Welcome Guide for foreign PhD-students

Welcome to Orléans! This Guide is intended for new international PhD-students who have been admitted to prepare their PhDs at the University of Orléans, France. It contains a lot of information that we hope will be useful for you while planning your stay and during your studies in Orléans.
Wishing you a pleasant stay!
The PhD school of the university of Orléans and the campus of CNRS are receiving every year many of international researchers (PhD students, Post-docs, visiting scholars ...etc). As international PhD students, we have got the idea to write this document to help fresh foreign PhD students and researchers as well with some useful information upon their arrival and during their stay in Orléans.

There is no doubt that this guide will not cover all the needed information, most of it is based on our experience, so we are very pleased to receive all your comments, suggestions and other information to improve the content of this document.

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1. Starting Budget

When you are planning to move to Orléans and start your life here, one of the most important questions that you are struggling with is that how much money you should bring! Considering the rent of residency room/ apartment, inscription fees, transport and food, 2000 euros should cover your first expenses.

2. Get to Orléans

Orléans can be reached by train from Paris. Trains leave from Gare d’Austerlitz; it takes about one hour to reach Orleans centre and the train ticket costs about 20 euros.

You can buy tickets on the website of SNCF at (http://secure.voyages-sncf.com/billet-train) or at the station. Pre-booked tickets can be cheaper (10 to 14 euros). There are trains that do not come until Orleans centre but stops by Les Aubrais (4 Km far from Orléans). You can easily reach the centre by tramway (Ligne A, direction “Hopital La Source”) from Les Aubrais.

Most of the flights to Paris are landed to Paris CDG (Roissy Charles de Gaulle) or to Paris Orly airports. Depending on which airport you arrive, there are different options to reach Gare d’Austerlitz.

From Roissy Charles de Gaulle airport there is a direct train to “Les Aubrais” train station which comes directly from the airport train station: Charles de Gaulle 2 TGV at 6.58 pm. It costs around 15 euros.

If the time of the train’s departure doesn’t correspond to the arrival flight, you can access Gare d’Austerlitz by RER (part of Paris metro system) (http://www.ratp.fr/fr/ratp/c_20562/rer/). Tickets between Paris centre and the airport costs 9.25 euro each direction. You can buy them at the distributor only with French bank card or coins. Otherwise you have to wait in the line to buy them. It takes about one hour to reach the railway station.

-RER B from the airport – stop at “Saint-Michel- Notre Dame”

-RER C and stop at “Gare d’Austerlitz”

-Intercités Train from Paris –gare d’Austerlitz to “Orléans Centre” or “Lesaubrais”.

From Orly airport you can take the shuttle OrlyVal until RER station “Antony” then take the shuttle that goes from Orly airport to Pont-de-Rungis → take the RER C from Pont-de-Rungis to Gare d’Austerlitz → Orleans. It costs something like 6.30€ and includes shuttle (navette) + RER C. You can buy these tickets on the machines near the shuttle stop station or directly at the driver.

Useful website:
http://www.transilien.com/web/site/accueil/etat-trafic/chercher-itineraire

http://www.transilien.com/web/site/accueil/guide.../acces-orly

When to arrive

When you are planning your arrival, there are two important things you should take into consideration:

- Most of the stores, agencies and banks are closed on Sunday and Monday morning.
- For most of the administration, your work contract is required. This you usually do not get before the first workday.

3. Public transportation in Orléans

All information about public transportation is available here:

http://www.reseau-tao.fr/tarifs-tarification-solidaire.html

http://www.reseau-tao.fr/plan_horaires-votre-itineraire.html

Firstly, we recommend buying the 10 or 30 tickets pack as you need some documents to get the monthly or yearly pass. A student monthly pass is around 30 euros; the yearly pass is even cheaper. You can reclaim half of your transport fee from your employer. There are two tramlines, Line A from north to south and line B from east to west. The university and the CNRS campus can be reached from the centre by tramline A or by bus. It takes around 35 minutes by tram and 20 minutes by bus (except traffic jam). You can also subscribe for city bike, which cost 10 euros a year if you have the yearly pass for TAO. Note: there are no city bike stations in La Source, if you want to come to work by bike, you need to get your own bike.

4. Where to stay

The university and the CNRS campus are situated in La Source (around 10 km to the south of Orleans). Student residencies and apartments can be found at both places.

- Student residency CROUS
  Just go to CROUS and paste all the residences available and the ones that are the administrative offices (http://www.crous-orleans-tours.fr/logement/resid.php?crous=orleans)
  The administrative offices are in Dessaux and Les Hêtres.

- Apartment
You can find small studio or apartment by private person (particulier) or by agencies (immobilier). Agencies require your work contract and a salary three times higher as your monthly rent.

Agencies usually ask for one month caution and they charge a fee of around one month rent. There is one free of charge:

http://flogestim.fr/mentions.php

Useful websites to find apartments by private person:

Leboncoin.fr, vivastreet.fr, paruvendu.fr

Most apartments are unfurnished. You can buy cheap second hand furniture, washing machine... on the website leboncoin.fr or at Emmaus, which is a big second hand store in Ormes (near to Orleans, accessible by public transport). They deliver your furniture for 15 euros. Easycash is also a second hand store for books, electric utilities reached at the tram stop Zenith-Parc Exposition.

http://www.emmaus-orleans.org/

Housing Insurance

Generally you are required to have legal liability (“responsabilité civil”, http://fr.wikipedia.org/wiki/Responsabilit%C3%A9_civile_en_Belgique_et_en_France) and insurance for your apartment against risks such as water, fire.

For students you can do it online at:

http://www.assurances-etudiants.com/

(or you can ask your bank if they have good options)

5. Groceries

Shopping is available in many places in Orléans. The Place d’Arc is the city mall where you can find all your needs. For food and home appliances “Carrefour”, “Auchan”, “Leader price”, “Simply” etc... Carrefour is the one in the city center mall, however, Simply and Auchan look like the cheapest. Grocery stores are usually open until Saturday evening (8pm, Auchan 10pm), but you can find Carrefour Market. Casino and small grocery stores open on Sunday morning as well. Markets with local producers are all over the town. Check the website of tourist office:

6. Bureaucracy

What you need:
- Passport
- Birth certificate in French
- Work contract
- ID photos (at least 10)
- Proof of residence in France

Student card
You have to register as student at the University of Orleans to be able to get the student card. Registration fee is around 360 euros per year; you can pay it by card or cash.

Bank

To open a bank account you need to have an address in France, however, most agencies require your French bank account to rent apartment. To get out of this catch, you can ask your supervisor to give you an “attestation d’hébergement”, so you can open a bank account the very first day. All the banks have the same service for students: the first year the credit card with 1 euro. Usually you can also have the insurance for your apartment cheaper. We recommend asking for a check book, it will be useful later on.

Titre de séjour or “residence permit”
Non EU member students need to go to the prefecture and ask for residence permit (titre de séjour) at the prefecture or OFII.

There are two types of “titre de séjour” depending on the status on your visa. If you get a visa as a scientific the needed documents are below:

1. Translated birth certificate
2. Photocopy of “Attestation de lodgement”
3. Photocopy of “Convention d’accueil” (normally you should have used it for the first time to obtain your visa)
4. 4 photos
5. Photocopy of your passport
6. An envelope with a timber stamped on it, and write your address on the back (this envelope will be used by the prefecture to send you the paper to go and get your titre de séjour)

Directly you will be given a paper called “récépissé”, then after that you will receive another mail with a date to pass your medical visit (the address will be indicated in the mail).

After that you just have to wait the mail to go and buy the stamp and obtain your titre de séjour.

This is the address of the prefecture:
181 Rue Bourgogne
45042 Orleans cedex 1

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If you get a student visa (Visa Long séjour, minimum three months):

You are exempted to apply for “titre de séjour” at the prefecture, but you should register at the OFII (Office de l’Immigration et de l’Intégration) immediately upon your arrival, to do this you should send or directly submit the documents given to you by the French consulate or embassy when you got your visa to the OFII centre at the address below (the address is given to you by the French embassy when deliverance of your visa), then you will get a detailed response from OFII asking you for a medical visit and buy 58euros stamp and maybe other documents to register.

OFII address:

43, avenue de Paris,
45000 Orléans.
Tel: 02 38 52 00 34

(By tram: stop at Orléans La Gare or by bus stop as well). 200m from la Gare Orléans center

7. Health insurance

You have to subscribe for health insurance upon your arrival. There are many possibilities, usually PhD-students or post-docs choose MGEN (only for paid workers) or LMDE. Among other documents, you will certainly need your birth certificate in French. Birth certificate for EU members is in 3 languages, not necessary to ask for official translation.

MGEN address
Avenue des Droits de l’Homme
45044 Orléans cedex 1
Tel 0821 20 90 45

LMDE address
9, boulevard de Verdun
45000 Orléans

Carte vitale

After subscribe for health insurance, you will receive a temporary health insurance number. To get your health insurance card (carte vitale), you have to ask for an extra application form at your health insurance company! You will receive your card only after filling this document. The whole process takes at least 5 months but you can use your temporary card meanwhile.

Complement of Health Insurance “Mutuelle”

French health insurance does not cover all your expenses. To be hundred per cent covered, you will need to get a complement health insurance (mutuelle). If you had no salary the
8. Medical follow

Once you have a temporary health insurance number, you have to choose a “medecin traitant” a generalist doctor. It is easy to check on internet on doctors (médecin généraliste). Please keep in mind that doctors have not the same fees it goes from basic class around 27 euro to first class 60 euros.

Health insurance will reimburse you 70% of the fees based on the first class doctors (i.e. around 18 euros)

9. Housing allowances “CAF”

You can get financial aid for your rent in the first year if you did not have salary in France the year before. You have to register at the following website. We strongly recommend you to register online and send all the documents you have for CAF before your first salary (even if your file is incomplete).

http://www.caf.fr/

10. Tax declaration

Tax declaration is necessary although we don’t pay tax in the first year. Declaration should be done in May; after that you will receive the “avis d’imposition” in September. From the second year, you will have to pay taxes (around one month of salary) as additional tax beside pension and health care.

There is a tax office in front of the tram stop Université de l’Indienne.

http://www.impots.gouv.fr/portal/dgi/public/particuliers.impot;jsessionid=L1QGL0VKMET2DQFIIEIQCFEY?espId=1&pageId=part_impot_revenu&impot=IR&sfid=50

Possibility for tax deduction:

There is a possibility for tax reduction in certain conditions (for example:

http://www.impots.gouv.fr/portal/dgi/public/popup;jsessionid=JQORHEW4OL3WRQFIEIQCFFA?espId=1&typePage=cpr02&docOid=documentstandard_341
11. Activities

Activities in Orléans are recommended. There are many choices for sports and artistic activities at the university, CNRS campus and city centre.

To do any kind of sport at CLAS or DAPSE, you will need a medical certificate (you can ask for at your yearly visit the CNRS doctor (CNRS employment only) or your generalist).

If you are employed by CNRS, you can benefit from all the CLAS activities (sports, cinema tickets discount, Hobbies centre...). For more information about the actualities please visit: http://www.cnrs-orleans.fr/blog/?cat=3

For the employed by university (contract, one photo and medical certificate) or as a student (with your student card and medical certificate), DAPSE propose many sport activities that you can find in details at: http://www.univ-orleans.fr/staps/Livretdapse2012.pdf

(For the singing and music lovers, to come and sing in the University Choir of Orléans (le Choeur de l’Université d’Orléans, www.choeur-univorléans.fr or call Louis Maksoud on 06.77.98.88.74))

Swimming pools in Orleans

http://www.orleans.fr/sports-loisirs-culture/sports/les-equipements-sportifs/piscines.html

You can also find plenty of other activities in Orleans at ASELQO:


Orléans is an attracting city for biking (along La Loire, Loiret...), so if you would like to buy a bike, we propose you the "Atelier Associatif d'Autoréparation de Vélos":

http://www.1terreactions.org/index.php/nous-trouver-contacter

Learn French

The university offers to researchers, post-docs, PhD students and their spouses French classes for beginners, intermediate and advanced level. For more information about registration, please email: centredemobilite@uni-orleans.fr

12. Hospital and Emergency

14 avenue de l'Hôpital BP 86709 45067 Orléans, phone: 02 38 51 44 44; You can get there by Tram (Ligne A, direction Hôpital La Source)