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# I Administrative procedures for applying to IFMA

## 1. Applying to IFMA

If you want to follow classes or do a final year project at IFMA, please send your application to the International Relations department. This application should contain a covering letter, a CV and the approximate dates of your stay. Please tell us if you want to follow classes or do a final year industrial project.

In the case of a positive reply you will receive an acceptance letter, the Socrates documents and an application form to rent a room in a hall of residence. (For accommodation please see p. 11)

## 2. Courses

IFMA trains multi-skilled engineers over 4 semesters after one year of common core classes in the 1st and 2nd term. In the second year the students can chose 3 different options:

MMS (Machines, Mechanisms and Systems), PST (Products and Structures) and SPA (Advanced Manufacturing Systems).

International students who want to follow classes at IFMA should choose the courses of one option and one term. You can find a list with all the courses taught at IFMA in the course presentation guide.

## 3. Your Arrival at IFMA

A language teacher and the International Office will help you to prepare your stay, will meet you when you arrive and will be at your disposal if you have any problems during your

IFMA  
Relations Internationales  
Campus des Cézeaux  
BP. 265  
F-63175 Aubière Cedex

Tel: 04.73.28.80.28  
relinter@ifma.fr

stay. Students doing a final year project will also be tutored by a teacher.

Please tell us in advance the date and time of your arrival so that we can give you the best possible welcome.

To get from the city centre to IFMA, the tram is very simple. Get off at "Campus" stop : IFMA is 50 minutes away on your right. You can also take the number 8 bus (direction Cézeaux) to the Cézeaux Ouest stop or the number 2 bus (direction Aubière) to the Le Mas stop.

#### 4. Required level in French

For you to get as much as possible from the classes, IFMA requires a French B1 Level according to the European Framework for Languages. This level has to be demonstrated by the DALF B 1 certificate or a document signed by a French teacher attesting the B1 level and the participation in 350 to 600 hours of classes.

#### 5. French Remedial courses

IFMA proposes French classes for visiting

students. The course comprises 4-5

hours per week over 13 weeks. The classes correspond to 6 ECTS points. The teaching takes place at IFMA in the town center. It is cut up in two independent periods: from October till the end of January for the first term and from February till the middle of June for the second term.

The International Relations Office will arrange enrolment and keep you informed about the time and place of the classes.

## 6. The academic year

Because academic dates vary from year to year, you should ask the International Office for details. To give you an idea, here are the approximate dates:

### Autumn semester:

1<sup>st</sup>/ 2<sup>nd</sup> week of September:

Start of the academic year

End of October/ beginning of November:

1 week Autumn holidays

End of December/ beginning of January:

2 weeks Christmas holidays

End of January:

End of the first semester

### Spring semester:

February:

1 week winter holidays

April:

2 weeks Easter holidays

End of May:

End of classes for 2<sup>nd</sup> year students

End of June:

End of classes for 1st year students

End of June:

Graduation for final-year students

## II Administrative procedures in France

### 1. Documents to prepare before you leave

Don't forget to bring the following documents with you. They will allow you to complete the administrative procedures:

For members of the European Economic Zone and Switzerland:

- Valid passport or identity card
- Your diploma/ degree certificates with a certified translation of the original
- European Health Insurance Card which replaces forms E 128 and E 111
- Proof of financial resources totalling a minimum of 430 € per month (except for ERASMUS students)

Other countries

- A valid passport and a long-stay visa (specifying "student" status) from the French Embassy in your country
- Several copies of your birth certificate and, if appropriate, a marriage certificate translated into French
- Your diploma/ degree certificates with a certified translation of the original
- Several black and white passport-size photos showing you face on, on a white background, head bare
- Proof of financial resources totalling a minimum of 430 € each month
- For information about joining the French Students Health Insurance System, see page 9

### 2. Residence permit

If you are a citizen of one of the countries belonging to the European Economic Zone or the Swiss Confederation you don't need a visa or a residence permit, however long you stay.

The only document necessary is a valid passport or identity card.

To obtain a residence permit you should follow the procedure described below and prepare the following documents. You should always have a copy of a document to present with the original.

- Your passport or your identity card
- Your visa
- A birth certificate translated into French
- If appropriate a marriage certificate translated into French
- Proof of fixed abode in the Puy-de-Dôme department
- Proof of enrolment (provided by IFMA)
- Proof of financial resources totalling a minimum of 430 € per month
- 3 identity photographs
- A stamped self-addressed envelope

To obtain the residence permit you have to complete the enrolment procedure at IFMA .

Then go with the aforementioned documents to the “étranger” Office at the Préfecture du Puy-de-Dôme to buy the OMI fiscal stamp (medical check up tax) for 55 €. On presentation of the complete file the Prefecture will immediately establish the Residence permit.

Make an appointment with the SSIU (Service Santé InterUniversitaire) in Clermont-Ferrand or on the Cézeaux Campus and bring your OMI stamp with you for the obligatory medical check up. An administrative verification will ensure that this check-up has taken place.

### 3. Opening a bank account

To open a bank account you should possess the following documents.

- Your passport or identity card

Préfecture du Puy-de-Dôme  
Service « étrangers »  
Rue d'Assas  
63000 Clermont Ferrand

Tel: 04.73.98.63.63

Opening hours:  
Monday, Tuesday, Thursday:  
8. 15 - 12.00, 13.30 - 15.30  
Wednesday: closed  
Friday: 8.15 - 12.00, 13.30 -  
15.00

SSIU  
25, rue Etienne Dolet  
63000 Clermont-Ferrand

Tel: 04.73.34.97.20

SSIU  
Maison de la vie  
étudiante  
Campus des Cézeaux  
24, avenue des Landais  
63170 Aubière

Tel: 04.73.40.70.22

- Student card or IFMA enrolment certificate
- Proof of fixed abode

The bank will give you a check book, a credit card and a “RIB” document. The RIB (Relevé d’Identité Bancaire) gives your bank details and you will use it for administrative procedures.

The BDE (IFMA student office) has a signed a contract with the Société Générale bank, St. Jacques branch. The bank might offer you advantageous conditions.

Other French banks are:

- Banque Populaire
- Crédit Agricole
- Crédit Lyonnais
- La Poste

#### 4. Social Security Cover

Students under the age of 28 already registered in a European University should come to France with the European Health Insurance Card (EHIC). To claim back medical expenses they should go to the Social Security Office (CPAM) in Clermont presenting the EHIC and a “RIB”.

The CPAM only reimburses 65% of medical expenses incurred. It is therefore strongly advised to subscribe to a complementary insurance scheme such as SMERRA or La Mutuelle des Etudiants. The fees amount to about 112 € per semester.

Students under 28 from other countries must register with the French Social Security (SMERRA ou La Mutuelle des Etudiants) for 190 €. Under no circumstances can an exception be made for this health insurance coverage. If you

Société Générale  
St Jacques  
3, rue Henri Pourrat  
63000 Clermont Ferrand

Tel: 04.73.26.56.90

CPAM/ Service Migrants  
Rue Pélissier  
63100 Clermont Ferrand

Tél. : 04.73.42.81.57

Opening hours:  
Monday to Friday 8.30 - 17.00

SMERRA  
62, Bd. Côte Blatin  
63038 Clermont Ferrand cedex

Tél. : 04.73.35.16.95

Opening hours:  
Monday to Friday 9.00 - 12.30,  
13.30 - 17.00

have already contracted a public social security and health insurance policy or any private insurance abroad you must provide an official certificate in French or English proving the case.

To join the Social Security system you have to provide the following documents:

- An IFMA enrolment certificate
- Residence permit
- Proof of financial resources

There are special agreements for students from Quebec if they bring form SE-401-Q-102-bis or SE-401-Q-106 and their student card. The CPAM will reimburse medical expenses.

Students who are over 28 must take out private insurance whatever their nationality. They may benefit from the Couverture Médicale Universelle (CMU) if they apply to the CPAM. Please check the internet for further details.

La Mutuelle des  
Etudiants  
57, Bd. Fr. Mitterrand  
63037 Clermont Ferrand cedex

Tel: 04-73-17-04-60

Opening hours:  
Monday to Friday 9.00 - 12.30,  
13.30 - 17.00

[www.social.gouv.fr/  
htm/actu/couv\\_univ/cm  
u/dp\\_091299.htm](http://www.social.gouv.fr/htm/actu/couv_univ/cm_u/dp_091299.htm)

## III Practical Information

### 1. How to get to Clermont-Ferrand

#### By plane:

The Clermont-Ferrand Auvergne airport is located 6 km from the city centre. There are 15 daily flights within France and three international destinations.

A shuttle bus runs between the airport and the city centre. The same distance by taxi costs between 12 and 15 €.

There is also an airport served by Ryan Air in Limoges, about 200 km from Clermont-Ferrand.

#### By train:

The SNCF (Société Nationale des Chemins de Fer) is the French rail company. Several trains per day connect Paris and Clermont in 3 hours and 30 minutes. There are also other connections to places in the region like Lyon. Don't forget to check the website for special offers for students.

#### By coach:

The Eurolines company runs services between Clermont and different European cities.

### 2. Accommodation

As soon as you are registered at IFMA, the school reserves a room at "Foyer Home Dôme" for you. Home Dôme belongs to the category of "Foyer Jeune Travailleur". This entitles the resident to housing benefit called A.P.L. (Allocation Personnalisée au Logement).

The prices given below do not include this benefit.

Airport Clermont-Ferrand  
Auvergne

Tel: 04.73.62.71.00  
[www.clermont-fd.cci.fr/aeroport/aeroport.php](http://www.clermont-fd.cci.fr/aeroport/aeroport.php)

SNCF

Tel: 3635 (tarif spécial)  
[www.voyages-sncf.com/](http://www.voyages-sncf.com/)

Eurolines

Tel: 04.73.29.70.05  
[www.eurolines.fr](http://www.eurolines.fr)

Foyer Home Dôme  
12, place de Regensburg  
63038 Clermont-Ferrand

Tel: 04.73.29.40.70  
[home.dome@wanadoo.fr](mailto:home.dome@wanadoo.fr)

[www.chez.com/homedome](http://www.chez.com/homedome)

Home Dôme is located near the city centre and comprises 360 individual rooms in two buildings. There is also a self-service restaurant. The rent for a room is 350 € per month, breakfast included. On arrival, you must pay a deposit of 160 € and a small enrolment fee entitling you to the restaurant card which is rechargeable. A meal at the self-service restaurant costs about 3 € reductions for residents included. Home Dôme also provides a kitchenette and computer rooms.

If you prefer to be more independent, you can find a place for yourself. There are other hostels as like “Le Phare”, or the residences at “Corum St. Jean”. They offer similar services to Home Dôme and they are accessible with A.P.L. benefits.

You can also find a flat through various ads in the newspaper. For example the weekly free newspaper called “INFO” is published every Monday. You can also check the notice boards at the CROUS or Espace Info Jeunes.

### 3. Housing benefit

Your status as a student allows you to ask for housing benefit, financial help to pay your rent. For that you must prepare several documents and submit them to CAF (Caisse d’Allocation Familiale).

Depending on the kind of accommodation you have, you will ask for either A.P.L. (Aide Personnalisée au Logement) or ALS (Allocation Logement de Caractère Social).

You can obtain your application form directly from the CAF office or you can fill it in on the internet and send it there.

You have to provide the following documents:

- Housing application form (completed and signed)
- Rent certificate
- Official details of your bank account (RIB)

Corum Saint Jean  
17, rue G. de Biauzat  
63000 Clermont Ferrand

Tel: 04.73.31.57.00  
[www.corumsaintjean.fr](http://www.corumsaintjean.fr)

"LE PHARE"  
7, av. de l’Union  
Soviétique  
63000 Clermont-Ferrand

Tel: 04 73 92 46 40  
[fjt.lephare@wanadoo.fr](mailto:fjt.lephare@wanadoo.fr)

Info  
7, pl. de Jaude  
63000 Clermont Ferrand

CROUS  
25, rue E. Dolet  
63000 Clermont Ferrand

Tel: 04.73.34.44.05  
[www.crous-clermont.fr](http://www.crous-clermont.fr)

Espace Info Jeunes  
5, rue St. Genès  
63000 Clermont Ferrand

Tel: 04.73.92.30.50  
[www.espaceinfojeunes.net](http://www.espaceinfojeunes.net)

CAF  
2, rue Pélissier  
63100 Clermont Ferrand

Tel: 0 820 25 63 10  
[www.puydedome.caf.fr](http://www.puydedome.caf.fr)

Opening hours :  
Monday to Friday 8.30 - 16.30

- Passport photocopy
- Residence permit copy
- IFMA enrolment certificate
- Proof of financial resources

#### 4. Insurance

You must subscribe to an insurance policy for the duration of your lease (fire, water damage, burglary ...). The student insurance companies La Mutuelle des Etudiants and SMERRA have contracts with advantageous prices.

#### 5. Services for students

##### Catering:

All students can benefit from special prices at the RU (Restaurants Universitaires). Your student card is the only document you need to buy the tickets. A book of 10 tickets costs 27 €. For 2,70 € you have a complete meal: starter, main course with vegetables, cheese or dessert. Here are the addresses.

##### Health:

The services provided by the SSIU are free. All the following services are offered in different places:

- Medical centre
- Psychological help Centre
- Free detection of HIV and hepatitis C
- Social services (SSIU, CROUS)
- Reception of handicapped students in collaboration with Handi-Sup association.
- University preventive dentistry

##### Leisure:

The BDE (Bureau des Elèves) manages all the different clubs and associations for sports, technical and cultural activities run by the students at IFMA. The BDE also organizes an

Lebon  
28, bd. Côte Blatin  
63037 Clermont-Ferrand

Clos St. Jacques (Dolet)  
25, rue E. Dolet  
63037 Clermont Ferrand

Les Cézeaux  
Campus des Cézeaux  
63170 Aubière

SSIU  
25, rue Etienne Dolet  
63000 Clermont-Ferrand

Tel: 04.73.34.97.20

[www.univ-bpclermont.fr/  
SERVICE/ssiu/](http://www.univ-bpclermont.fr/SERVICE/ssiu/)

SSIU  
Maison de la vie  
étudiante  
Campus des Cézeaux  
24, avenue des Landais  
63170 Aubière

Tel: 04.73.40.70.22

<http://bdecontact.free.fr>

introductory weekend for the new students, and parties throughout the year.

If you want to do sports in the academic setting you should get in touch with the SIUAPS (Service Inter-Universitaire des Activités physiques et Sportives). The SIUAPS is open to all students and proposes lots of sporting activities - many of them free. For a few sports a financial contribution is requested.

To register at the SIUAPS, you should bring the following documents:

- Your student card
- A passport photo
- A cheque or cash for the sports you must pay for

The SUC ((Service Universitaire Culturelle) proposes different activities and events in music and arts.

The French Ship association proposes several activities, such as cultural, sporting and social events, to welcome and integrate visiting students.

With your student card you have access to the library network of the BCIU (Bibliothèque Communautaire et Inter-universitaire). You will find the on-line catalogue, the different places and their opening hours on the internet.

## 6. Transport

Public transport in Clermont-Ferrand is provided by the T2C company. A ticket costs 1,30 € when you buy it from the bus driver. The prices at the automatic ticket dispenser are lower. The student bus pass (Passe bus étudiant) costs about 30 € per month and you can buy it at the Espace T2C. You find the time tables and conditions of use on the internet.

SIUAPS  
15 bis, rue Poncillon  
63000 Clermont-Ferrand

Tel: 04.73.29.32.00  
[www.univ-bpclermont.fr/SERVICES/siuaps/](http://www.univ-bpclermont.fr/SERVICES/siuaps/)

SUC  
29, bd. Gergovia  
63037 Clermont-Ferrand

Tel: 04.73.34.66.03  
[www.univ-bpclermont.fr/suc](http://www.univ-bpclermont.fr/suc)

French Ship/ SUEE  
34, av. Carnot  
63006 Clermont Ferrand

Tel: 04.73.40.64.97  
<http://membres.lycos.fr/fs20032004/>

<http://bciu.univ-bpclermont.fr>

Espace T2C  
17, bd Robert Schuman  
63 000 Clermont-Ferrand

Tél. : 04.73.28.70.00  
[www.t2c.fr](http://www.t2c.fr)

Opening hours :  
Monday to Friday 8.30 - 18.00  
Saturday 8.30 - 12.10

For a taxi you will have to pay about 15 - 20 € for a quarter hour trip.

## 7. Health

The price for a doctor's consultation is 22 € and you must pay immediately. The doctor will give you a form that you should send to your Social Security office, which will reimburse you.

When you go to the chemist, ask for the "tiers payant" (direct payment by insurers) if you have a card or a certificate proving that you are registered with the French Social Security. The "tiers payant" allows you not to advance the full price for the medication. If you have complementary insurance, you will pay nothing, or a very small percentage (2%); if you don't have any, you will have to pay about 30% of the total.

## 8. The cost of living

Here are some indicators which should help your financial calculation:

- 10 tickets (university restaurant) RU 27 €
- 1 cinema ticket 8.50 €
- 1 postage stamp for Europe 0,55 €
- 1 postage stamp for the US 0,90 €
- A telephone card with 120 units 15 €
- A sandwich 3,60 €
- A baguette (bread loaf) 0,90 €
- A litre of milk 0,90 €
- A student bus pass 29,80 €

## 9. Recreation and cultural life

Clermont-Ferrand offers many sporting and cultural activities and events. To find something to your taste you should check the

Taxi 63  
Tél. : 04.73.31.53.15

Allo Taxi Radio  
Tél. : 04.73.19.53.53

SOS MEDECINS  
Tel: 04.73.42.22.22

Pharmacie Delille  
(7/7 - 24/24)  
4 Place Delille  
63000 Clermont Ferrand  
  
Tel: 04.73.91.31-77

Pharmacie Durel  
(7/7 - 24/24)  
28, Av. des E. Unis  
63000 Clermont Ferrand  
  
Tel: 04.73.37.50.39

Maison du tourisme  
Place de la Victoire  
63000 Clermont Ferrand  
  
Tel: 04.73.98.65.00

different leaflets published by the tourist office. To know the most interesting events check “Demain” magazine. It is published every month and you can get it in public places or on the internet.

For people under 28 years old the city of Clermont Ferrand, in collaboration with other towns in the area offers the “CitéJeune” card for a price of 8 €. The card gives you a lot of reductions for events or cinema tickets, concerts, etc.

Demain:  
[www.clermont-fd.fr/vivre/mag/index.asp](http://www.clermont-fd.fr/vivre/mag/index.asp)

Espace CitéJeune  
27-29, rue des Archers  
63000 Clermont Ferrand

Tel: 04.73.14.08.62

## IV Useful addresses

### Emergency:

SAMU (medical emergency): 15

Firemen: 18

Police: 17

Hospital: 04.73.75.07.50

SOS MEDECINS : 04.73.42.22.22

(doctors on duty during the night and weekend)

### Airport Clermont-Ferrand Auvergne:

[www.clermont-fd.cci.fr/aeroport/aeroport.htm](http://www.clermont-fd.cci.fr/aeroport/aeroport.htm)

### CAF:

2, rue Pélissier

63100 Clermont-Ferrand

Tel: 04.73.14.52.00

[www.puydedome.caf.fr](http://www.puydedome.caf.fr)

### Cité U et RU les Cézeaux:

Campus des Cézeaux

63170 Aubière

Tel: 04.73.28.89.50

### Cité U et RU Dolet:

25, rue Etienne Dolet

63037 Clermont-Ferrand

Tel: 04.73.34.44.02

### Cité U et RU Lebon :

28, boulevard Côte Blatin

63037 Clermont-Ferrand

Tel: 04.73.43.72.59

### Conseil Régional d’Auvergne:

[www.cr-auvergne.fr](http://www.cr-auvergne.fr)

### CPAM (Service Migrants):

Rue Pélissier

63100 Clermont Ferrand

Tel: 04.73.42.81.57

**CROUS:**

25, rue Etienne Dolet  
63000 Clermont-Ferrand  
Tel: 04.73.34.44.00  
[www.cnous.fr](http://www.cnous.fr)  
[www.crous-clermont.fr](http://www.crous-clermont.fr)

**Espace CitéJeune:**

27-29, rue des Archers  
Tel: 04.73.14.08.62  
[www.ville-clermont-ferrand.fr/vivre/jeunes/carte.asp](http://www.ville-clermont-ferrand.fr/vivre/jeunes/carte.asp)

**Espace Info Jeunes:**

5, rue St Genès  
63000 Clermont-Ferrand  
Tel: 04.73.92.30.50  
[www.espaceinfojeunes.net](http://www.espaceinfojeunes.net)

**Eurolines:**

82 bd François Mitterrand  
Tel: 04.73.29.70.05  
[www.eurolines.fr](http://www.eurolines.fr)

**Foyer Home Dôme:**

12, pl. de Regensburg  
63038 Clermont-Ferrand  
Tel: 04.73.29.40.70  
[home.dome@wanadoo.fr](mailto:home.dome@wanadoo.fr)  
[www.chez.com/homedome](http://www.chez.com/homedome)

**French Ship:**

34, avenue Carnot  
63006 Clermont-Ferrand Cedex 1  
Tel: 04.73.40.64.96  
<http://membres.lycos.fr/fs20032004/>

Hôpital (CHU):  
Route de Châteauguay  
63000 Clermont-Ferrand  
Tel: 04.73.75.07.50

IFMA:  
Campus des Cézeaux  
BP 265  
63175 Aubière  
Tel: 04.73.28.80.00  
Fax : 04.73.28.81.00  
[www.ifma.fr](http://www.ifma.fr)

Info:  
7, place de Jaude  
63000 Clermont-Ferrand

Maison du tourisme:  
Place de la Victoire  
63000 Clermont-Ferrand  
Tel: 04.73.98.65.00  
[www.clermont-fd.com](http://www.clermont-fd.com)

Médiathèque de Jaude:  
9, place Louis Aragon  
63000 Clermont-Ferrand  
<http://bciu.univ-bpclermont.fr>

La Mutuelle Des Etudiants:  
57, Boulevard François Mitterrand  
63000 Clermont Ferrand  
Tel: 04-73-17-04-60  
[www.lmde.com](http://www.lmde.com)

Pharmacie Delille  
(7/7 - 24/24)  
4 place Delille  
63000 Clermont Ferrand  
Tel: 04.73.91-31-77

Pharmacie Durel  
(7/7 - 24/24)  
28, Av. des E. Unis  
63000 Clermont Ferrand  
Tel: 04.73.37.50.39

Préfecture du Puy-de-Dôme  
Service « étrangers »  
Rue d'Assas  
63000 Clermont Ferrand  
Tel: 04.73.98.63.63

SIUAPS:  
15 bis, rue Poncillon  
63000 Clermont-Ferrand  
Tel: 04.73.29.32.00  
[www.univ-bpclermont.fr/SERVICES/siuaps/](http://www.univ-bpclermont.fr/SERVICES/siuaps/)

SMERRA:  
62 Boulevard Côte Blatin  
63000 Clermont Ferrand  
Tel: 04.73.35.16.95

SNCF:  
Tel: 3635  
[www.sncf.com](http://www.sncf.com)

Société Générale St Jacques:  
3, rue Henri Pourrat  
63000 Clermont-Ferrand  
Tel: 04.73.26.56.90

SSIU:  
25 Rue Etienne Dolet  
63000 Clermont-Ferrand  
Tel: 04.73.34.97.20

**SSIU:**

Maison de la vie étudiante  
Campus des Cézeaux  
24, av. des Landais  
63170 Aubière  
Tel: 04.73.40.70.22  
[www.univ-bpclermont.fr/SERVICES/ssiu/](http://www.univ-bpclermont.fr/SERVICES/ssiu/)

**SUC:**

29, bd. Gergovia  
63037 Clermont-Ferrand Cedex  
Tel: 04.73.34.66.03  
[SUC@univ-bpclermont.fr](mailto:SUC@univ-bpclermont.fr)  
[www.univ-bpclermont.fr/suc](http://www.univ-bpclermont.fr/suc)

**SUEE:**

34, avenue Carnot  
63006 CLERMONT-FERRAND CEDEX 1  
Tel: 04.73.40.64.97  
[suee@univ-bpclermont.fr](mailto:suee@univ-bpclermont.fr)

**T2C:**

Espace T2C  
24, bd Charles de Gaulle  
63 000 Clermont-Ferrand  
Tel: 04.73.28.70.00  
[www.t2c.fr](http://www.t2c.fr)

Ville de Clermont-Ferrand :  
[www.ville-clermont-ferrand.fr](http://www.ville-clermont-ferrand.fr)