

école  
normale  
supérieure  
paris-saclay



## > INTERNATIONAL STUDENT GUIDE

2016/2017



Thank you to Paris-Saclay University, the Communications Department, the Education and Student Life Office (DSVE) and the Student Affairs Office of ENS Cachan and CROUS de Créteil.

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**Pierre-Paul ZALIO**  
President, ENS Paris-Saclay

*You will soon be a student at École normale supérieure Paris-Saclay (ENS Paris-Saclay). On behalf of ENS, congratulations and welcome.*

*Our institution and campus are dedicated to providing an excellent education to a select group of promising students. Many of you are ambitious enough to complete a PhD. Scientific research therefore plays a pivotal role in this process.*

*ENS Paris-Saclay offers a high-quality environment to enable our students to achieve academic success. This includes outstanding professors and researchers, recognized research laboratories, a welcoming campus and an exceptional learning environment.*

*Science and knowledge know no bounds. Since its founding, our institution has been one of the most international in Europe. We are proud to welcome so many international students on our campus. We have high expectations for each of our students—for your studies and research, as well as for the open-minded attitude required and your contribution to ENS as a whole.*



**Catherine STÉPHAN-EVAIN**  
Director, International Relations Office (SRI)

*Congratulations on being among the few selected to study at our establishment.*

*The goal of the SRI is to implement ENS's international policy, as well as to oversee international student life on campus.*

*From our offices, located in the Pavillon des Jardins, we offer all kinds of assistance with campus life. We also offer more personalized services for students enrolled in exchange programs, such as Fulbright, Erasmus, IDEX Paris-Saclay, China Scholarship Council, etc.*

*This guide, which has been divided into four sections, was prepared just for you. The first section contains general information about the founding and mission of ENS Paris-Saclay, as well as its relationship with Paris-Saclay University. The rest of the document explains what you need to do before coming to France (green section), upon arrival (orange section) and during your stay (pink section). Note: You will notice that some words are highlighted in grey. This means that you can refer to the glossary at the end of the guide for more information.*

*To each and all of you, I wish you an enjoyable scientific and intercultural journey.*

## Our team



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ENS Paris-Saclay

# Academic excellence

## History

Founded in 1912, under the name École normale de l'enseignement technique, and then École normale supérieure de Cachan, École normale supérieure Paris-Saclay (ENS Paris-Saclay) is one of France's major learning institutions.

Thanks to its high-level scientific and cultural training programs, ENS Paris-Saclay helps prepare students for basic or applied scientific research, university and preparatory classes. These programs are also offered to high schools, public administration agencies and private corporations.

## Research

As a centre of excellence in education and research, ENS has 13 laboratories (see diagram) and offers training programs in about a dozen fields. To strengthen synergies between the sciences and encourage cooperation between the various disciplines, ENS's three research institutes act as a hub for interdisciplinary projects.

**The Alembert Institut** coordinates research projects for four laboratories – physics, biology, chemistry and applied physics – under one unifying theme: molecular photonics and its applications in the fields of computer science and biotechnology.

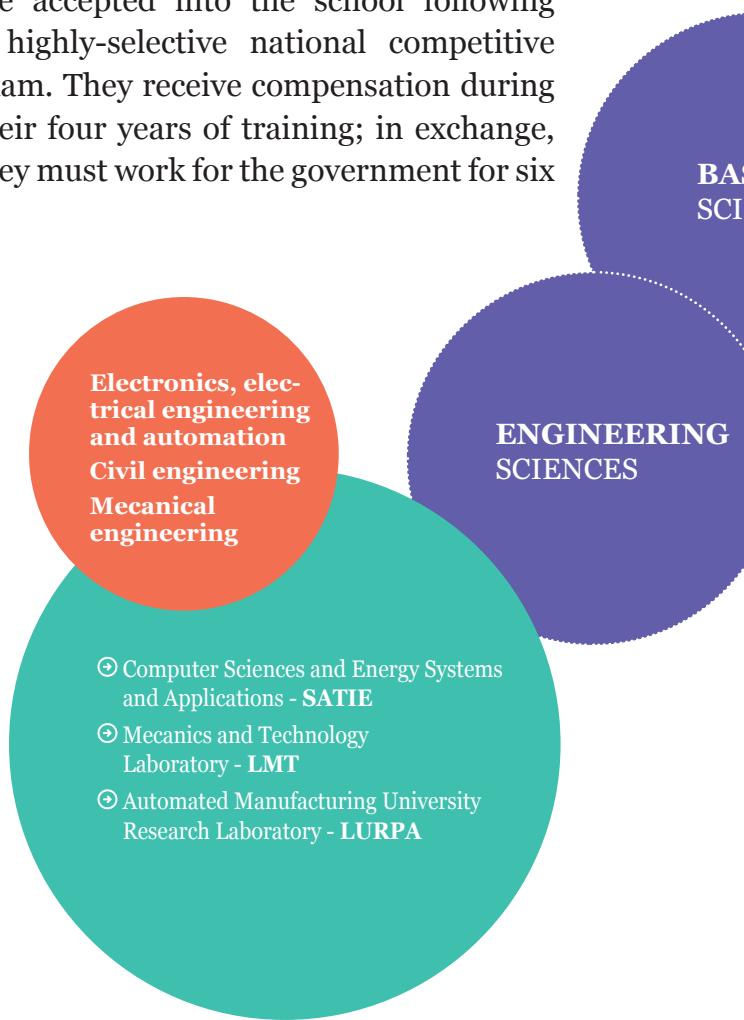
**The Farman Institut** brings together the laboratories for applied mathematics, computer science, mechanics, computer-

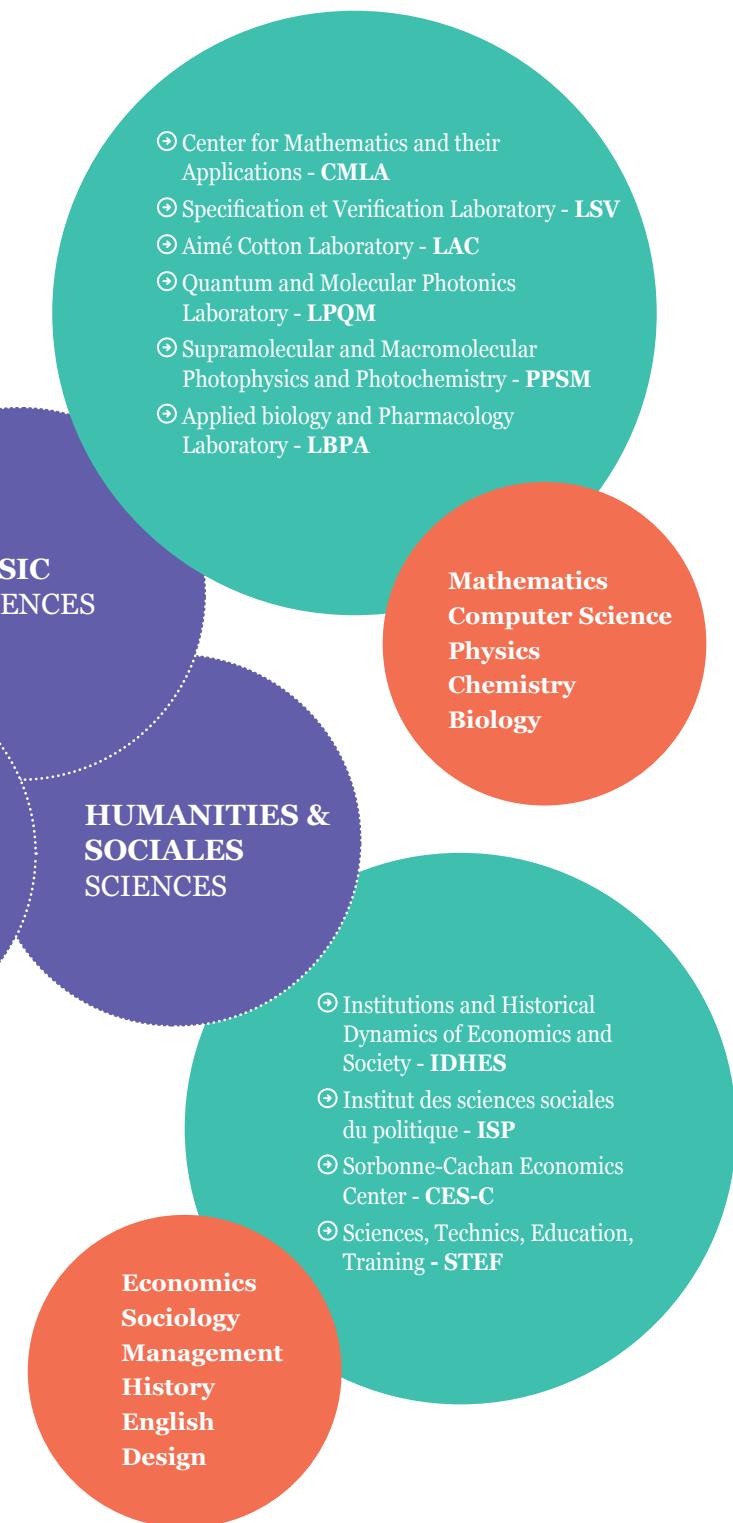
integrated manufacturing, information and energy laboratories. This is where we do modelling, simulation and experimentation of complex systems.

**The Maison des Sciences de l'Homme Paris-Saclay** oversees the activities of the economics, management, sociology, history and didactics research laboratories, which are focused on the social construction of regulations.

## French students

There are two student statuses at ENS. “Normaliens élèves” (civil servant interns) are accepted into the school following a highly-selective national competitive exam. They receive compensation during their four years of training; in exchange, they must work for the government for six





## International students

Each year, ENS welcomes international students, or incoming mobility, wishing to pursue studies that may or may not lead to a diploma.

Specifically, we welcome:

- International civil servant interns (“Normaliens élèves”) who have successfully passed the competitive exams.
- International students (“Normaliens étudiants”) enrolled in our master’s-level programs.
- Students from Scuola Normale Superiore di Pisa or East China Normal University (ECNU).
- PhD students preparing a joint thesis with a foreign establishment as part of a doctoral scholarship from Paris-Saclay University.
- International students studying for a semester or for a year, whether as part of an exchange agreement or not, and who are required to obtain the same number of credits as their home university. In general, these students are participants in partnership programs such as ERASMUS or ERASMUS Mundus.
- Post-doctoral/doctoral/master’s-level students carrying out a research project.

# Paris-Saclay University

Paris-Saclay University was established in 2014. At the time, it comprised over 11,000 researchers and research teachers, and 60,000 students, including 25,000 master's and PhD-level students.

Its founding marked a historic moment in the evolution of higher learning in France. For the first time at this scale and with such ambition, the three components of the French education system were found under one roof: universities (Paris-Sud, Versailles – Saint-Quentin), graduate schools (engineering and business schools, including the prestigious Polytechnique, CentraleSupélec, and HEC Paris) and major research organizations.

Paris-Saclay University offers students the possibility of carrying out research in basic or applied sciences, with several disciplines and/or establishments. Its campus is surrounded by some of the biggest energy, agriculture, agri-food, pharmaceutical and defence companies, as well as small firms and start-ups.



The new  
École  
normale  
supérieure at  
Paris-Saclay  
in 2018

The university's 18 faculties showcase the expertise at Paris-Saclay on a global scale. Each year, hundreds of students and researchers benefit from summer university programs, guest lecturers and international exchange programs.

At Paris-Saclay, the aim is to be a student's best ally in the attainment of his or her intellectual and professional goals.

**université**  
**PARIS-SACLAY**

**AgroParisTech**  
AgroParisTech

**cea**  
Commissariat à l'énergie atomique et aux énergies alternatives

**cpt**

**CentraleSupélec**  
Institut national de la science et de la recherche industrielle

**ÉCOLE POLYTECHNIQUE**  
université PARIS-SACLAY

**ENSAE**  
Institut national de la statistique et de l'administration publique

**enssib**

**école normale supérieure paris-saclay**

**ENSTA**  
ParisTech

**HEC**  
PARIS

**IHES**  
Institut des hautes études scientifiques

**TELECOM ParisTech**  
Institut Mines-Télécom

**Inserm**  
Institut national de la santé et de la recherche médicale

**Inria**  
Institut national de recherche en informatique et en automatique

**INRA**  
SCIENCE & IMPACT

**INSTITUT D'OPTIQUE GRADUATE SCHOOL**  
ParisTech

**ONERA**  
THE FRENCH AEROSPACE LAB

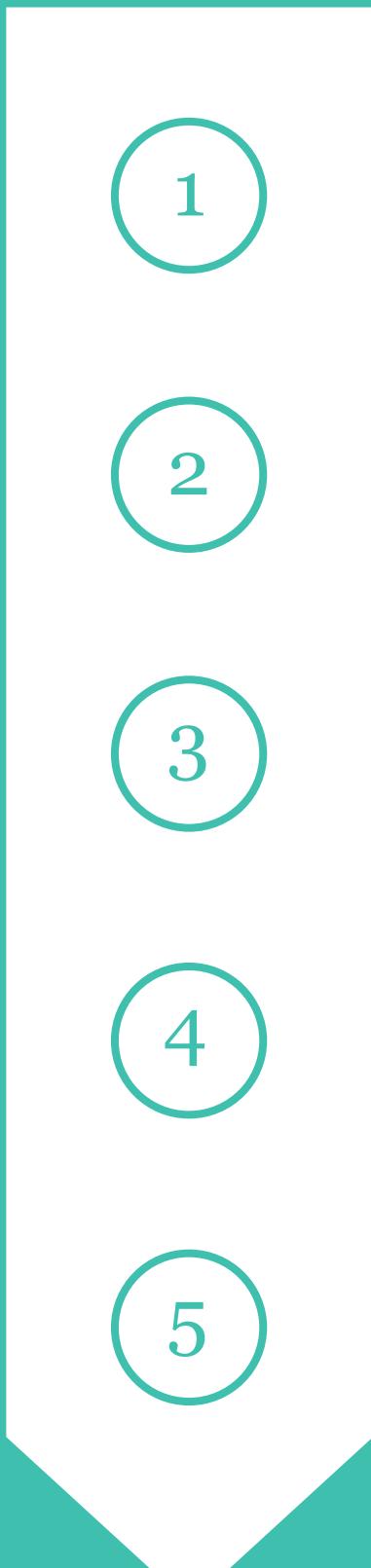
**Université**  
**evry**  
Université Paris-Est

**PARIS SUD**  
Université Paris-Saclay

**UNIVERSITÉ DE VERSAILLES ST-QUENTIN-EN-YVELINES**  
Université Paris-Saclay

Prior to your departure

# Steps to follow



# Get accepted

## Bachelor and master's degrees

There are three ways to get accepted to ENS Paris-Saclay.

If you are part of a student exchange program, you must first prepare your application with your home university. Ask your establishment's international relations department if there is an exchange agreement in place with our school.

If you are applying for a bachelor program at ENS, you must successfully complete the first-year entrance exam. Any French or European Union student who will soon be completing his or her second-year bachelor studies is eligible to take the exam.

If you are applying for a master's program, you have two options:

- Successfully complete the second competitive exam;
- Submit your application for review.

## PhD

A PhD, which leads to the degree of Doctor, is a national higher learning diploma granted after the presentation of a thesis. At this level, students are referred to as doctoral students or doctoral candidates.

At ENS, we prepare "Normaliens élèves" (civil servant interns) and "Normaliens étudiants" (students) for research, as of the first or second year of studies.

The Department of Doctoral Studies (DED), whose main goal is to train ENS's PhD students, also provides information to Normalien interns and students who wish to prepare a thesis.

ENS hosts international students from all over the world. Contact the DED for more information about completing your PhD at ENS.

① +33 1 47 40 75 77  
✉ +33 1 47 40 75 78  
✉ [secretariat@edsp.ens-cachan.fr](mailto:secretariat@edsp.ens-cachan.fr)

## Language proficiency

Proficiency in French and/or English is required to be accepted to ENS. A minimum B2 level is required. Contact your department for more information on their specific conditions.

# Obtaining a visa

If you are from a member state of the European Economic Area, you do not need a visa to study at ENS.

If you are not from a member state of the European Economic Area, you must follow the appropriate steps:

- If you must first pass a competitive exam at ENS, you can request a competitive exam student visa at the office of the French consulate in your home country.
- If you are accepted to our school, go to your local French consulate with the acceptance letter. This will enable you to obtain a long-stay visa equivalent to a residency permit (VLS-TS).

You do not need to go through the French consulate if you are from one of the following countries: Algeria, Argen-

tina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, the Comoros, Congo, Egypt, United States, Gabon, Guinea, India, Indonesia, Iran, Ivory Coast, Japan, Lebanon, Madagascar, Mali, Morocco, Mauritius, Mauritania, Mexico, Peru, Russia, Senegal, South Korea, Taiwan, Tunisia, Turkey or Vietnam. Instead, apply through the Espace CampusFrance's Center for Studies in France (CEF) in your home country.

# Paying for your stay

## Budgeting

You will need to plan a special budget at the start of the academic year. Your monthly budget should include:

- Registration fees of €490 for a master's degree or €611 for a PhD (2015 rates). These amounts include tuition fees, library fees, etc.
- Security deposit for your accommodations (see the Finalizing your accommodation section)
- Membership to a student health insurance provider for students from non-

EU member countries (see the Health-care section)

- Seal of the French Immigration and Integration Bureau (OFII)
- Basic furnishings (sheets, bedspreads, towels, utensils, dishes, etc.)
- Sports, electricity, Internet, transportation, etc.

Planning your budget in advance will help you study with peace of mind. Remember to take variable expenses into account, such as books, entertainment, etc.

## MONTHLY BUDGET

Fixed costs only;  
**to be added to your  
 special budget**

• Housing costs	± 500€
• Food	± 200€
• Insurance	± 30€
• Co-op	± 30€
• Transportation	± 30€
• Telephone	± 20€
• Bank card	± 4€

## Scholarships

There are several financial assistance options to help cover your stay in France. These include government grants from your home country or from the French embassy, or financial assistance from the European Union or other international organizations. Get more information in your home country by contacting:

- Your school or university
- The French embassy's Cooperation and Cultural Action Department
- Your Espace CampusFrance or the CampusFrance website.

ENS also offers several financial assistance options:

- The [ENS International Scholarship Program](#) is available to master's and doctorate-level students. Whether you are an international or a French student, you must have completed at least two years of studies in another establishment.

- The [Paris-Saclay University Scholarship Program](#) is available to students who wish to obtain a master's at our school.
- The [Agreement with the China Scholarship Council](#) is available to Chinese students pursuing a thesis in one of our research laboratories.
- The [Fulbright Program](#) is available to American students enrolled in a master's or PhD program.
- The [Jacques Hadamard Mathematics Foundation \(FMJH\) Program](#) is available for students enrolled in a master's program in mathematics.
- The [ENS-Inria Scholarship Program](#) is aimed at students enrolled in the master's of research in computer science program (MPRI).

There are many other programs. Contact our International Relations Office (SRI) for more information.

## Internships

It is possible to have an internship in one of our 13 research laboratories. An internship agreement does not require a work permit.

# Finding housing

## Housing in Cachan

If you were recently accepted as a “Normalien élève” or “Normalien étudiant” ([Normalien intern or student](#)), you will be given priority for on-campus housing if you put in a request. To do so, contact the Education and Student Life Office (DSVE). Our website features all the information you will need.

If you've been accepted as part of a student exchange program or a scholarship (see the [Paying for your stay section](#)), you must apply for accommodation through the International Relations Office (SRI) at [ri@ens-cachan.fr](mailto:ri@ens-cachan.fr).

You will be offered on campus housing depending on availability. Housing on the campus will be assigned taking account your choice and according to the extent of availability. We will keep you informed as soon as we will get information on CROUS housing allocation. Note that the rent payment may be made by bank transfer or credit card.

**On campus**, our accommodations do not include sheets, bedspreads, pillows and utensils. There are two types of residences:

- The Regional Academic and University Facilities Centre (CROUS) has furnished studios, T1 bis or small stu-

## CROUS

[residence.cachan@crous-creteil.fr](mailto:residence.cachan@crous-creteil.fr)  
[www.crous-creteil.fr](http://www.crous-creteil.fr)

### Business hours

Monday	9:00 am/12:30 pm 1:30 pm /5:00 pm
Tuesday	9:00 am/12:30 pm
Wednesday	9:00 am/12:30 pm 1:30 pm /5:00 pm
Thursday	9:00 am/12:30 pm 1:30 pm /5:00 pm
Friday	9:00 am/12:30 pm 1:30 pm /4:00 pm

dios with a bathroom and kitchenette included. Rental costs vary between €290 and €420/month, between €75 and €115/week, and between €15 and €21/night (2015 rates). A security deposit is required, as well as housing insurance. Check-in ends one hour before the CROUS closes.

- The Pavillon des Jardins rents furnished student rooms with a shared bathroom and kitchen for €325/month or €44/night. No surety or guarantor is needed. A fee of €10 is added for stays lasting less than 3 nights (2015 rates).

① +33 1 47 40 29 02

✉ [anne-sophie.bonnissent@ens-cachan.fr](mailto:anne-sophie.bonnissent@ens-cachan.fr)

In Cachan, ARPEJ operates Volti Residence, which offers student apartments for €405.38 to €745/month (2015 rates). You will be required to provide a non-refundable deposit of €150. For more information or to reserve an apartment, visit the Volti Residence website. You can also obtain more information through the International Relations Office (SRI), by visiting [www.univercity.fr](http://www.univercity.fr) or calling ARPEJ at +33 1 45 36 98 11.

You may also want to consider:

- Sharing an apartment: Visit [www.koloc.org](http://www.koloc.org) or [www.colocationfrance.fr](http://www.colocationfrance.fr)
- Homestay accommodations: Visit the Atome website at [sejourfrancefamille.fr](http://sejourfrancefamille.fr)
- Intergenerational cohabitation: Find out more by visiting [leparisolidaire.fr](http://leparisolidaire.fr), [ensemble2generations.fr](http://ensemble2generations.fr) ou [encorelogement-solidaire.org](http://encorelogement-solidaire.org).

## Useful addresses

**Centre international de séjour Paris**  
17 boulevard Kellermann  
75013 Paris  
① +33 1 43 58 96 00  
🌐 [cisp.fr](http://cisp.fr)

**Cité internationale univresitaire Paris**  
17 boulevard Jourdan  
75014 Paris  
① +33 1 44 16 64 00  
🌐 [ciup.fr](http://ciup.fr)

**CROUS Paris**  
39 avenue Georges Brassens  
75231 Paris Cedex 05  
✉ [service-international@crous-paris.fr](mailto:service-international@crous-paris.fr)  
🌐 [crous-paris.fr](http://crous-paris.fr)

**Fédération unie des auberges de jeunesse**

🌐 [hifrance.org](http://hifrance.org)

**Foyer international de séjour Paris**  
6 avenue Maurice Ravel  
75012 Paris  
① +33 1 43 13 17 00  
🌐 [fiap.asso.fr](http://fiap.asso.fr)

**Hostelling International**  
🌐 [fuaj.org](http://fuaj.org)

# Preparing for departure

Before you leave, check the following:

- **2016-2017 school year:** Each department and each program organizes its own beginning-of-year activities. Contact your department for more information. We do suggest you arrive after August 25.
  -   ENS has put in place a special   program for students with physical disabilities. For more information, please see the Students with physical disabilities section of this guide (p. 31).
- **Money:** Be sure to have enough cash, or a way to access funds from a bank machine, to pay for your initial costs, such as transportation, housing, food, apartment amenities, etc.
- **Communication:** Ensure you can use your mobile phone or have sufficient means to purchase calling credits in France. Also, check if your phone is compatible with French SIM cards.
- **Weather:** Paris is located in a temperate area. Temperatures and rainfall can vary, depending on the season. For more information, visit [meteofrance.com](http://meteofrance.com).
- **Housing:** Students enrolled in the programs managed by the International Relations Office (Erasmus, Paris-Saclay, ENS, Fulbright, etc.) will be greeted upon their arrival after August 25 and can access their apartment as soon as they present proof of housing insurance.

Students not enrolled in an exchange program that have been accepted for CROUS housing must contact Odile MALÉZIEUX at:

① +33 1 47 40 76 98  
 [odile.malezieux@ens-cachan.fr](mailto:odile.malezieux@ens-cachan.fr)

- **ID photos:** Avoid having your ID photos taken in your home country. In France, there are specific guidelines for ID photos so you should have them done when you get here.
- **Birth certificate:** You will need to provide a French translation of your birth certificate to the French Immigration and Integration Bureau (OFII). Make sure to have it translated before you arrive.
- **European Health Insurance Card:** With this card, all citizens of the European Union are covered by their home country's health insurance. Make sure to request and obtain one before leaving for France (see the Getting health insurance section).

# What to pack

## Documents to bring with you

- Passeport or national ID card (for citizens of the European Union)
- Birth certificate (original copy and a French translation)
- Health record
- Health insurance certificate: citizens of the European Union must bring their European Health Insurance Card; students from Quebec must bring form SE401Q-102bis or SE401Q106
- Confirmation of financial resources (students with scholarships must have their scholarship award certificate)
- French Immigration and Integration Bureau (OFII) form received from the French consulate (only for non-European Union citizens)
- ENS acceptance letter
- E-mail copy of your ENS on-campus residence acceptance
- Diplomas and transcripts (originals and French translations)
- Certificate of fluency in French
- Driver's licence (if it is accepted in France)

## Items to bring with you

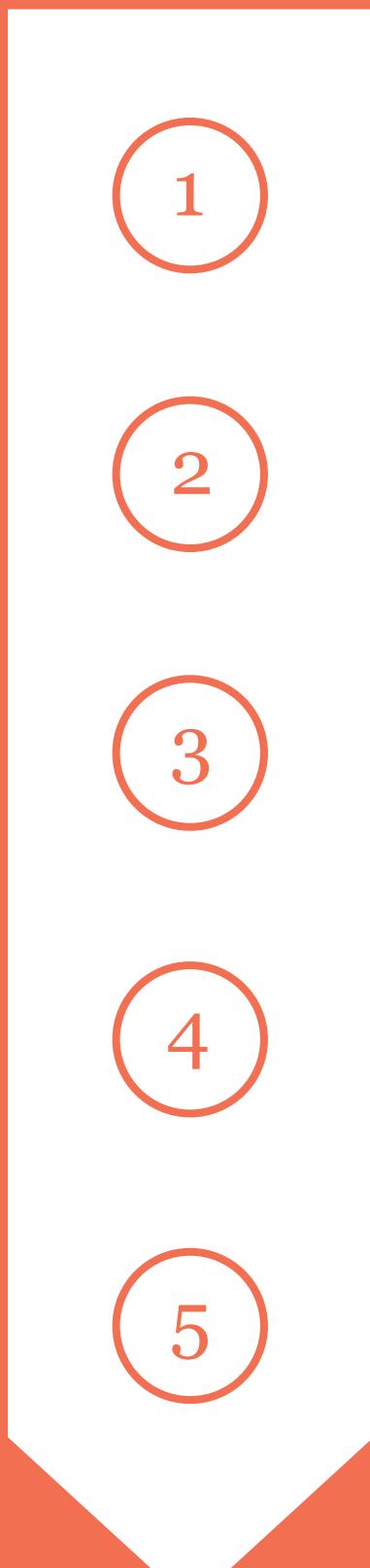
- Power adaptors
- Linen (pillowcases, sheets, towels, etc.)
- Kitchen utensils (check the weight limits of your suitcases!)
- Bilingual dictionary
- Appropriate clothing
- Laptop, other devices and their chargers

*Bon voyage !*

# Notes

# Upon arrival

# Steps to follow



# Getting to ENS

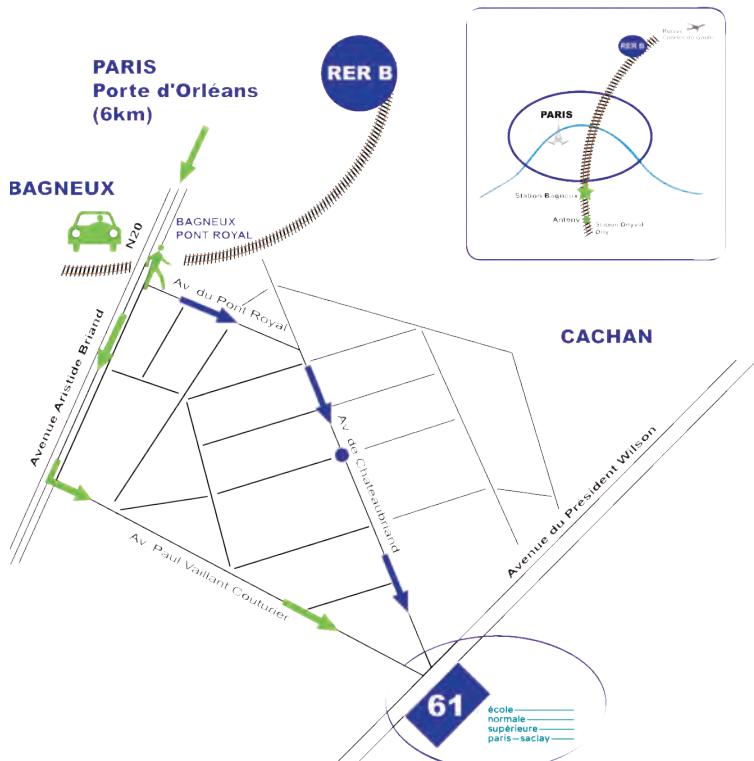
The campus is easily accessible by public transit. Using the Regional Express Trains (RER), the campus is located approximately 20 minutes from the center of Paris, 30 minutes from Orly Airport and one hour from Roissy—Charles-de-Gaulle Airport.

## By RER

Not all B-line RERs stop at Bagneux; make sure your train stops at this station.

**From Orly Airport**, take the Orlyval shuttle headed for Antony and get off at Antony station. Then, take the B-line RER headed for Roissy—Charles-de-Gaulle and get off at Bagneux station.

**From Roissy — Charles-de-Gaulle**, take the B-line RER headed for Robinson or Massy-Palaiseau and get off at Bagneux station.



**From Paris**, take the B-line RER headed for Massy-Palaiseau or Robinson and get off at Bagneux station. Make sure to buy a Paris-Bagneux ticket first.

When you come out of Bagneux station, turn left and go down Avenue Pont-Royal. Then, keep going on Avenue Chateaubriand until you reach the main entrance of ENS.

On the B-line, terminal II stations (Roissy—Charles-de-Gaulle Airport, Antony, Bagneux and Orlyval), as well as the Paris-Nord, Port-Royal, Denfert-Rochereau and Cité Universitaire stations, are wheelchair-accessible. In addition, the portion between Bagneux station and ENS is also accessible.

## By bus

**Bus 184** Porte d'Italie — l'Hay-les-Roses, Camille Desmoulins stop.

**Bus 187** Porte d'Orléans — Fresnes, Camille Desmoulins stop.

**Bus 197** Porte d'Orléans — Bourg-la-Reine, RER Bagneux stop. Then, go down Avenue Pont-Royal and Avenue Chateaubriand until you reach the main entrance of ENS.

**Bus 162** Villejuif — Cachan — Meudon, Mairie de Cachan stop. Then, do down Rue Camille Desmoulins and head for ENS.

# The campus



## Alembert Building

### TEACHING DEPARTMENTS

Biochemistry, Biological Engineering  
Chemistry  
Computer Science  
Electronics, Electrical Engineering, Automation (EEA)  
Physics

### DOCTORAL STUDIES DEPARTMENT

### RESEARCH LABORATORIES

Applied Biology and Pharmacology Laboratory (LBPA)  
Computer Science and Energy Systems and Applications (SATIE)  
Quantum and Molecular Photonics Laboratory (LPQM)  
Specification and Verification Laboratory (LSV)  
Supramolecular and Macromolecular Photo-physics and Photochemistry (PPSM)

### SERVICES

Education and Student Life Office (DSVE)  
Information Systems Office (DSI)

### AUDITORIUMS AND HALLS

Fonteneau Auditorium  
Fortunato Auditorium  
Marie Curie Auditorium  
Tocqueville Auditorium  
Condorcet Hall  
Des Commissions Hall  
Uderzo Hall

### LIBRARY

ENS Library

## Alembert Institute

### LIBRARY

Alembert Institute Library Resource Center

## Léonard de Vinci Building

### TEACHING DEPARTMENTS

Civil Engineering  
Mechanical Engineering

### RESEARCH LABORATORIES

Automated Manufacturing University Research Laboratory (LURPA)  
Computer Science and Energy Systems and Applications (SATIE)  
Mechanics and Technology Laboratory (LMT)

### AMPHITHÉÂTRES ET SALLES

E-Média Auditorium  
109 Auditorium  
121 Auditorium  
Lagrange Hall

## Iris Building

### SERVICES

Medical Services and Nurse

## Pavillon des Jardins

### SERVICES

Audiovisual and Multimedia Office  
Housing Office  
International Relations Office (SRI)

### ROOM

Conference room

## Laplace Building

### TEACHING DEPARTMENTS

Mathématiques

## RESEARCH LABORATORIES

Center for Mathematics and their Applications (CMLA)  
Institutions and Historical Dynamics of Economics (IDHE)  
Political and Social Sciences Institute (ISP)  
Sorbonne-Cachan Economics Center (CES-C)

### HALLS

Renaudeau Hall  
Pollak Hall

### LIBRARIES

Durkheim Library  
CMLA Library

## Cournot Building

### TEACHING DEPARTMENTS

Design  
Economics and Management  
Foreign Languages  
Social Sciences

### RESEARCH LABORATORIES

Sciences, Techniques, Education and Training (STEF)

### SERVICES

Sports Office  
Sports Department  
Printing Services

### Student center

### Jesse Owens Sport Center

### CROUS

# Registering at ENS

Before registering, you must first clarify your status, program and level of studies with your teaching department.

If you are an incoming mobility student for a bachelor or a master's at ENS, you must register with your teaching department. Please contact your teaching department, according to your program:

## BASIC SCIENCES

Biology: catherine.bonnemaison@ens-cachan.fr

Chemistry: andree.husson@ens-cachan.fr

Computer Science: dptinfo@lsv.ens-cachan.fr

Mathematics: secretariat.math@ens-cachan.fr

Physics: secretariat@physique.ens-cachan.fr

## ENGINEERING SCIENCES

Electronics, Electrical Engineering, Automation: nathalie.manhes@ens-cachan.fr

Civil Engineering: pascale.boutard@dgc.ens-cachan.fr

Mechanical Engineering: danielle.martin@dgm.ens-cachan.fr

## HUMANITIES & SOCIAL SCIENCES

Economics and management: secretariat@ecogest.ens-cachan.fr

Social Sciences: secretariat@sociens.en-cachan.fr

Languages/Specialized English: secretariat@dlp.ens-cachan.fr

Design : secretariat@dlp.ens-cachan.fr

If you are participating in a student exchange program or are a recipient of an international scholarship from ENS, the Jacques Hadamard Mathematics Foundation (FMJH), Paris-Saclay University or the Île-de-France region, please go in person to the International Relations Office (SRI).

If you are an incoming mobility student for a master's at Paris-Saclay University, register through the Paris-Saclay University registration website.

If you've been accepted to ENS as an independent student, follow the instructions given to you by your teaching department and the Education and Student Life Office (DSVE).

If you are a PhD student, contact the Department of Doctoral Studies (DED) at secretariat@edsp.ens-cachan.fr.

 ENS has put in place a special program for students with physical disabilities. For information on how to register, please see the Students with physical disabilities section of this guide (p.31).

# Obtaining a residency permit

If you are from a member state of the European Economic Area, you do not need a residency permit (also known as a residence visa) to study at ENS.

If you are not from a member state of the European Economic Area, but you have a VLS-TS visa, you must validate your visa at ENS's Education and Student Life Office (DSVE) within the first days of your arrival. If you do not, after three months you will be considered an illegal resident and will have to pay a fine.

You must present the following documents during the validation process of your VLS-TS visa:

- Information sheet (to be obtained from the DSVE)
- Application for certificate from the French Immigration and Integration Bureau (OFII) received from the French consulate.
- Photocopy of your visa, of your Schengen area entry stamp, and of the ID pages of your passport.

If you are not from a member state of the European Economic Area, but you have a visa other than the VLS-TS visa, you must put in a request for a residency permit from ENS's Education and Student Life Office (DSVE) within the first days of your arrival.

If you do not, after three months you will be considered an illegal resident and will

have to pay a fine.

To complete your request for a residency permit, you must present the following documents:

- Information sheet (to be obtained from the DSVE)
- Residency permit request form (to be obtained from the DSVE)
- Photocopy of your asseport
- Photocopy of your visa
- Birth certificate or marriage licence, translated into French
- Proof of address for stays under three months (rental agreement or copy of your Électricité de France bill)
- Proof of financial resources (your scholarship certificate or last three bank statements). If you are a PhD student, you must provide your doctoral agreement and your last three pay statements
- Previous year's student card
- Student card for 2016/2017 or proof of pre-registration for the 2016-2017 academic year if your file is being constituted in the summer
- 4 ID photos (identical)
- 1 self-addressed stamped envelope ("lettre verte")
- Seal from the French Immigration and Integration Bureau (OFII), which can be purchased at [timbresofii.fr](http://timbresofii.fr)

All students must first contact Tiana RABÉ ([tiana.rabe@ens-cachan.fr](mailto:tiana.rabe@ens-cachan.fr)) at the DSVE to ask her for the office's business hours and which forms you must fill out.

All students must pass a medical exam with the OFII, who will contact you for an appointment. You must first pass the me-

dical exam before validating your VLS-TS visa or obtaining your residency permit.

# Finalysing your accomodation

## To rent accommodation

You will always be asked for:

- Housing insurance, covering at a minimum fire and water damage and third-party liability.

Students who obtain an apartment in the CROUS Residence must provide housing insurance certificate before handing over the keys of their accomodation.

Our student associations have a strong partnership with the French bank, Société Générale, which offers a lot of advantages to students. Contact can be made from abroad in English:

① Paula DE AVELAR  
+33 (0)1 46 65 96 38  
✉️ rungis.jeunes@socgen.com  
✉️ Delphine LEVESQUE  
delphine.levesque@socgen.com

However, you can contact the insurer of your choice.

- A guarantee signed by a guarantor, who agrees to pay your rent should you be unable to do so. The guarantor must be a French resident and be creditworthy. International students who do not have a guarantor can use the Student Rental Deposit (Clé) or Loca-Pass services.
- A safety deposit equivalent to one-month's rent. The deposit will be return-

ned to you if there are no damages to your unit and if you have paid your rent and fees.

- A check-in inventory.
- Signing of a rental agreement written by the owner. The agreement must state the duration of the lease, the rental price and the terms of payment.

Carefully read the terms of the rental price, as some may not include certain fees.

Depending on your family situation and your income, you may be eligible for Financial assistance for housing (APL) through the Family Allowance Office (CAF). For assistance in preparing your CAF request, contact Odile MALÉZIEUX at the DSVE. You can reach her at:

① +33 1 47 40 76 98  
✉️ odile.malezieux@ens-cachan.fr

## Before leaving

You must give a three-month notice to the owner in the form of a recommended letter with acknowledgement of receipt. A check-out inventory will be done prior to returning your safety deposit to you. Do not close your bank account before all your fees are accounted for.

# Getting health insurance

## Health care system

In France, international students are covered by the French social security, also known as “la sécu”. It includes health insurance, which reimburses part of your medical expenses. The other part is payable by you, unless you complementary health insurance, also known as “complementary” or “mutuelle”.

## Health insurance

If you will be studying for less than three months, you must be covered by your home country's health insurance or by private insurance.

If you will be in France for longer than three months, you must pay into the social security system.

If you are under 28 years of age, you must sign up for student social security when completing your administrative registration at ENS. The cost is €215 (2015 rate). You may choose between the following student social security providers:

- La Mutuelle des étudiants (LMDE): for more information, visit their website at lmde.fr.
- The Société mutualiste des étudiants de la région parisienne (SMEREP): for more information, visit their website at smerep.fr.

If you are over 28, you must be covered by the Primary Health Insurance Office (CPAM).

European health insurance card holders need not subscribe to the student social security.

If you are from Quebec, you do not need to subscribe to the student social security. However, you must present form SE401Q106 to the Primary Health Insurance Office (CPAM), who will give you a document that you must present when receiving healthcare services. Your medical expenses will be reimbursed by CPAM.

French government scholarship recipients must present their scholarship certificate to CampusFrance when completing the administrative registration, in order to be exempt from paying into “la sécu”.

Foreign government scholarship recipients can be reimbursed for their contributions to the student social security through the organization in charge of managing their scholarship.

## Complementary insurance

For a better coverage of your medical expenses, you can subscribe to complementary insurance. Students can choose between LMDE and SMEREP.

# Student life

# Food services

## On campus

### CROUS restaurant

Lunch: 11:30 am - 2:00 pm

Evening: 7:00 pm - 8:30 pm

Cash or Izly

Closed Saturday and Sunday, and during end-of-year and summer holidays.

### Equinoxe cafetariat

During the week: 7:00 am - 2:30 pm

Cash or Izly

The Kfet for a lunch prepared by students, between 12:00 pm et 2:00 pm.

## Off Campus

**École supérieure des travaux publics**  
**cafetariat** (next to ENS)

From 7:30 am et 2:00 pm.

# Libraries

## ENS Libraries

**ENS central library** for books, magazines, periodicals, and databases relating to the various disciplines taught at ENS.

**Durkheim library** for humanities and social science documentation (for PhD students).

**Center for Mathematics and their Applications (CMLA) Library** for books required as part of CMLA research work.

**Alembert Institute Library Resource Center** for specialized books on life sciences, physics and chemistry relating to the various research subjects studied at Alembert Institute. Free entry for Institute members and Monabiphot scholarship students.

## Cachan library

**Municipal Library of Cachan**  
11 rue Camille Desmoulins  
94320 Cachan

## Libraries open on Sundays

**Cité Internationale Central Library**  
(Cité Internationale RER B station)

**National Library of France**, François-Mitterrand site (Bibliothèque François Mitterrand station on line 14 and RER C)

**Public information library (Bibliothèque publique d'information - BPI)**, Pompidou Center (Châtelet station on line 1, 4, 7, 11, 14, on RER A, B and D)

# Language courses

A good knowledge of English and French is required to study at ENS.

## At ENS

The Language Department offers night classes for beginner, intermediate and advanced students in English, German, Spanish, Russian, Italian, Chinese and French as a second language. As of September, you can check the schedule on the department's bulletin board, located on the 2<sup>nd</sup> floor of the Cournot Building. For more information:

 [secretariat@dlp.ens-cachan.fr](mailto:secretariat@dlp.ens-cachan.fr)  
 +33 1 47 40 23 00  
 [ens-cachan.fr](http://ens-cachan.fr)

## At École supérieure des travaux publics

École supérieure des travaux publics (ESTP) offers intensive French classes in July and August. There is a fee for these classes. For more information, visit their website at:

 [estp.fr](http://estp.fr)

If you are part of a student exchange program or a recipient of an international scholarship from ENS, the Jacques Hadamard Mathematics Foundation (FMJH) or Paris-Saclay University, please contact our International Relations Office (SRI) to register.

# Internet and email

All ENS students have access to the Internet through their personalized accounts. To contact the Information Systems Office (DSI), please call:

 +33 1 47 40 74 24.

## ENS account

Once your registration is complete, you can directly access your account using your student email address (firstname.lastname@ens-cachan.fr). This email address also enables you to access the school's intranet portal.

If you forget your password, go to the school's intranet portal and click on "Gé-

rer mon compte" (Managing my account), then on "Mot de passe oublié" (password forgotten).

## Internet

There are two computer rooms at your disposal. Uberzo is open every day; its schedule varies according to availability.

ENS has two wireless networks. Eduoram is a secure platform, while Eduspot is an open platform. You can connect to the network anywhere in France from Eduspot points.

# Transports

The Transportation Union of Île-de-France (STIF) offers a 12-month transit card to students under 26 years of age (visit their website for other conditions). The card, called “Imagine R”, gives you access to the entire rail (except for TGVs and Orlyval) and subway network (including busses and tramways) in the Paris area.

You can choose the start date of your subscription (between September and January) and the type of payment: an annual fee of €341.90 or a monthly fee of €37.10. The first payment is due the first month of your subscription.

 [imagine-r.com](http://imagine-r.com).

If your residence is in Val-de-Marne, you may be reimbursed half of your “Imagine R” subscription (some conditions apply). To do so, fill out the reimbursement form available on the website of the Conseil général de Val-de-Marne or at the Education and Student Life Office (DSVE).

 [imaginer.valdemarne.fr](http://imaginer.valdemarne.fr)

# Banks

French banks have a vast network that covers the Paris area.

You can open a bank account in any bank. To do so, bring your ID, your visa and your proof of address to a bank. If your banking institution has branches in France, money transfers can be completed much faster this way.

Here are the addresses of some banks:

## CRÉDIT LYONNAIS

1 bis rue Camille Desmoulins  
94230 Cachan

## SOCIÉTÉ GÉNÉRALE

5 rue Camille Desmoulins  
94230 Cachan

## CRÉDIT AGRICOLE

6 avenue Cousin de Méricourt  
94230 Cachan

# Healthcare

When seeking medical services, always have on hand your health insurance card, complementary health insurance card and ID.

## ENS

There is a nursing station on campus, in the Iris Building (see the Getting to ENS section).

It is closed on Wednesdays, Fridays and weekends. All other days, it is open from 9:00 am to 12:00 pm and from 2:00 pm to 5:00 pm.

① +33 1 47 40 75 86

✉ [secretariat.medical@ens-cachan.fr](mailto:secretariat.medical@ens-cachan.fr)

## Health services

### CENTRE MÉDICAL PARIS-SUD

1 rue Jean Mermoz  
92340 Bourg-la-Reine  
① +33 1 46 65 71 02

### CENTRE MÉDICO-SOCIAL

7 avenue Cousin Méricourt  
94230 Cachan  
① +33 1 49 69 61 40

## General practitioners

### DR. HERVÉ GOZLAN

1 avenue Carnot  
94230 Cachan  
① +33 1 46 65 06 60

### DR. PIERRE CHEVROT

18 avenue du Pont-Royal  
94230 Cachan  
① +33 1 45 47 09 56

## Hospitals

### KREMLIN BICÊTRE

78 avenue du Général Leclerc  
94270 Le Kremlin Bicêtre  
① +33 1 45 21 21 21

### INSTITUT MUTUALISTE

MONTSOURIS  
42 boulevard Jourdan  
75014 Paris  
① +33 1 56 61 62 63

# Students with physical disabilities



ENS is committed to supporting its students with physical disabilities. We strive to provide assistance to our Normalien interns and students whose disabilities may require special measures in order to allow them to pursue their studies with ease.

For assistance, you must inform us of your needs when completing your administrative registration. The “Relais handicap” provides many services to this effect; contact them for more information.

✉ [cellule-handicap@ens-cachan.fr](mailto:cellule-handicap@ens-cachan.fr)

# Student associations

## Student Office

Easily identifiable by their shirts with the purple Monopo[List] logo, members of the Student Office (BDE) can help you meet other students and network. For more information, visit their Facebook group: Student International Relations - ENS Cachan. On their website, you will find the BDE's "Guide du Routard," a handy guide about the various activities and associations on campus.

There are several clubs on campus, such as the Art Club (BDA), which organizes cultural outings, the F[ens]foire, which manages the campus orchestra, the P[ens]il, which hosts writing workshops, the K-D[ens], which holds dance workshops, and the Seksi – our school's cheerleaders. Find out more about the BDE, other associations (including sexual minorities, cinema, arts and crafts, etc.) that may be of interest to you.

Members of Cr@ns are available to help you with your internet connection (especially at the beginning of the school year). Meet up with them at the Kfet, their usual hangout.

## Life on campus

The Kfet is open between 12:00 pm and 2 pm and serves lunch prepared by students. In the evening, from 6 pm to midnight, the Kfet becomes a bar where students get together. Members of Cr@ns can often be found here; they can help you with your on-campus Internet connection.

**The Kokarde** is ENS's nightclub. Located on campus, it is run by students and the entertainment is provided by Cachan DJs on Tuesdays and Thursdays, until 3 am.

**The Trackn'Art** is the school's concert hall. It is free on Sundays; the rest of the week, you can rent it to hold band practices.

## ANNUAL CACHAN EVENTS

- Integration Weekend (WEI), held from September 16-18 and organized by the BDE to welcome new Normalien interns and students
- International Students Night, held on September 9 at the Kfet, to meet other Normaliens and get to know the campus
- The **InterENS**, a sports-themed weekend with Normaliens from Lyon, Rennes and Ulm
- The **Sens de l'Art**, cultural festival
- The **Gala**, held in February, for Normaliens and Île-de-France students, featuring renowned artists

# Sports

Members of the Sports Club (BDS) organize sporting events on campus. Don't confuse the BDS with the Sports Office (SDS), who are in charge of sports facilities.

At the beginning of each academic year, the BDS prepares a booklet for all sports available on campus. The BDS also organizes sporting events for new students.

The Sports Association (AS) card gives you access to about twenty sports, whether you are a beginner or an experienced player. Ask for yours by filling out the form available on [bds.ens-cachan.fr](http://bds.ens-cachan.fr). You must also provide a medical certificate (dated less than three months) and pay the fee of €22.

ENS's sports facilities include:

- A sports center with a handball court, volleyball field, climbing wall, dance studio, judo room, weight room and a multipurpose room
- A sports stadium with a track and soccer field
- Two outdoor tennis courts

In addition, the BDS organizes:

- InterENS: a sports meet with other ENS France students
- Ensympiades: an annual sports competition

# Entertainment

## Cachan

### LA PLÉIADE CINEMA

12 avenue Cousin de Méricourt  
① +33 1 46 65 13 58.

### CACHAN THEATER

21 avenue Louis Georgon  
① +33 1 45 47 72 41

### MUNICIPAL POOL

4 avenue de l'Europe  
① +33 1 49 69 60 20

## Paris

Weekly magazines are published, included Pariscopé, l'Officiel des spectacles and Cityvox.

Reduced rates are available to students for the theater by visiting [kiosquetheatre.com](http://kiosquetheatre.com).

For more entertainment ideas, go to [quefaire.paris.fr](http://quefaire.paris.fr).

# Emergency numbers

Fire department	18
Police	17
Emergency medical services	15
Transportation	3117
Cachan police station	+33 1 49 08 51 00

# Useful addresses

## Post office

**BANQUE POSTALE**  
 3 rue Camille Desmoulins  
 92340 Cachan  
 Open Monday to Friday, from 8:30 am to 7:00 pm and Saturday from 8:30 am to 1:00 pm.

## Law enforcement

**MUNICIPAL POLICE**  
 41 rue Guichard  
 92340 Cachan  
 ☎ +33 1 49 69 96 71

**POLICE STATION**  
 15 rue Marx Dormoy  
 92340 Cachan  
 ☎ +33 1 45 46 73 00

## Laundromats

**CROUS RESIDENCE**  
 ENS campus  
**LAVERIE AUTOMATIQUE**  
 31 rue Jean Mermoz  
 92340 Bourg-la-Reine

## Taxis

**TAXIS**  
 ☎ +33 1 47 40 83 16  
**ATLANTIS TAXIS**  
 ☎ +33 1 55 12 20 90  
**TAXIS BLEUS**  
 ☎ 3609

# Holidays

## 2016

Fête nationale	July 14
Assumption	August 15
All Saints' day	November 1
Remembrance day	November 11
Christmas	December 25

## 2017

New Year's Day	January 1
Easter Monday	April 17
Labour Day	May 1
May 8, 1945	May 8
Ascension Day	May 25
Whit Monday	June 5

# Abbreviations

<b>APL</b>	Financial assistance for housing (Aide personnalisée au logement)
<b>AS</b>	Sports Association (Association sportive)
<b>Bac</b>	Baccalaureate (Baccalauréat)
<b>BDA</b>	Art Club (Bureau des arts)
<b>BDE</b>	Student Office (Bureau des élèves)
<b>BDS</b>	Sports Club (Bureau des sports)
<b>BU</b>	University library (Bibliothèque universitaire)
<b>CAF</b>	Family Allowance Office (Caisse d'allocation familiale)
<b>CEF</b>	Center for Studies in France (Centre pour les études en France)
<b>CPAM</b>	Primary Health Insurance Office (Caisse primaire d'assurance maladie)
<b>CROUS</b>	Regional Academic and University Facilities Centre (Centre régional des œuvres universitaires et scolaires)
<b>DED</b>	Department of Doctoral Studies (Département des études doctorales)
<b>DSI</b>	Information Systems Office (Direction des systèmes informatiques)
<b>DSVE</b>	Education and Student Life Office (Direction de la scolarité et de la vie étudiante)
<b>DT</b>	Work applications (Demande de travaux)
<b>EDF</b>	Électricité de France
<b>ESTP</b>	École supérieure des travaux publics
<b>FFSU</b>	Fédération française du sport universitaire
<b>GDF</b>	Gaz de France
<b>OFII</b>	French Immigration and Integration Bureau (Office français de l'immigration et de l'intégration)
<b>RU</b>	University restaurant (Restaurant universitaire)
<b>SDS</b>	Sports Office (Service des sports)
<b>SRI</b>	International Relations Office (Service des relations internationales)
<b>UPSay</b>	Paris-Saclay University
<b>VLS-TS</b>	Long-stay visa equivalent to a residency permit (Visa long séjour valant titre de séjour)

# Glossary

## A

**Administrative registration** is the registration done at the Education and Student Life Office (DSVE).

**Application for review** is the procedure in which students who do not take the first- or the second-year entrance exam can apply at École normale supérieure as “Normalien students”.

## B

**Baccalaureate** is the exam taken at the end of high school. It leads to a diploma, the Baccalaureate, which enables students to pursue higher education students.

**BU** is the abbreviation used by French students when referring to the university library.

## C

**CampusFrance** is a public organization in charge of France’s academic diplomacy throughout the world. CampusFrance has offices in several foreign countries called Espace CampusFrance. For more information on higher education in France, how to obtain a visa and a residency permit, and where to learn French in your home country, visit their website.

**Center for Studies in France (CEF)** is an online platform that provides advice and assistance to potential future students in France up until their request for a visa. The Center is run by Espace CampusFrance.

**Complementary health assistance** is offered by the Primary Health Insurance Office to reimburse part of the complementary health insurance fees, according to certain criteria.

**Complementary insurance** is a contractual service offered by the Primary Health Insurance Office, a private agency that covers what isn’t covered by health insurance.

## D

**Dissertation (Mémoire)** is an essay presented by a student to obtain his or her master’s in France.

**Doctoral or PhD student** is a student who is preparing a doctoral thesis. They are also called “thésard/thésarde” (colloquial).

## E

**Education and Student Life Office (DSVE)** is an administrative department

at ENS whose mission is to welcome, listen to, inform and guide students through administrative, pedagogical and financial procedures throughout their studies at ENS.

**ERASMUS** is a program offered by the European Union which encourages student mobility between European and international universities. This program also offers scholarships.

**Espace CampusFrance** is an office located in some countries, which offers students information on pursuing higher education in France.

**European Health Insurance Card** provides health insurance in the European Union, in accordance with the laws in effect in the country you are visiting.

**Exchange agreement** is a contract signed between two institutions for mutual collaboration on the elements negotiated.

## F

**Fac** is the abbreviation used by French students when referring to the faculty or university.

**Family Allowance Office** is a private organization in charge of the family aspects of French social security services. Among other things, it manages Financial assistance for housing (APL). For more information, visit their website at [www.caf.fr](http://www.caf.fr).

**Financial assistance for housing (APL)** is offered by the Family Allowance Office (CAF) according to your financial resources and family situation.

**First-year exam** is a competitive exam aimed at classifying students according to their results, required prior to being accepted as a Normalien intern. Selected students are accepted at ENS as first-year students, which is the equivalent of third-year bachelor students.

**French Immigration and Integration Bureau** (OFII) is a French administrative organization in charge of welcoming international students by validating their residency permit. For more information, visit their website at [www.ofii.fr](http://www.ofii.fr).

## H

**Health insurance** is the portion of medical expenses covered by the government.

## I

**Incoming mobility** are international ENS students who are part of an exchange program or an exchange agreement.

**Izly** is a card offered by the Regional Academic and University Facilities Center (CROUS). With this card, you can pay for your meals in CROUS facilities. For more information, visit the website at [www.izly.fr](http://www.izly.fr).

## L

**Long-stay visa equivalent to a residency permit (VLS-TS)** is a required document to enter France. As its name states, it also serves as a residency permit once it has been validated by the French Immigration and Integration Bureau (OFII).

## M

**Mémoire (Dissertation)** is an essay presented by a student to obtain his or her master's in France.

**Mutuelle** see complementary insurance.

## N

“**Normaliens élèves**” are civil servant interns at École normale supérieure who have successfully passed the first-year entrance exam or the second-year entrance exam. They are compensated for their studies and in exchange must work for the government for six years.

“**Normaliens étudiants**” are students who have been accepted through the application for review process. They are not compensated for their studies and, for the most part, come from French universities and preparatory classes.

## O

**Outgoing mobility** are ENS students who will be pursuing studies in a foreign country, as part of an exchange program or an exchange agreement.

## P

**Paris-Saclay University**, or UPSay, is a grouping of 18 founding universities, graduate schools and research centers. Its campus is currently under construction near Orsay and is scheduled to be completed by 2020. The new École Normale Supérieure will be opening its doors there in 2018. For more information, visit the website at [www.universite-paris-saclay.fr](http://www.universite-paris-saclay.fr).

**Pedagogical registration** is done with your teaching department, such as the departments of Biochemistry, Biological Engineering, Physics, etc.

**Primary Health Insurance Office (CPAM)** is the organization in charge of healthcare, part of French social security services.

## R

**Recommended letter with acknowledgement of receipt** is a service offered by the French post office that enables you to receive a notice once your recipient has received your letter. This proof has legal value. For more information, visit their website at [www.laposte.fr](http://www.laposte.fr).

**Regional Academic and University Facilities Center (CROUS)** is a public organization that oversees university and professional life for French and international students. For more information, visit their website at [www.crous-creteil.fr](http://www.crous-creteil.fr).

**Regional Express Trains (RER)** is the railway serving the Île-de-France region (Paris area), including Paris and its surrounding areas.

**Residence visa** see residency permit.

**Residency permit** is a document that allows you to reside in France for a specified period. Synonym: residence visa.

**RU** is the abbreviation used by French students when referring to the university's restaurant.

## S

**Second-year entrance exam** is for students who seek to obtain a master's at ENS as "Normaliens élèves" (civil servant interns).

**Social security** refers to all social financial assistance offered by the government. It includes financial assistance for housing, health insurance, complementary health insurance, etc.

**Small studio** is a smaller-sized studio. At CROUS, these units measure 12 m<sup>2</sup>.

**Studio** is a T1 type apartment where the kitchen is part of the main room. The bathroom is a separate room.

## T

**T<sub>1</sub>, T<sub>2</sub>, T<sub>3</sub>, T<sub>n</sub>** are used in France to designate a type of apartment ("T") and the number ("n") of rooms (e.g. 1, 2, 3, etc.), such as living room, bedroom, dining room, etc. T<sub>1</sub> is a one-room apartment, T<sub>2</sub> has two rooms, etc.

**T<sub>1 bis</sub>, T<sub>2 bis</sub>, T<sub>3 bis</sub>, T<sub>n bis</sub>** are used in France much like T<sub>1</sub>, T<sub>2</sub>, T<sub>3</sub>, T<sub>n</sub>. The word "bis" simply means that one of the rooms is big enough to be divided into two.

**Thésard/Thésarde** (colloquial) see doctoral or PhD student.

**Thesis** is a dissertation presented by a doctoral student in view of obtaining his PhD.

## V

**VLS-TS**, see long-stay visa equivalent

## Notes





International Affairs Office  
Pavillon des Jardins  
61 avenue du Président Wilson, 94320 Cachan

① + 33 1 47 40 21 71 • ✉ ri@ens-cachan.fr  
ens-cachan.fr

