

# Student Guide

## French administrative procedures

2024-2025

*Beauvais  
Campus*



Dear international students,

The purpose of this guide is to help and guide you through the administrative procedures involved in your studies in France, and more specifically at UniLaSalle - Campus Beauvais.

As the administrative procedures can be long and complex, it is up to you to read the resources provided in this guide carefully, which will direct you to the official websites and explain the procedures to you. You will find a first level of information to help you understand the French administrative system.

We recommend that you read this information as soon as you are officially admitted, so that you can better anticipate and understand the procedures you will have to undertake before, during and after your study period. This will take a little time but will enable you to carry out your personal administrative procedures with greater peace of mind.

During your stay at UniLaSalle, information sessions will be organised at the start of the academic year to explain the procedures with further details. Step by step information will also be sent by email during your stay.

If you have any doubts or misunderstandings, the International Relations Department will be there to support and advise you throughout the process.

The International Office (LINC)



# HOW TO REACH BEAUVAIS?

Our campus is located in a privileged spot away from the city of Beauvais. Its location close to major roads (A16 motorway, Beauvais ring road) and infrastructure (the school is a 10-minute drive from Paris-Beauvais-Tillé airport) makes it easy to get to.

## > Reaching us by public transport (in 3 stages metro+train+bus)

Getting to us by public transport is a long and tiring journey. If you land at Charles de Gaulle or Orly airport and want to take public transport, the journey will be long because you will have to take 3 different types of public transport : the metro, the train and finally the bus. It generally takes a minimum of 4 hours to reach our campus by public transport.

### 1 - Shuttle/ Metro (from the airport to Paris-Gare du Nord station)

Once at the airport, you will need to take a shuttle bus and/or the metro to Gare du Nord station. Check the airport website to find out which lines to take, as this may depend on your terminal.

<https://www.parisaeroport.fr/en>

### 2 - By train (from Paris Gare du Nord station to Beauvais station)

On weekdays, 19 trains a day serve Beauvais from Paris - Gare du Nord. Allow 1h10 to 1h20 for the journey time. From the SNCF station, it's about a 10-minute walk to the Hôtel de Ville bus stop, where you can catch the C2 bus to the campus.

For more information, visit <https://www.sncf-connect.com/>

### 3 - Bus / Corolis bus network (from Beauvais station to UniLaSalle)

The campus is served by the Corolis bus network. The Chrono 2 (C2) line links the campus directly to Beauvais town centre. Follow the signs for «Campus UniLa-Salle».

A bus ticket costs €1 and can be bought directly from the bus driver. we advise you to have a €1 coin with you to pay it.

More information on <https://www.corolis.fr/>

# How to reach Beauvais

## > How to reach us by car or taxi

Time to reach us by road via the A16 motorway:

Paris: 1h30 (Charles de Gaulle airport 1h00) / Amiens: 45 minutes / Lille: 2h00

To make your journey easier at the start of the school year, the International Relations Department will contact you before your arrival to organise pick-ups from the airport on specific dates and suggest that you share a taxi with other students in order to reduce costs and as part of a sustainable development approach.

## > Reach us by Paris-Beauvais-Tillé airport then bus

Paris-Beauvais-Tillé airport is located a few kilometres from UniLaSalle. It serves over 60 destinations in Europe and North Africa. Once you arrive at the airport, you can take bus line 6 to get to the city centre, then take line C2.

## > Car sharing

Many Lasallian students use car-sharing to get home at weekends.

A web page lists all the advertisements concerning a journey to or from UniLaSalle and many other advertisements: [Petites Annonces LaSalliennes](#)



# An exceptional campus 1h15 from Paris



The Beauvais campus focuses on agronomy and agro-industry, food and health, and geosciences and the environment.

Located just over 3 km from Beauvais town centre (15 minutes by bus), the Beauvais campus offers students and employees exceptional living and working conditions: wooded landscape, application fields, accommodation, university restaurant and sports facilities are all directly accessible on site.

It is the largest of UniLaSalle's 4 campuses (18 hectares).  
The campus has been entirely pedestrianised since 2018.

Feel free to visit our campus in 3D via  
<https://insidebeauvais.unilasalle.fr/>





# BEAUVAIS - CAMPUS MAP







**Legend :**

- Gate with security check and intercom (B1 to B7)
- Forest gate
- Front Desk
- Deliveries
- Bus stop
- Assembly point
- Road with security check subject to authorization
- Pedestrian way
- Road network

**Academic & research**

- Academic & research
- Housing
- Student life
- Dining Hall
- Farm
- Parking lot
- Bike Shed
- Motorcycle Shed
- Work zone

**Details :**

- 01 – Logistics center – Mail room
- 02 – Resource center
- 03 – Chapel
- 04 – Culinary platform
- 05 – Prefabricated buildings
- 06 – Greenhouse
- 07 – Phytotron
- 08 – Analytical chemistry platform
- 09 – Geoscience platform
- 10 – Tennis court
- 11 – Student Union

- 12 – Laundromat – Fitness room
- 13 – Student Organizations
- 14 – *Maison du Bois* - Student Wellness and Health
- 15 – Rugby Field
- 16 – Bell tower
- 17 – Guest house
- 18 – Hydrogeology platform
- 19 – Poultry Building
- 20 – *Ferme du Bois* Office
- 21 – Ozone Platform
- 22 – Gymnasium

Institut Polytechnique UniLaSalle  
 19 rue Pierre Waguet  
 60000 BEAUVAIS  
 Tel : 03.44.06.25.25  
[www.unilasalle.fr](http://www.unilasalle.fr)

Latitude : 49.459924  
 Longitude : 2.068187



## VISA AND IMMIGRATION

To study in France, depending on your nationality, your situation and the length of your stay, you will need to apply for a student visa.

All the information you need about visa requirements and how to apply is available on the official website for visas to France :

<https://france-visas.gouv.fr/en/web/france-visas/home>

If you come from one of the countries on the EEF (Etudes En France) list, you must follow their recommendations when applying for a visa :

<https://www.campusfrance.org/en/application-etudes-en-france-procedure>

Whether or not you need a visa, entry into the Schengen area for third-country nationals must meet a certain number of conditions laid down in current European and national regulations.

You can consult these conditions and the steps to be taken to apply for a VISA on this official website : <https://france-visas.gouv.fr/en/web/france-visas/student>

The UniLaSalle International Office will help you throughout your studies with any questions relating to French immigration.

## DRIVING IN FRANCE WITH A FOREIGN LICENCE

To find out more about the conditions for driving in France, please visit this official website :

<https://www.service-public.fr/particuliers/vosdroits/N19126>

You should also make sure that your vehicle documents are up to date :

<https://www.securite-routiere.gouv.fr/reglementation-liee-aux-modes-de-deplacements/en-voiture/papiers-du-vehicule-en-voiture>

## HAVE YOUR DOCUMENTS TRANSLATED INTO FRENCH

During your stay, you may be asked by official french administration to have your original administrative documents translated into French (e.g. birth certificate, driving licence, etc.).

To do this, it is essential to go through an accredited translator.

You can find a list of approved translators on this website :

<https://www.service-public.fr/particuliers/vosdroits/F12956>



# TYPES OF VISA AND PROCEDURES TO FOLLOW

<p><b>LONG-STAY VISA TEMPORARY</b></p>	<p><b>VLS-TS «ÉTUDIANT/STUDENT»</b></p> <p><b>Long Stay VISA - Residence Permit called VISA Long Séjour Valant Titre de Séjour</b></p>	<p><b>VISA «Etudiant en mobilité / student mobility»</b></p>
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## Conditions for obtaining your VISA

<p><a href="https://www.campusfrance.org/fr/le-visa-long-sejour-temporaire-ou-vls-t">https://www.campusfrance.org/fr/le-visa-long-sejour-temporaire-ou-vls-t</a></p> <p><a href="https://france-visas.gouv.fr/en_US/web/france-visas/">https://france-visas.gouv.fr/en_US/web/france-visas/</a></p>	<p><a href="https://www.campusfrance.org/fr/visa-long-sejour-etudiant">https://www.campusfrance.org/fr/visa-long-sejour-etudiant</a></p> <p><a href="https://france-visas.gouv.fr/en_US/web/france-visas/">https://france-visas.gouv.fr/en_US/web/france-visas/</a></p>	<p>This type of visa is for students on our emPLANT - Erasmus Mundus programme.</p> <p><a href="https://france-visas.gouv.fr/en_US/web/france-visas/">https://france-visas.gouv.fr/en_US/web/france-visas/</a></p>
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## Formalities to be completed upon arrival in France - Validation of your VISA

	<p><b>information on validating your VISA and steps to take :</b></p> <p><a href="https://www.campusfrance.org/fr/comment-valider-votre-visa-long-sejour-a-votre-arrivee-en-france">https://www.campusfrance.org/fr/comment-valider-votre-visa-long-sejour-a-votre-arrivee-en-france</a></p> <p><a href="https://france-visas.gouv.fr/en_US/web/france-visas/your-arrival-in-france">https://france-visas.gouv.fr/en_US/web/france-visas/your-arrival-in-france</a></p> <p><b>Website for VISA validation :</b> <a href="https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/">https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/</a></p>	<p><b>information on validating your VISA and steps to take :</b></p> <p><a href="https://france-visas.gouv.fr/fr_FR/web/france-visas/etudiants">https://france-visas.gouv.fr/fr_FR/web/france-visas/etudiants</a></p> <p><a href="https://france-visas.gouv.fr/en_US/web/france-visas/your-arrival-in-france">https://france-visas.gouv.fr/en_US/web/france-visas/your-arrival-in-france</a></p> <p><b>Website for VISA validation :</b> <a href="https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/">https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/</a></p>
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### How to renew it?

	<p><a href="https://www.campusfrance.org/fr/comment-renouveler-titre-sejour">https://www.campusfrance.org/fr/comment-renouveler-titre-sejour</a></p>	
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## Formalities to be completed if you wish to remain in France after obtaining your diploma to find a job or set up your own business

	<p><a href="https://www.service-public.fr/particuliers/vosdroits/F17319">https://www.service-public.fr/particuliers/vosdroits/F17319</a></p>	<p><a href="https://www.service-public.fr/particuliers/vosdroits/F17319">https://www.service-public.fr/particuliers/vosdroits/F17319</a></p>
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## «CPAM» - FRENCH HEALTH INSURANCE

Registration to French social security is free and compulsory. It allows you to benefit from the coverage of part of your health costs for the duration of your studies.

For European students and those from Iceland, Lichtenstein, Norway or Switzerland, it is recommended to have a European Health Insurance Card (EHIC).

Make sure you take the necessary steps to obtain it before your stay in France.

More information on the EHIC: <https://ec.europa.eu/social/main.jsp?catId=563&langId=en>

Non-European students must register for French health insurance on this site as soon as they arrive in France: <https://etudiant-etranger.ameli.fr/>

Registration is compulsory for all people who work or live in France on a regular and continuous basis. It is free and covers up to 70% of medical costs in France.

In order to be fully covered, it is strongly recommended to subscribe to a complementary health insurance called "mutuelle".

Information on the French health system:

<https://www.campusfrance.org/en/healthcare-student-social-security>

Information on the procedures for reimbursement of care:

<https://www.ameli.fr/oise/assure/remboursements>

## MEMO FOR INTERNATIONAL STUDENTS

On your arrival in France, and after registering at your higher education institution, follow these steps to obtain coverage of your health costs throughout the duration of your studies:

**1**

**REGISTER AT THE WEBSITE:  
ETUDIANT-ETRANGER.AMELI.FR**



Enter the mandatory information

- Surname
- Forename(s)
- Date of birth
- Country of birth
- Email address
- Postal address in France
- Telephone number



Submit the mandatory supporting documents

- **Passport/identity card**
- **Residency permit**
- **Full copy of your birth certificate/excerpt of birth certificate with parentage (drawn up by the Consulate)**
- Certificate of education for the current year
- Certificate of parental permission (under the age of 16)
  - IBAN
- Additional documents according to country of origin



Download your temporary certificate of affiliation to Social Security

Submit the **missing or non-compliant** supporting documents in your personal space

As soon as you receive a message awarding your French Social Security Number (NIR) ...  
...download your **permanent** certificate of affiliation to Social Security

You belong to the Health Insurance fund of the place where you are living.  
**THIS PROCEDURE ONLY NEEDS TO BE FOLLOWED ONCE, ON YOUR ARRIVAL.**

## THE ETUDIANT-ETRANGER.AMELI.FR WEBSITE

To obtain Health Insurance, every new international student must register on the website provided:  
[etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr)



This dedicated website – available in French, English and Spanish – and accessible in Mandarin and Arabic through assistance, is a private space between foreign students and the Health Insurance.



**NEED HELP?**  
Consult the tutorial at [etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr), section **Need help**

**3**

**ONCE YOUR AFFILIATION IS FINALISED, FOLLOW THESE PROCEDURES TO BE REIMBURSED AS EASILY AND QUICKLY AS POSSIBLE**



**Declare an attending physician at the time of a consultation** with a doctor in France.



**Complete and return the Vitale card form on receipt, providing your supporting documents**

- Recent identity photo
- Identity document



**Open your personal ameli account** at [ameli.fr](http://ameli.fr) or via the ameli application.



**You can take out complementary health insurance**  
The Health Insurance fund will reimburse part of your medical costs. We recommend you take out complementary health insurance to be better reimbursed. If you have a low income, in most cases you will no longer have to pay these health costs with the Complémentaire Santé Solidaire.



**Remember to request a birth certificate in your country of origin. You will be asked for this document for many administrative procedures in France!**



## HEALTH AND MEDICAL APPOINTMENTS

### > **Need to consult a general practitioner?**

Finding a medical appointment quickly in France can sometimes be difficult. Here are several possible options to help you:

Option 1: Use the «MEDADOM» medical terminal for an online consultation on campus, located at the «Maison du Bois» near the rugby field (please note, medical certificates via this terminal are not taken into account to excuse absence from class. Depending on your pathology, the online consultation could be insufficient, the doctor will direct you in this case to a face-to-face consultation.

Option 2 : Make an appointment on <https://www.doctolib.fr/> by searching for “general practitioner”, “Beauvais”.

Remember to check whether the medical office is accessible by public transport, if you are not driving.

Option 3 : Make an appointment with “EMERGENCY DOCTORS OISE BEAUVAIS” by calling 0033 3 44 66 44 66.

This medical center is a good option and [close to the campus](#)

### > > **Need to consult a specialist? (dermatologist, dentist, gynecologist...)**

- Make an appointment at <https://www.doctolib.fr/> or call the medical office directly you will find the directory of health personnel via this site: <http://annoncesante.ame-li.fr/>

The delays to obtain an appointment being long (sometimes several weeks or several months), it is recommended to anticipate the appointment.

### > **Medical Emergency**

In the event of a medical emergency, you can call 15 or 112 who can direct you.

You can also go to the Beauvais hospital (Centre Hospitalier Simone Veil de Beauvais) located at 40 Avenue Léon Blum, 60000 Beauvais

More information on the Beauvais hospital on their website: <http://www.ch-beauvais.fr/>

## HOUSING

The Beauvais campus has many residences for its students.

It is both a place of learning and a place to live, where students meet together after class, at home, on the rugby pitch or in the multisports hall.

Taking accommodation on or off campus implies having accommodation insurance and civil liability cover. It is mandatory in France!

The purpose of home insurance is to cover you against the multiple risks and claims to which a rental may be subject (flood, fire, electrical damage, etc.) and civil liability will cover you in the event of damage you may cause to others, whether through recklessness or violation of the law.

Your liability may also be involved in damage caused by people, animals or objects for which you are responsible.

In order to facilitate the process, international students in supervised mobility (exchange) and living on campus will be automatically registered with the school's partner insurer.

International students in individual mobility (free movers) will make the choice when registering online. If you prefer to have your own insurance, that is also possible.

If you decide to live off campus or if you have to do an internship in France, you must take out your own housing and civil liability insurance! You will find more information on this subject on the official website: <https://www.economie.gouv.fr/particuliers/assurance-habitation#>.



### **What is an inventory of fixtures?**

An entry inventory must be made when the keys are handed over. This document describes the condition of the accommodation and its equipment when entering the tenant's premises. A new inventory will be drawn up when the tenant leaves the accommodation and returns the keys. In the event of a dispute, the comparison of these 2 documents makes it possible to establish the responsibilities of each party. It is very important to describe in detail the condition of the accommodation on your arrival. The accommodation service will send you the procedure when you arrive.

## CAF

«CAF stands for «Caisse des Allocations Familiales». This is a French organisation that can reduce the rent you pay through specific financial assistance called «Aide Personnalisée au Logement» : APL.

To apply to the CAF, you must have a French bank account and a French mobile phone number (the CAF will send you your registration number and secret code by text message).

Students living on campus will receive all the information they need from the Housing Service when they arrive, so that they can put together an application for the new academic year.

For more information:<https://www.caf.fr/>



Photo : Standard room in bois J



## OPENING A FRENCH BANK ACCOUNT

Opening a French bank account will be very useful throughout your stay in France. You can open a bank account with the bank of your choice by making an appointment and providing them with the following documents :

- your passport
- your accommodation certificate
- your registration certificate
- your student card

Before you arrive in France, the International Relations Department will contact you by email to make an appointment with a bank in Beauvais. This will facilitate the administrative procedure and enable you to open a French bank account quickly if necessary.

After your appointment, the bank will give you your Relevé d'Identité Bancaire (RIB), which you can use to make transfers, etc. The bank account is usually activated between two weeks and a month after the appointment. (times may vary depending on the student's country of origin).

If you prefer to go it alone, we advise you to follow the advice in the Campus France tutorial. :

<https://www.campusfrance.org/en/getting-a-bank-account>

There is no ATM on campus, so you will have to go to Beauvais town centre if you need to withdraw money. We advise you to bring some cash with you (+/-500€) for your first few weeks in France before opening a bank account.

The euro is the official currency of France and 18 other European Union countries. If you are not familiar with the euro, you can consult this [website](#) to familiarise yourself with coins and notes. In France, it is not very common to use banknotes over €100. We advise you to use the €10, €20 and €50 notes, which are the most commonly used.

# CVEC

## What is the CVEC?

The CVEC is a student and campus life contribution introduced by the «Orientation and Success of Students» law. It costs €100 (2023/2024) and aims to improve living conditions for students on campus, helping them to succeed.

Non-degree seeking exchange students and students benefiting from a total exemption from their tuition fees are not concerned by the CVEC and do not need to take any steps.

You will be asked to pay the CVEC when you enrol at the school.

You will find all the information you need about the CVEC on these 2 websites:

<https://www.campusfrance.org/en/10-things-you-need-to-know-about-the-student-and-campus-life-contribution-cvec>

<https://cvec.etudiant.gouv.fr/>



# DOCUMENTATION CENTER AND OTHER PLACES OF STUDY

## > **Documentation Center**

It offers 160 places, a coworking space and 6 group work rooms

Opening hours: Monday to Thursday: 8 a.m. - 11 p.m. / Friday : 8 a.m. - 6 p.m.

## > **Computer rooms**

7 computer rooms (G102, O101, O102, O103, O104, O105 + Library) used for classes but self-service outside class sessions, i.e. 180 computers accessible from 7 a.m. to 11 p.m. 10 computers are also available for self-service in the documentation center.

## > **Collaborative workspace**

A collaborative workspace of 280 m<sup>2</sup> is available in the Farm building for 60 students.

## > **Extra-academic events**

Because learning can also take place outside the academic context, we offer different types of extracurricular events such as TEDx, seminars, conferences. Check your UniLaSalle e-mail regularly to follow the calendar of events.





## CROUS - CAMPUS DINING HALL

The school has a CROUS restaurant on campus serving meals 3 times a day (breakfast, lunch and dinner). A meal costs €3.30.

In order to have lunch on campus, you must activate your IZLY account. An email will be sent to you explaining how to do this. You will then be able to top up your student card and pay for your meals this way.

Please note that the IZLY system does not accept all foreign bank cards. If your foreign bank card does not allow you to top up online, you will have to wait until your French bank account is opened before you can transfer money to your student card.

In the meantime, you can deposit cash at the CROUS secretariat (located at the back of the CROUS building), which will load your card.

Remember to take some cash (euros) with you when you arrive in France!



Photo : Façade du restaurant CROUS - Campus Beauvais

Student and community life is very rich and diversified. In order to integrate well, we recommend that you participate in events on campus.

During your stay, the International Relations Service will organize events on campus to promote your integration. Other services or associations will also help you.

## «DMVE» - Direction Mission éducative et Vie Etudiante

The **Department of Educational Mission and Student Life (DMVE)** aims to :

- Promote involvement in community, cultural and sporting life.
- Help all students to get their bearings and facilitate their integration into the Institute;
- Offer attentive listening in complete confidentiality;
- To guide you in your choices and in your commitments both personally and in terms of your studies.

contacts:

COLIN Jérôme - Director of student life - [jerome.colin@unilasalle.fr](mailto:jerome.colin@unilasalle.fr)

QUERNIN Xavier - Délégué Handicap Groupe - [xavier.quernin@unilasalle.fr](mailto:xavier.quernin@unilasalle.fr)

TOURAINNE Bastien - Student Life Manager - [bastien.touraine@unilasalle.fr](mailto:bastien.touraine@unilasalle.fr)

Associative life is very lively thanks to the action of more than 80 student associations, it is a swarm of activities and events that punctuate student life throughout the academic year.

## Students' associations

### AGE, Association Générale des Etudiants



**The General Student Association (AGE)** represents students with the school administration and organizes, manages, enriches and animates daily life on campus. 28 students from different courses and promotions are involved in the "office" of this key association in the organization of after-courses. It is financed by student contributions, a scholarship from the school and the help of various partners.

Their mission is to:

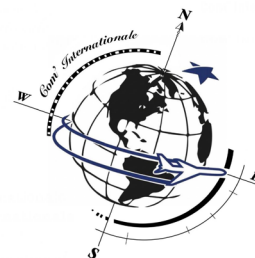
- Make the link between the students and the school administration.
- Develop a relational network with surrounding schools
- Coordinate campus life and manage living spaces
- Offer many convenient services based on its commissions

<https://age.unilasalle.fr/>

<https://www.facebook.com/AGE.UniLaSalle/>

Contact : [AGE@asso.unilasalle.fr](mailto:AGE@asso.unilasalle.fr)

# COM'INTERNATIONALE



**Com'internationale** is a student organization 100% dedicated to international students.

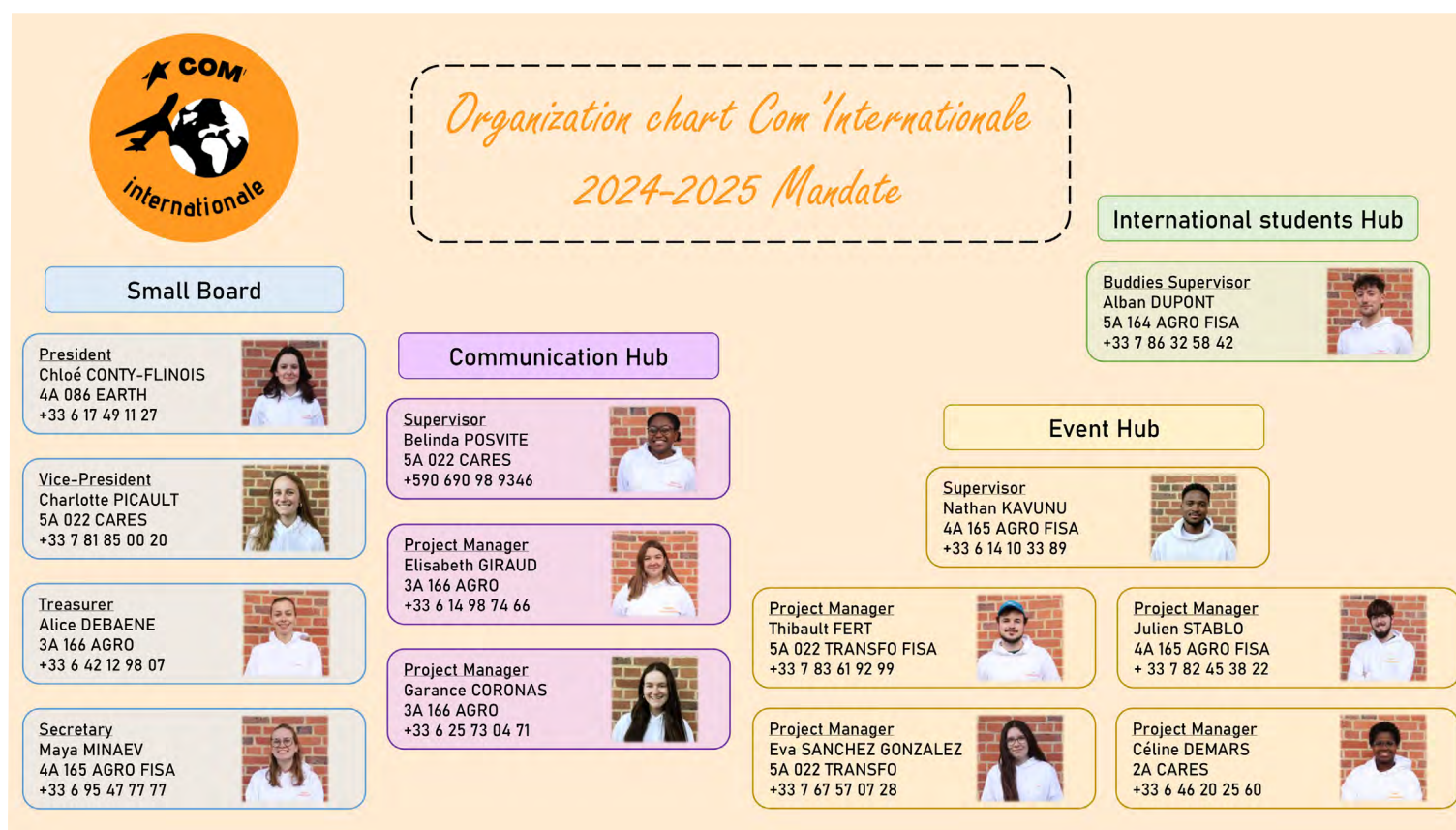
Their mission is to:

- Welcome new international students
- Help students to feel integrated in France and on campus.
- Organize events and trips promoting intercultural encounters, exchanges, discovery of the French culture.
- Coordinate the International Buddy program (each international student has a French buddy).

<https://www.facebook.com/ComInternationale-UniLaSalle-957680677774531>

<https://www.instagram.com/com.internationale/>

Contact : [com.internationale@asso.unilasalle.fr](mailto:com.internationale@asso.unilasalle.fr)



*More than 80 other associations and clubs*

Discover them on our website:

<https://beauvais.unilasalle.fr/la-vie-etudiante-beauvais>