

# Welcome Guide for International Students

École supérieure d'art  
et de design TALM

*École du Mans*



ÉCOLE  
SUPÉRIEURE  
D'ART ET  
DE DESIGN

TOURS  
ANGERS  
LE MANS



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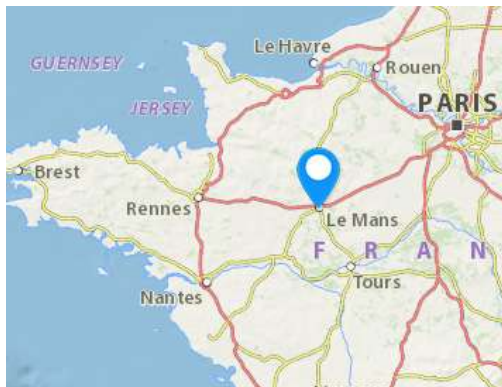
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## Before your arrival...

### How to reach Le Mans city

Le Mans city is about 55 min by train from the train station « Paris Montparnasse » (which is almost at the center of Paris).

Or about 1H40 by train from the train station of one of the 2 Paris airports, “Roissy Charles de Gaulles airport” (which is at the north east of Paris).



The other Parisian airport is called “Paris -Orly airport”, at the south of Paris: if you arrive there, you can take the tube and then the train at Paris Montparnasse to Le Mans.

So to come to Le Mans, there are 2 possibilities:

- By plane to Paris Charles de Gaulles + train to Le Mans
- By plane to Paris - Orly airport + tube + train to Le Mans

The train station of Roissy Charles de Gaulles airport is referred to in it as “Paris CDG airport”.

The website in English language for the train (“TGV”) is:  
<https://uk.voyages-sncf.com>

## About our school...

### Institution

École supérieure d'art et de design TALM-Le Mans  
TALM School of Fine Arts and Design, Le Mans, France

### Address

**28 Avenue de Rostov-sur-le-Don, 72100 Le Mans, France**

+33 (0)2 72 16 48 78

### Opening hours:

**Working days:** 8 am to 8 pm, closed at weekend

#### **Secretary Office:**

Monday – 2 pm to 5.30 pm, closed in morning

Tuesday to Thursday – 9 am to 12.30 am, 2 pm to 5.30 pm

**Manager:** Mr. Christian Morin

### International coordinator

Dorian GASTON

+33 (0)2 72 79 86 97

[dorian.gaston@talm.fr](mailto:dorian.gaston@talm.fr)

### Websites

**The school website:** <http://www.esad-talm.fr>

**International Relation of school:** <https://esad-talm.fr/fr/l-international/incoming-student> (including presentation of the school, its programs on each campus and a Student Guide)

**Facebook:** <https://www.facebook.com/TALMLeMans/>

**Instagram :** [https://www.instagram.com/talm\\_lemans/](https://www.instagram.com/talm_lemans/)

**Twitter:** <https://twitter.com/ESBATALM>

## After your arrival...

### Mandatory Visa Procedures - OFII (non-European student)

Mandatory procedure of student visa: You must have your visa validated by the French office for immigration and integration (OFII). To do this, you must send a registered letter (with “acknowledgement of receipt or equivalent”) to the address below, within three months (at the latest) of your arrival in France.

The letter must contain the form that you received from the French Embassy, or Consulate, in your country of origin, on which should be noted your address in France, the number of your visa, the date of your entry to France (or in a member Country of the Schengen space) in addition to a photocopy of the pages of your passport that show your identity and the stamp indicating the date of your entry to France (or to a member Country of the Schengen space).

Office Français de l'Immigration et de l'Intégration (OFII)

93 bis, rue de la Commune de 1871, 44400 REZÉ Tel. 02 51 72 79 39  
nantes@ofii.fr http: [www.ofii.fr](http://www.ofii.fr) <http://www.ofii.fr/venir-etudier-en-france>

You will then be summoned by the OFII to validate your visa, pass a mandatory medical test and pay the regulatory taxes. At the end of this process your stay in France will be authorized. Failure to respect this procedure will result in you being obliged to return to your country of origin so as to request a new visa.

If you wish to study in France after the expiry date of your visa, validated by the OFII: you must make a formal request to the **Préfecture** (provincial government office) to renew your long stay visa (VLS-TS) one month before the expiry date of your visa.

## **Préfecture de la Sarthe (Le Mans):**

Direction de l'immigration et de la nationalité

Place Aristide Briand, 72100 Le Mans

### **Temporary visitor's card (non-European student)**

If you are a non-European student and if your study period is more than 9 months, you are obliged to apply for a temporary visitor's card ("*carte de séjour temporaire*").

If possible, don't take any kind of visa untitled "*dispense temporaire de carte de séjour*" because the visitor's card is needed if you want to claim housing benefit.

#### **In order to apply, you should provide the following documents:**

- A birth certificate translated into French
- If you are concerned : marriage certificate, translated into French (if your husband or wife resides in France)
- Proof of fixed abode in the Department, rent payment receipt or a copy of your lease
- Proof of enrollment in our school
- Proof of financial resources, grant or scholarship certificate or proof of personal means (salary slip or declaration of income tax from your parents or someone else undertaking to pay a sum of money for you, indicating the amount and the period during which payment is to be made)
- Certificate of reciprocal agreement with the French Social Security
- 4 identity photographs (full face with a clear background, hatless)
- A stamped self-addressed envelope

Please note: The Prefecture will give the student a « Request for a Medical Visit » form when he/she goes with all his/her documents. Following this free visit to a designated doctor, the visitor's card may be attributed. While awaiting the completion of such formalities, the student will receive a provisional visitor's card, usually valid 3 months but may be renewed.



This is a separate document from the passport, but is given back to the Prefecture when the temporary residence permit is issued.

**Préfecture du Mans:** <http://72.accueil-etrangeurs.gouv.fr/>

*Monday, Tuesday, Thursday and Friday: 8h30 – 11h30*

*Wednesday: office close*

## Insurance and Social Protection

- **Personal liability (“Responsabilité Civile”):**

After arriving at TALM, once you have found your accommodation, you will have to get a certificate of “personal liability” for your accommodation and including for the audiovisual/multimedia materials you will borrow at the school. This will be of a cost of about 25 euros for the academic year, to be paid among one of the insurance student organism. This is required for all students in the school, including for incoming exchange students.

- **Health insurance:**

Students from European Union: you must give a copy of your European health insurance card when you arrive at TALM, or a copy of a private health insurance certificate.

Students from outside European Union: Before or just at your arrival at TALM, you must give a copy of a document stating that you have a personal international insurance covering you during your semester in France (from a private insurer or a national insurance scheme). Insurance must cover at a minimum: medical costs, hospitalization, surgery and repatriation.

Moreover, all foreign students coming from a country outside the European Union, must register on the dedicated website <https://etudiant-etranger.ameli.fr/> or <https://www.ameli.fr/assure/droits-demarches/etudes-emploi->

### [retraite/etudiant/french-social-security-registration-process-foreign-](#)

[students](#) for the student national health insurance (when they are less than 28 years old). The French social security entitles them to reimbursement for approximately 60% of your healthcare costs (GP consultation, pharmacy, hospital).

**After a medical visit**, you can get reimbursed directly by your health insurance company from your home country by sending it your bills and receipts of payment. You can get a refund from the CPAM (Caisse Primaire d'Assurance Maladie = French healthcare system) by sending the following documents to the International Relations department of the CPAM:

- A treatment form (“feuille de soins”) which you obtain from your doctor
- A photocopy of your European health card
- R.I.B (“relevé d'identité bancaire” - bank account information form)
- Photocopy of your student ID card

### **To have a fair health coverage?**

Insurance companies also offer a complementary health insurance policy which covers the remaining of your medical expenses. Registering for a complementary health insurance is **not compulsory**. You will find all the information about prices and contracts from the insurances companies' website. In any case you have to be attentive before signing any contract.

### **To get a health care?**

In France, you may choose your doctor freely. If you have an appointment with a general practitioner (généraliste), the consultation will cost about 25 euros to be paid directly to the GP. Note that

consultations with unconventional doctors are more costly. Some addresses may be useful for you:

**SUMPPS** (University Medical and health care service):

Le Mans Université, Avenue Olivier Messiaen, 72085

LE MANS Tel. 02 43 83 39 20

<http://www.univ-lemans.fr/fr/campus-moi/centre-de-sante/service-medical.html>

Website to find a doctor: <http://annuaire.sante.ameli.fr/>

To find a pharmacy in Le Mans:

<https://www.pagesjaunes.fr/annuaire/lemans-72/pharmacies>

## CAF - Student Housing Aid

**APL and ALS** are French financial support for accommodation made by the Caisse d'Allocations Familiales (called CAF = Family Benefit Fund).

You are a student, living and paying rent for an apartment, furnished housing, or a room, you may be eligible for student housing aid. To apply a housing aid as soon as you move in, you will need:

- Your rental agreement;
- Your French bank account information slip (Relevé d'identité bancaire: RIB);
- The amount of your financial resources;

### Important Information

- You must not be related to your landlord (father, mother, grandparents), even if you rent through an agency.
- The rental agreement must be made out in your name.
- Your housing aid entitlement generally begins the month after you move in. If you move into your accommodation in September and you will be entitled to housing aid at beginning in October.
- Before you begin your online application, you can estimate the amount of your housing aid entitlement in the section "Les services en ligne: estimer vos droits".

- If you need to provide documentary evidence, the list of required documents will appear on the last page of your online application.

## **Your online application**

- Eligibility criteria (“Conditions d’accès”): Fill in the information about your accommodation.
- Legal agreement (“Engagement”): Read this agreement carefully.
- Enter your information (“Saisie”): Fill in the information about your circumstances and your accommodations; when your application is registered, you will receive an email with the number your application was saved under.
- Finalize your application (“Fin”): Once your application has been registered, you will be assigned a benefits recipient’s number. Keep it in a safe place, you will need your benefits recipient’s number and your password to log into your account area (“Mon compte”).

For more information, check out: [www.caf.fr/international](http://www.caf.fr/international) or Facebook page “Caf-Logement Etudiants” or call 0 810 29 29 29 (Monday through Friday from 9 a.m. to 4:30 p.m. 0.06 € per minute + the cost of the call).

## **French Classes**

Foreign students can learn French with the University of Le Mans. TALM-Le Mans recommends all the foreigner students who speak rarely the French during their staying to follow the first level of French classes. Ask for the international coordinator from the school to subscribe to French classes.

<http://www.univ-lemans.fr/fr/international/formations-et-certifications-en-langues/apprendre-le-francais/formations-et-cours-du-soir/campus-soir-des-langues.html>

# Daily Life in Le Mans...

## Accommodation

### > Two solutions

**1 - Either you decide to go to “Cité Vaurouzé”,** an accommodation at the university campus (We have an agreement for accommodation with the university). It's 20 minutes far away with the tramway from the school.

**Only for international students who come only for a semester or a year for their international mobility (Erasmus program or international partner).**

A link to see a room : <http://www.crous-nantes.fr/logement/cite-vaurouze/>

For a room (9 m<sup>2</sup>), with a bed, a fridge, a shower, a desk and cupboards and access to a common kitchen :

- the price for one month : 245 €
- the price for sheet, duvet, pillow : 25 € (one time only to pay)
- the price for deposit of guarantee : 270 € (if you don't cause any damage to the room, the money is given back to you)

**If you want to choose this option for accommodation, please send a message to [dorian.gaston@talm.fr](mailto:dorian.gaston@talm.fr) to reserve.**

**2 - Or you prefer to find a place by yourself,** a list of addresses will help you find suitable accommodation.

**Le bon coin:** [https://www.leboncoin.fr/annonces/offres/pays\\_de\\_la\\_loire/](https://www.leboncoin.fr/annonces/offres/pays_de_la_loire/)

- Select Pays de la Loire region
- Toutes catégories > Immobilier > location or colocation
- Villes ou code postal > Le Mans (72100 or 72000)

**Lokaviz:** <http://www.lokaviz.fr/>

Your accommodation expenditure can be considerably reduced if you apply for an APL (personalized accommodation aid). To benefit from this you should apply to the CAF. (To page 11)

## Cost of Living and Bank Procedures

In case of international studies: incoming students don't pay any registration fee at TALM-Le Mans, because they pay it at home school. However they need to pay for consumable and personal tools (materials and specialized tools are provided by the school in equipped workshops for the students).

For your rent, bills, shopping, leisure activities, you must allow for at least 450 to 600 euros per month according to your lifestyle and type of accommodation. However you should allow for a larger amount for the first month of arrival (accommodation deposit, electricity connection, gas and telephone, insurance and other expenses). It is highly recommended to open a French bank account as soon as you arrive.

### How to proceed to open a bank account?

Opening a bank account in France generally requires time and documents. The whole procedure can take at least 2 weeks. You have to follow those steps:

- Present yourself at the agency of your choice to take an appointment with a bank advisor in Le Mans.

Several documents are required for the appointment:

- Passport or identity card and Proof of accommodation = "Attestation/Justificatif de domicile". (If you're accommodated in

hall of residence: ask to the administrative office of the residence. If you're not accommodated in hall of residence: ask to your landlord).

- Proof of registration = “Certificat de scolarité” (as student of TALM-Le Mans)

Sometimes a minimum amount should be paid for the opening of the account (around 15 €). Once your account is open, according to the bank agency conditions, you receive a credit card within ten days.

## Transports

### To travel in Le Mans? By bus or by Tramway

**SETRAM** is the urban transportation company in Le Mans and its surroundings. It offer Bus and Tramway to travel better in the city. Both Bus line and Tramway have their own timetable, which depends on 2 main periods (winter timetable from September to June, summer timetable from July to August) and different days: Working days, Saturday, School Holidays, Sunday and Public Holidays.

- <https://www.setram.fr/index.php>
- <https://www.setram.fr/1010-Les-abonnements.html>

- General rates (2016-2017 reference)

Ticket: 1.50€ (The ticket is valid for 1 hour in Le Mans transports)

Book of 10 tickets: 13.50€

Weekly subscription: 10.50€

Monthly subscription: 26.10€ (for students)

- Travel to the school  
(École des beaux-arts,  
Avenue de Rostov-sur-le-Don)
- Tramway Line T1 - Stop:  
Eperon-Cité Plantagenêt

