed. Each group works in permanent interaction with the lecturer. Seminars emphasize different aspects of methodology. Attendance to the seminar courses is compulsory and considered in the student’s assessment. A regular work (readings, research, essays, attendance, oral participation) is compulsory to earn the 8 ECTS. A good knowledge of French Language (C1) is required and the registration has to be validated by the lecturer.

▶ French Language Course (F.L.E.)

A French language course is available at Sciences Po Bordeaux for all incoming students: 1h30-3h00 per week, 20 students max per group, for either one semester or one year. One semester = 4 or 6 ECTS credits, one year = 8 or 12 ECTS credits. Free of charge.



Course list : You will find the majority of courses offered on our web site. Course schedules are confirmed at the beginning of September. It is thus not recommended that you fill in your Learning Agreements before the start of the semester

Fee paying courses:

- Bordeaux Montaigne University, at the "Département d'Etudes du Français Langue Étrangère" (DEFLE). More information on: defle.u-bordeaux-montaigne.fr/fr/index.html
- Alliance Française: www.alliance-bordeaux.org

► Foreign languages



If you want to begin or keep-on learning one or more foreign languages and get ECTS credits, you have to register directly at Bordeaux Montaigne University. Be careful and make sure that your home institution recognizes these language courses, considering that these grades from Bordeaux Montaigne will not appear on your Sciences Po Bordeaux transcript of records.

To get more information about these foreign language courses:

www.u-bordeaux-montaigne.fr/fr/formations/cours-du-soir-et-certifications-en-langues/inscriptions.html

► Sports

A variety of sporting activities exist: swimming, tennis, soccer, rugby, athletics, volleyball, handball, badminton, judo, karate, yoga, climbing, squash, etc. International students are welcome and do not need to register on Internet. To participate, go and see the instructor as an ERASMUS student (no credits needed) and ask if you can take part in his course. Some sports have a limited number of places available: Sciences Po Bordeaux students are given the priority because sport is compulsory for them. The SPB sports association organizes each year numerous tournaments in which you can participate.



Visit: <https://www.sciencespobordeaux.fr/fr/vie-etudiante/vie-associative.html>

C.E.P. / A.E.P.

► C.E.P.: Certificat d'Études Politiques à titre étranger – full academic year

The C.E.P., or Certificat d'Etudes Politiques à titre étranger is a program entirely taught in French and reserved for French track students with a good French level staying for the full academic year.

ENROLMENT	<p>Enrolment in the CEP programme is not automatic. To be admitted, Incoming students must:</p> <ul style="list-style-type: none">• be of a nationality other than French• have validated 2 academic years• have a B2 French level• mention it on the application form• take (and pass) one written test: analysis of documents in French (3 hours)
TRAINING PROGRAMME	<ul style="list-style-type: none">• participate in and pass 3 seminar courses "conférences de méthode": Contemporary Issues in France, Political Studies, French Language and Culture. Each of these seminar courses takes place over 24 weeks, from September to April (one seminar of 90 minutes per week per course). Validation is determined by evaluation of student participation (continuous assessment) and results of written and oral tests. 8 ECTS each (4 ECTS for one semester if A.E.P.). These courses are dedicated to foreign students.• obtain 36 ECTS credits (choosing from general courses offered in the 1st, 3rd and 4th years). Evaluation may take place in either December or April / May (written or oral exams) depending on the course.
VALIDATION	<p>The CEP is awarded to all candidates who obtain 60 ECTS for courses taught in French, have passed the 3 seminar courses and have an overall average of 10/20. If a student did not pass one of the 3 seminar courses, he cannot be awarded the CEP.</p> <p>Passing the CEP does not mean the automatic admission to the 3rd year regular programme. Students wishing to apply for admission will have to go through a special selection process (ECTS obtained, marks for each course...) usually followed by an interview.</p> <p>www.sciencespobordeaux.fr/fr/admissions/etudiants-etrangers.html</p>

▶ **A.E.P.: Attestation d'Études Politiques à titre étranger – one semester**

The A.E.P. program is the same as the C.E.P. program. The A.E.P. is offered to students staying only one semester. Students must validate 30 ECTS in courses taught in French for the A.E.P. and will receive an Attestation of Foreign Political Studies at the end of the semester. The AEP is awarded to all candidates who obtain 30 ECTS, have passed the 3 seminar courses and have an overall average of 10/20. If a student did not pass one of the 3 seminar courses, he/she cannot be awarded the AEP.

Exams

The lecturer is the one deciding at the beginning of the semester how he/she will evaluate the students. Exchange students have specific exams. They cannot take their exams with regular students.

	Deadline for exams registration	Exams Session
1 ^{er} semester exams	September 15	December 7 – 14 (included)
2 nd semester exams	January 26	April 29 – May 15 (included)



There is no re-sit exam. We recommend students to take more credits than necessary. Students cannot choose how and when they want to do their exams.

Warning: the exam procedure is determined by the host institution. For example: if the home institution requires an essay to validate a course, and if the SPB lecturer asks for an oral or written exam. the student will have to

Courses / Exams registration

Students cannot register for courses before their arrival in Bordeaux. Students will have to register for courses before September 15, 2023 for 1st semester courses and exams and January 26, 2024 for 2nd semester courses and exams by returning their course registration form to the IR office. Registration for courses is **definitive**. After these dates, **no add and drop will be allowed**.

Exam procedures

To evaluate the students, lecturers can either choose between:

- ▶ **Written exam**
- ▶ **Multiple-choice exam**
- ▶ **Oral exam**
- ▶ **Continuous assessment**
- ▶ **Paper**

The lecturer will inform the students at the beginning of the semester about the type of exam for his/her course.

The **transcript of records** will be sent by email and directly to your home address after your study period: early-mid February for 1st semester students, early July for 2nd semester and one-year students.

Grading scale and ECTS credits

Grading scale		
A (outstanding performance with only minor errors)	Excellent	16 – 20 / 20
B (above the average standard but with some errors)	Very good	14 -15
C (generally sound work with a number of notable errors)	Good	12 – 13
D (fair but with significant shortcomings)	Satisfactory	11
E (performance meets the minimum criteria)	Passable	10
F (some more work required before credit can be awarded)	Fail	< 10

Equivalence of ECTS credits for lecture and seminar courses

36 h	8 ECTS credits
Seminar course	8 ECTS credits
18h	4 ECTS credits
Guest lecturer course	2 ECTS credits



Housing

It is quite hard to find housing in Bordeaux, whether you are a French or a foreign person. Students are responsible for finding their own accommodation. There is no housing service at Sciences Po Bordeaux. **We recommend students look for and book accommodation as soon as possible before arrival.**

Do not hesitate to contact the Erasmix association which aims to help you: erasmix.scpo@gmail.com

CROUS: On-campus Accommodations

Reservation Procedure for the 2023-2024 Academic Year

International students wishing to stay in a university accommodation should follow the following steps:

1. Apply on-line:

www.messervices.etudiant.gouv.fr/envole

Click on "Inscription" (in green at the top right of the screen) and create an account

An INE identification number will be sent to you. You will be able to locate it after creating your account Messervices in your personal space once you have connected, at the top right of your screen.

2. Send an e-mail to Mrs. Dubâa (e.dubaa@sciencespobordeaux.fr) before the 10th of June 2023 indicating: Your first and last name, INE number, date of birth, approximate dates of your arrival / departure and your residence choice(s) in order of preference:

- a. Village 3 rénové (single room): ~€250 per month
- b. Village 5 rénové (single room): ~€250 per month
- c. Emile Durkheim (individual studio): ~€380 - €430 per month
- d. Pierre-Gilles de Gennes (individual studio) : ~€380 - €430 per month
- e. Pierre Gilles de Gennes T5 (shared apartment): ~€340 per month
- f. Les Lumières (individual studio): ~€380 - €430 per month

Please note that no other CROUS residence is available for Sciences Po Bordeaux international students

3. If you obtain a place, you will receive a notification by email/SMS from CROUS in early July:

- a. You will need to confirm your room reservation and pay a reservation fee of €100 within **48 hours** of receiving the notification by credit card only

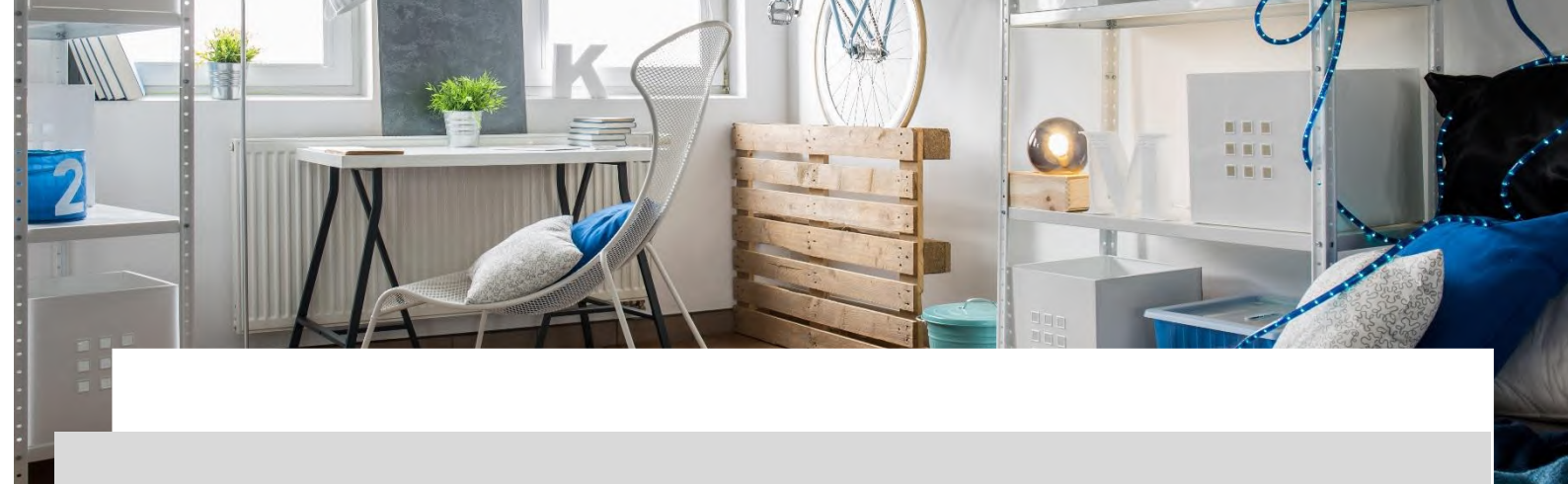
4. After successfully reserving your CROUS accommodation, you will receive a "Dossier locatif" (renter's application) to be filled out and sent by e-mail within **7 days**. It is composed of the following elements:
- A passport photo
 - Copy of both sides of a valid identity document or passport
 - Students from outside the European Union: Copy of both sides of a valid residence permit or student visa
 - French bank statement: You can provide it to your residence after your arrival in France when you will have opened a French bank account. In the meantime, you can send a bank identity statement from your country.
 - Signed admission decision (1 copy, French version). It is available for download at Messervices / Cité U / Réservation enc ours / Dossier administratif
 - Signed internal regulations (1 copy, French version). It is available for download at Messervices / Cité U / Réservation enc ours / Dossier administratif
 - Enrollment certificate for 2021-2022. If you do not have it yet, ask Mrs. Dubâa for an admission certificate
 - Insurance attestation for liability and multi-risk housing. Sciences Po Bordeaux will cover your insurance for liability. You are, however, expected to have insurance for multi-risk housing. You may wait until your arrival at Sciences Po Bordeaux to sign up for insurance for multi-risk housing via a domestic insurance company such as MAAF, MACIF, AXA, Matmut, etc. and submit the insurance attestation to CROUS at a later date.
 - Completed rental guarantee form. For those under 31 years of age, the easiest way for you would be to request a VISALE certificate: This is a mandatory and free rental guarantee service, where you guarantor will be the French state. We advise you to apply for the VISALE certificate now, as it may take time to obtain.

All these documents must be sent electronically to CROUS within 7 days from the date you receive this list of documents from CROUS, via Cité-U:

<https://www.messervices.etudiant.gouv.fr> : Cité U // Gérer son logement // Réservation en cours, bouton "Pièces justificatives demandées"

5. Once you have paid your desposit, you will be able to prepare for admission to your accommodation. To make an appointment, you will receive an automatic email with a link to make an appointment for retrieving the keys to your housing. You will have 7 business days from your date of arrival in France to check into your accommodation. Beyond this timeframe, the reservation will be cancelled and the accommodation will be offered to another student. If you no longer wish to retain your accommodation, a

notification must be sent before the date on which you are to be admitted to the residence. If not, the advance reservation fee you have paid will be retained by CROUS from Bordeaux-Aquitaine.



We receive an important number of housing demands from the students and the number of rooms is very limited.

We suggest you also look at the same time for private housing options, on websites like:

- ▶ <https://www.lacartedescolocs.fr/>
- ▶ <http://www.hj33.org/>
- ▶ <https://kaps.afev.org/>
- ▶ www.leboncoin.fr
- ▶ www.pap.fr
- ▶ <https://fr-fr.roomlala.com/>
- ▶ www.seloger.com
- ▶ <https://www.dossierfacile.fr/> (For help to prepare your renter's dossier)

If you would like to apply independently through CROUS:



Your application will be considered only if you apply on **trouverunlogement.lescrous.fr** and e-mail Mrs. Dubâa.

An application on CROUS website does not mean an automatic assignment of a room.

Applications will be treated on a first come first served basis.

Good to know...

Bordeaux-Pessac campus is NOT like an American campus! Our campus is spread out, but on a human scale, close to the city center and there are a lot of activities offered but there are few shops. At night, during the weekends or holidays: most of the restaurants and universities (and thus libraries) are closed. You will have to go downtown or into Pessac.

Types of CROUS Accommodations

Please note that in all CROUS Residences, linen and crockery are NOT provided. All the rooms are on campus - within 2-10 minutes walking distance from school and 8km from Bordeaux city center (20-25 minutes by tram). Sciences Po Bordeaux doesn't have any rooms or studios situated in Bordeaux city center.

We can ONLY offer to our students rooms in the following dormitories (It is IMPOSSIBLE to be assigned a room in another CROUS de Bordeaux dormitory):

- **Village 3** | renovated rooms
- **Village 5** | renovated rooms
- **Emile Durkheim** | studio flats
- **Pierre-Gilles de Gennes** | studio flats and one T5 flat (to be shared between 4 students)

▶ **Refurbished/renovated rooms in residences on campus (9-12m²)**

The rooms are furnished and have shower and toilet. Kitchen might be shared with 4 other rooms (depends on building and dormitory).

Average price: €250-€340 per month minimum, service charges and internet connection included.

▶ **Studio flats manager by the CROUS (18m²)** – very limited number of places.

These flats are located in Emile Durkheim or Pierre-Gilles de Gennes residences, very close to the school. Rooms are around 20m². **For students staying the full academic year only.**

Average price: €380 – 430 per month, service charges included.

To do before your arrival

If you are given a room at CROUS you will receive your housing notification by the end of July / November.

- 1 **Book your room online** – you will have to pay reservation fees (= one month rent) and the first rent (if you can't pay online, don't worry, you will be able to pay upon your arrival – you will not lose your room because of it).
- 2 **Get in touch with your CROUS residence hall** – confirm your reservation and inform them about the date and hour of your arrival in order to make an appointment to get your keys – make sure that your residence hall will be open the day of your arrival, because most of them are closed in the evening and during week-ends

3

Print all housing documents and admission letter to Sciences Po Bordeaux and bring them with you to your CROUS residence.

4

If you don't have a French "guarantor" or you won't be able to pay the rent for the whole stay upon your arrival, you have to apply for "Visale" on: www.visale.fr (free and sponsored by the French national government)



If you do not have a French "guarantor", and do not apply for Visale before arrival, you will not get your keys.



Check-in at the residences' halls

Upon arrival, to get your keys, you will have to go the residence reception desk (to Résidences Campus-Pessac for Village 3 and to Résidences Campus-Centre for Village 5, Emile Durkheim or Pierre-Gilles de Gennes) with the following documents:

- "Notification du logement" from CROUS (sent by email by the IR office)
- Sciences Po Bordeaux admissions letter
- ID photo
- Proof of your online payment: one-month rent + one-month damages deposit + €4 (administrative fees)
- Either French guarantor or "Visale certificate" (or you pay the rent for the whole stay)

Residences Halls contact details

Please refer to the map page 37 to know the exact location of your accommodation.

Village 3 - Rénové

Résidences campus Pessac
Domaine universitaire
9, esplanade des Antilles
33608 PESSAC Cedex

Phone: 05.56.04.63.70
residences.campus-pessac@crous-bordeaux.fr

Check-in for students at Village 3, from Monday to Friday, from 9 am until 4 pm.

Village 5 - Rénové

Pierre-Gilles de Gennes | Emile Durkheim

Résidences Campus-Centre
Domaine universitaire
25, av. Léon Duguit
33608 PESSAC Cedex

Phone: 05.57.35.56.40
residences.campus-centre@crous-bordeaux.fr

Check-in for students at 25 avenue Léon Duguit (black building next to Restaurant Universitaire n°2) from Monday to Friday, from 9 am until 4 pm.

Private housing

Budget-friendly Hotels

Auberge de Jeunesse: Phone +33 (0)556 330 070 | auberge.bx@wanadoo.fr

Hôtel Boulan: Phone +33 (0)5 56 52 23 62

Hôtel Studio: Phone +33 (0)5 56 48 00 14

Hôtel Saint-Rémi: Phone +33 (0)5 56 48 55 48

Hôtel de la Boétie: Phone +33 (0)5 56 81 76 68

Hôtel Choiseul: Phone +33 (0)5 56 52 71 24 | www.hotelchoiseul.com

Hôtel Regina: Phone +33 (0)5 56 91 66 07

Hôtel Huguerie: Phone +33 (0)5 56 81 23 69





Room with a family

► **Homestay:** It is easier to be in Bordeaux to look for a homestay accommodation since you will have a wider access to ads (CROUS announces, free newspapers, Internet, shops, etc.).

► **The “Alliance française de Bordeaux”** also offers homestay. Tell them you will be a Sciences Po Bordeaux student to have access to these offers without having to register for their courses. More information on their website www.alliance-bordeaux.org/fr/hebergement.htm or by email af@alliance-bordeaux.org

Room in a hostel

► For girls

- **Foyer Jeunes Travailleuses Le Levain**

33, rue Paul Louis Lande - 33000 Bordeaux. Minimal renting: 1 month.

Phone: +33 (0) 556 336 666; www.habitatsjeuneslelevain.org

Furnished room with breakfast: €352 per month – Possibility to get housing benefit.

- **Foyer d’Accueil Sœurs Franciscaines**

38 bis, rue Kyrie - 33000 Bordeaux.

Phone: 33 (0)5 56 91 78 09.

Rent: €470 per month (breakfast and one meal included)

- **Foyer Doctrine Chrétienne**

9, rue Bigot - 33000 Bordeaux.

Phone: +33 (0) 556 336 380.

Rent: €380 to €460 per month – Possibility to get housing benefit.

► For boys

- **Foyer pour Tous** (up to 25 years) – Pre-registration form to ask 3 months before arrival.

1, rue Jean Descas, 33800 Bordeaux. Phone: +33 (0) 556 487 030

Furnished room at €377 per month (no meal), linen and crockery not provided.

Possibility to get housing benefit.

► Foyer mixte (for both)

- **Foyer des Acacias**

194 ter, boulevard Albert 1^{er} - 33000 Bordeaux (1-month deposit + administrative costs).

Phone: +33 (0)5 47 471 996.

Rent: €304 per month

etudiants.locataires.free.fr/html/foyers_bordeaux.html

A studio flat in an “apart-hotel” residence

Whether it is for one night, one week, one month or more, alone or in flat-share, these residences offer you the possibility to rent a furnished studio in Bordeaux city center. Sometimes expensive, these studios can be very useful.

Teneo

28, rue Marc Sangnier
33400 Talence
Phone: +33 (0)5 56 362 975
www.teneo.fr

Les Lauréades

340, cours de la libération
33400 Talence
Phone: +33 (0)825 332 332
www.icade-immobilier.com

Résidence Gambetta

13, avenue du Maréchal de Lattre de Tassigny
33400 Talence
Phone: +33 (0) 5 56 35 30 60
<https://campus.youfirst.co/fr/residences/residence-etudiante-talence-centre>

Les Estudines

183, cours de l'Yser
33000 Bordeaux
Phone: +33 (0)5 56 943 206
www.estudines.com

Flats / Flat-share

► Rent a flat

If you want to rent a flat we recommend you not to say that you come for a short stay, but for one academic year or even longer. Once you get the flat, you will just have to give a three-month notice before leaving by registered letter with acknowledgement of receipt.

Rough guide to prices:

*Studio/T1 (20 - 30 m²): Minimum €450 per month

*T2 (35 - 45 m²): Minimum €600 per month

*T3 (55 - 70 m²): Minimum €700 per month



Requested documents

- **ID card**
- **Erasmus grant certificate**
- **3 last salary statements**
- **Bank account details**
(Basic bank account number)





Good to know before signing your rental contract

- Rental agreement: 3 years (but can be terminated)
- 3-month notice to be sent by registered mail (compulsory to break the contract without penalties)
- Deposit: one-month rent
- Agency fees: around 7 % of the annual rent
- First rent to be paid when the rental contract is signed (do not pay anything before having the contract signed or getting the keys)



Landlords generally ask for a French person with a sound financial record, often a parent, to act as a guarantor for rent payments. It is almost impossible for non-EU student to rent a flat through an agency; furnished flats are also difficult to find.

It is quite hard to get private housing. For more information, please contact the ERASMIX association.

On arrival you will need to pay one month's rent + one-month's damages deposit altogether with the insurance cost...

We advise you to look first for private individual owners' flats, on the following websites:

Paru Vendu: www.paruvenu.fr

Se Loger : www.seloger.com

Room Lala : <https://fr-fr.roomlala.com/>

Also: www.sudouest-immo.com and www.leboncoin.fr



Be careful: do not pay any agency fees before getting your flat!

If you will be sub-leasing a room in someone's home or private residence independently of an agency, be sure to always demand a (sub)leasing agreement that details all the conditions, fees, and costs of the sub-lease.

You can also have a look at the Sciences Po Bordeaux students website:

<https://www.sciencespobordeaux.fr/fr/vie-etudiante/aides-et-vie-pratique/vie-pratique.html>

Other useful addresses:

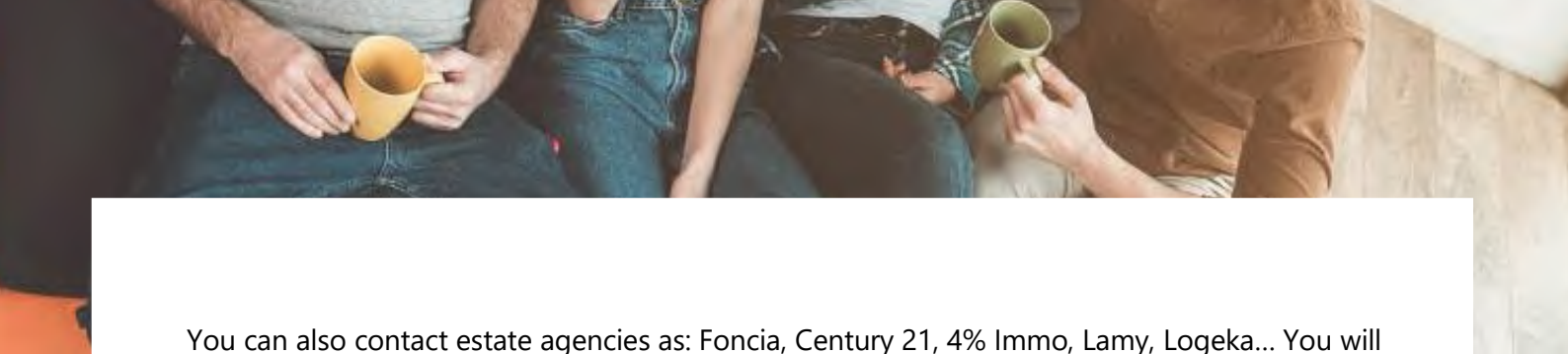
- ▶ Centre Information Jeunesse Aquitaine: www.jeunebordeaux.fr/me-loger
- ▶ Agence Nationale pour l'Information sur le Logement: www.anil.org
- ▶ VISALE, which helps students with guarantee issues: www.visale.fr

Some room, studio or flat addresses are available at CROUS:

18 rue du Hamel, CS11616, 33080 Bordeaux Cedex

Phone: +33 (0)5 56 339 200

www.crous-bordeaux.fr



You can also contact estate agencies as: Foncia, Century 21, 4% Immo, Lamy, Logeka... You will have to pay agency fees and one or two month rent deposit.

► Flat-share

Some French students, back from their exchange period, offer to share their flat with an exchange student. We will send you their proposal directly by email.

You can also visit flat-share websites:

www.appartager.com | www.paruvendu.fr/immobilier/colocation | www.lacartedescolocs.fr/colocations/aquitaine+limousin+poitou-charentes/bordeaux | www.immojeune.com/colocation/bordeaux-33.html etc.

Intergenerational housing

Share a flat with an old person. The principle is simple: from one side, a senior citizen living alone, and from the other side a student looking for accommodation. In between, associations create the link. A partnership agreement is signed between the two parties, in order to settle the rules and avoid problems. Rooms may be offered for a maximum of 500€ rent with no conditions or rent-free on the condition that the student be present during evenings and weekends and that he/she helps with various services (grocery shopping, meal preparation, etc.). The senior citizen may otherwise request certain times for the student to be present and sharing the cost of rent.

RESEAU COSI (Cohabitation Solidaire Intergénérationnelle) - 25 rue Francis Martin, 33075 Bordeaux Cedex. www.reseau-cosi.org | VIVRAVEC: www.bordeaux.fr/o25870/vivre-avec

Other websites:

www.logementintergeneration.org.



Whether you get on-campus or private housing, **housing insurance is compulsory**

The **French Residence Tax** has to be paid by the occupiers of a property in which they were resident on January, 1st (except for on-campus rooms).

More information:

www.impots.gouv.fr/portail/questions/theme/taxe-habitation/87



Administrative formalities

—

Health

You are a European Union citizen

You must have the European health insurance card. **Warning:** a copy of this card is compulsory to complete your administrative registration at Sciences Po Bordeaux.

You are not a European Union citizen

Every non-European student must be covered under a private health insurance plan or register for the French Health Care system (Sécurité Sociale) through CPAM:

www.etudiant-etranger.ameli.fr.

It is free and you will do the registration by yourself and upload the proof when you register online (MoveOn) upon arrival.

Emergency numbers

SAMU (Emergency Service): **15**

Firefighters: **18**

Police: **17**



On campus, the « Centre de Santé étudiants » welcomes you from Monday to Friday, from 9 am to 5 pm.

22 avenue Pey Berland

33600 Pessac

Tramway B | Station: Doyen Brus

Phone: 05 33 51 42 00





MEMO FOR INTERNATIONAL STUDENTS

As soon as you get to France and have registered at your institute of higher education, follow the steps below to get coverage for your health care expenses for the duration of your studies:

1

SIGN UP ONLINE ON:
ETUDIANT-ETRANGER.AMELI.FR

Enter the **required information**

- Last name
- First and middle name(s)
- Date of birth
- Country of birth
- Email address
- Mailing address in France
- Telephone number

Upload the **required supporting documents**

- Passport /ID card
- Residency permit certificate, or a birth certificate showing your parents' information (or other document issued by a consulate)
- Certificate of school enrollment for the current year
- Certificate of parental authorization (under-16s)
- IBAN
- Any additional documents required based on your country of origin

Download your **provisional** certificate of membership in the French social security system

Upload any **missing or non-standard** supporting documents to your personal account

As soon as you receive a message with your new French social security number ("NIR")...

...download your **official** certificate of membership in the French Social Security system

2

CREATE YOUR PERSONAL ACCOUNT



THE ETUDIANT-ETRANGER.AMELI.FR WEBSITE

To get French health insurance coverage, all new international students need to sign up online on: etudiant-etranger.ameli.fr



This dedicated website – available in French, English, and Spanish – and accessible through language assistance in Mandarin and Arabic – has been set up for international students to communicate directly with the French health insurance system.



NEED HELP?
Check out the tutorial in the "Help" section on etudiant-etranger.ameli.fr

3

ONCE YOUR REGISTRATION IS COMPLETE, THERE ARE A FEW ADDITIONAL STEPS TO MAKE SURE YOU RECEIVE YOUR REIMBURSEMENTS IN A QUICK AND CONVENIENT MANNER.



Create your personal ameli account on ameli.fr or using the ameli application

- Recent passport photo
- ID



Declare a doctor practicing in France as your primary care physician ("médecin traitant")



To maximize your reimbursements, the French healthcare system ("l'Assurance Maladie") recommends that you take out a supplementary health care policy.

You belong to the local health insurance fund ("CPAM") that covers your address.
YOU WILL ONLY BE ABLE TO REGISTER ONCE YOU HAVE ARRIVED IN FRANCE.



Opening a bank account

Opening a bank account in France is required to receive the housing benefits (APL from CAF - Caisse d'Allocations Familiales, www.caf.fr).

To open a bank account, you need the following documents:

- ▶ Student card or copy of your school certificate
- ▶ Copy of your passport
- ▶ Proof of residence

Sciences Po Bordeaux has a partnership with HSBC to facilitate administrative procedures for foreign students. For more information, please contact Erasmix.

Housing insurance

You must take out an insurance coverage through an agency of your choice (€30 to €60 depending on the size of your accommodation). The landlord is entitled to ask the tenant to provide proof of insurance within a week of signing the tenancy agreement.



Different policy options are available through insurance agencies. Read the proposed conditions carefully: an excessive coverage is often expensive and may not necessarily meet your needs.

Housing benefits (APL / ALS) – “la CAF”

Individual and / or joint tenants may be entitled to housing benefits whether living in an unfurnished or furnished flat, home-stay, or student hall of residence. The accommodation must correspond to decent home standards (offer a minimum comfort: water, toilet, heating installations) and have a minimum floor area of 9 m². The tenancy agreement must be in your name. The calculation of your housing benefit will consider your income, type of accommodation, location and rent amount.

For an estimate of your benefit entitlement please visit the CAF website: www.caf.fr

Supporting documents to provide:

- ▶ Bank details or RIB (for a commercial, savings or postal French bank account)
- ▶ Declaration of incomes (delivered by CAF)
- ▶ Photocopy of the tenancy agreement or housing certificate from CROUS
- ▶ Photocopy of residence permit for non-EC students
- ▶ School / University registration certificate
- ▶ Photocopy (front and back) of identification document

Residence Permit / Visa

As an international student at Sciences Po Bordeaux, you will need to go through mandatory administrative formalities. Non-EU students will have to apply for a VISA (a student one) at the nearest French consulate or embassy before coming to France. You can submit your visa application online, through the CEF (Centre pour les Études en France). CEF procedure is compulsory for the following countries: Argentina, Brazil, Canada, Colombia, South-Korea, USA, Japan, Mexico, Russia, and Turkey. More info on: www.campusfrance.org. Students studying for a full academic year will first get a VISA to enter France and will then have to apply for a residence permit.

Useful websites:

www.campusfrance.org/fr/visa-long-sejour-etudiant



Useful information





Lunch time

University restaurants

Several university restaurants are available on the campus or downtown. They're good and cheap! (see map enclosed).

▶ On-site

“Crous’ Cafet”

(inside Sciences Po Bordeaux)

“RU 1” (near Village 1)

“RU 2” + cafeteria “Le Vent Debout”

(near Village 2)

“RU 3” (près du village 6)

Cafeteria “Le Vera Cruz” (near Village 3)

Cafeteria “Le Forum” (near Bordeaux 4)

Cafeteria “Le Sirtaki” (near Bordeaux 3)



▶ In Bordeaux City Center

“CROUS Resto U’ le Capu”

15 rue Jules Guesde 33800

(near Place de la Victoire)

Restaurants in Bordeaux City Center

Monzù

12 Place de Grands

Hommes

Italian cuisine

Les Drôles

21 rue Saint Rémi

French cuisine

Le Kiosque

50 rue du Pas-Saint-

Georges

Vietnamese cuisine

Nightlife is good in Bordeaux! The city offers many bars, pubs and nightclubs. There are several neighborhoods: la Victoire, Saint Pierre, les Chartrons, les quais de Paludate, le Bassin à Flots ... Visit: www.petitfute.com/v1524-bordeaux-33000/c1165-restaurants

Public transportation



You don't need your student card to obtain student rates. Only an ID photo and a school certificate are requested.

► Tramway

Bordeaux's fast and modern **tram** really facilitates travelling. There are three different lines (A, B and C). A lot of **buses** also serve the city-center and the suburbs. Sciences Po Bordeaux is 8 km away from Bordeaux City-Center and is very well served by the tramway line B (Bassin à flot / Claveau – Pessac Centre).

Price:

One ticket (bus or tramway):

€1,80; Tickartes (Books of tickets) 10 trips full price: €14,50 ; Tickartes 10 trips reduced rate: €8,30.

Travelcard « Pass jeune » for people under 28:

€34.40 per month; €244.80 per year.

TBM (Transports Bordeaux Métropole)

Information points:

Arts et Métiers, Gare St Jean, Place des Quinconces

Phone: 05 57 57 88 88. | Online: www.infotbm.com.

► VCub

It is a self-service bike system: the service consists of a network of 175 stations, available all year round 24/7, covering the entire Bordeaux area and surrounding cities (CUB). **To access the service, buy a 1-day or a 7-days ticket online** or at any VCub station or sign-up for a long-term subscription: www.infotbm.com/fr/mode/v3 | Allo VCub : 09 69 39 03 03.

► BATCub

This **boat transport service allows you to cross the river:** www.infotbm.com/fr/mode/bat3.



The **tram** runs from Monday to Sunday from 5 am to 00.30 am (1 am on Thursdays, Fridays and Saturdays).

Frequency: 6 to 15 minutes from Monday to Saturday, and 20 to 30 minutes on Sundays and public holidays.



Budget

Estimated monthly budget: €450 - €700

Housing: €450 - €800

Food: €200 - €400

Transports: €30

Other: €100 - €400

Prices examples:

1 coffee: €1,50 - 1 baguette: €1,00 - 1 on-campus meal: €3,50 - 1 liter of gas: €1,50

How to earn money?

Some ideas:

Give private language lessons (€ 10 - € 15 per hour). Do not hesitate to put up a notice at Sciences Po Bordeaux or in the shops near your home.

Have a look at the job offers on the CIJA website: jobs.pourlesjeunes.com



Students cannot work full time and need to follow the regulation explained here: www.service-public.fr/particuliers/vosdroits/N110



Weather

Weather in Bordeaux is oceanic and temperate, with a quick and mild winter (rarely minus 0°C), a pretty warm summer (more than 30°C), a nice fall and a high humidity rate due to the proximity of the Atlantic Ocean

Sum up

Before leaving home

1 Complete your **on-line registration before June 10, 2023** (students staying the whole year or the 1st semester) or **November 20, 2023** (students staying the 2nd semester).

2 Book your accommodation:

First night: hostel, hotel...

If you wish to ask for an accommodation in a CROUS residence hall, you should register online (www.messervices.etudiant.gouv.fr/envole) as soon as possible and inform the IR Office (e.dubaa@sciencespobordeaux.fr) of your INE number, the type of logement you wish to apply for, and the dates of your anticipated stay. Confirm your CROUS reservation (pay the reservation fee and the first month's rent online). Print, complete, and send your *Dossier locatif* to the residence hall. Communicate your date of arrival to the residence hall. Do not forget to bring you completed *Dossier locatif* on your check-in day to CROUS.

Reserved CROUS housing for students will be valid for up to 7 days after the anticipated date of arrival. If a student has not checked in by the 8th day after the stated date of arrival, the housing reservation will be cancelled by CROUS.

If you are looking for private accommodations, collect all the supporting documents (see p. 29, 32).

3 Health insurance certificate, European Insurance Card to collect.

4 For non-European students:

Complete all the visa formalities (see p. 43)

Collect all the requested documents in order to obtain the residence permit.

Register for the French Health Care system (Sécurité Sociale) through CPAM: etudiant-etranger.ameli.fr/#/ (compulsory and free) (see page 39)

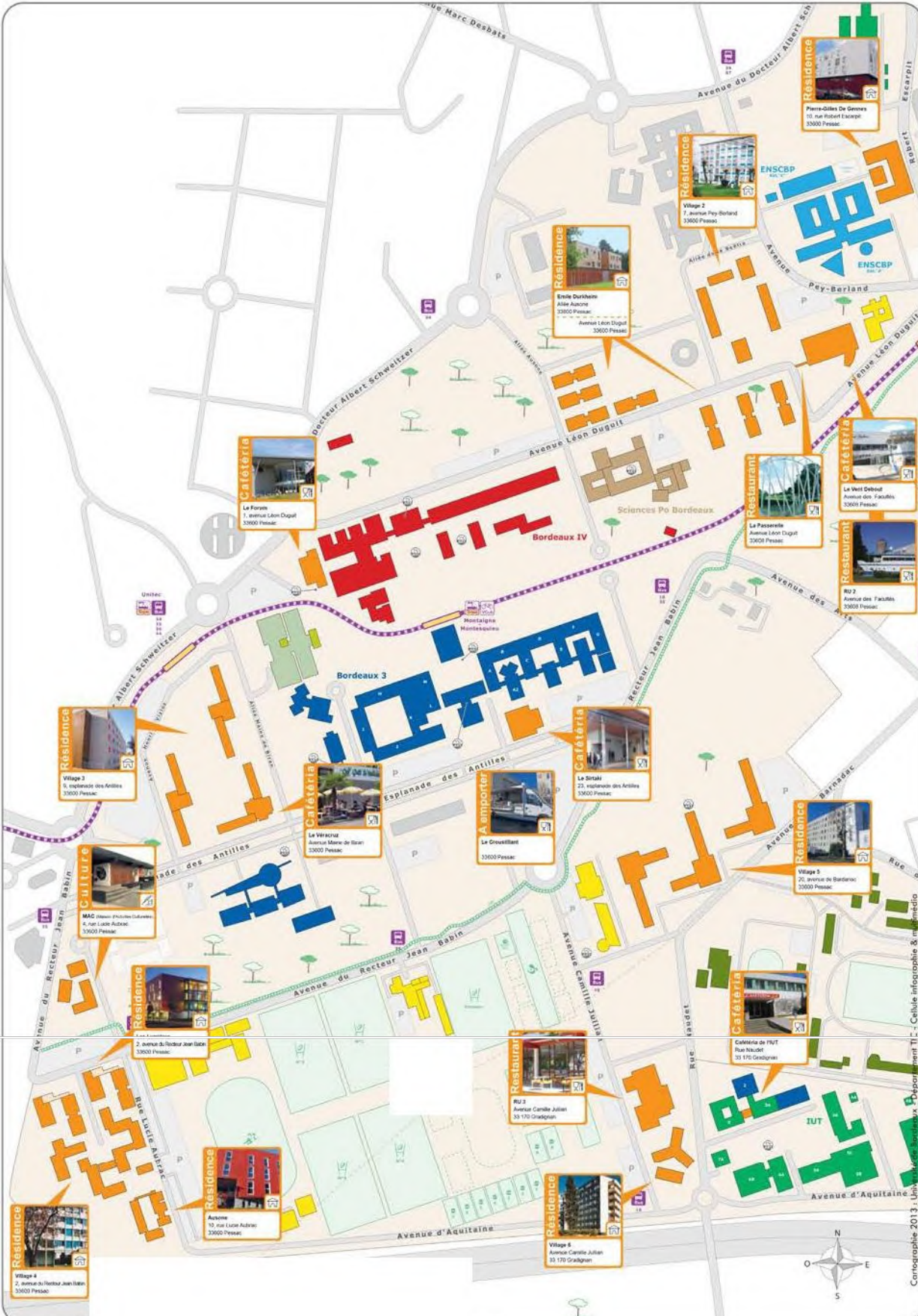
5 Have a look at the course offerings on our website.

6 Do not forget to bring ID photos!!

Upon arrival

- 1 Obtain your student card during Integration Week or from the IR office.
- 2 Open a bank account
- 3 Buy a tramway / bus (TBM) card or subscription
- 4 Obtain the housing benefits application (CAF)
- 5 Confirm your arrival in France and obtain the residence permit application (non-EU students)
- 6 Choose the courses you want to take and set up your schedule.

Crous map



Follow us!



facebook.com/SciencesPoBordeaux



twitter.com/ScPoBx



instagram.com/sciencespobordeaux



[Sciences Po Bordeaux](https://www.youtube.com/SciencesPoBordeaux)

Sciences Po Bordeaux

11 allée Ausone

Domaine universitaire

F-33607 Pessac Cedex

+33 [0]5 56 844 252

sciencespobordeaux.fr