



# **ECOLE NORMALE SUPERIEURE DE CACHAN**

## **PRACTICAL GUIDE**

**2014 – 2015**



## INDEX

ACRONYMS .....	3
REGISTRATION.....	4
VISA AND RESIDENCE PERMIT IN FRANCE.....	6
HEALTH INSURANCE .....	8
ACCOMMODATION.....	10
TRANSPORT .....	13
BANK ACCOUNT .....	14
E-MAIL AND INTERNET ACCESS .....	14
FRENCH AS A FOREIGN LANGUAGE .....	15
LIBRARY.....	16
STUDENT ASSOCIATION AT ENS CACHAN .....	17
THE SPORTS ASSOCIATIONS (AS) OF ENS CACHAN .....	19
LEISURE.....	21
VARIOUS PRACTICAL INFORMATION .....	22
USEFUL ADDRESSES AND PHONE NUMBERS.....	23
HOW TO GET TO ENS CACHAN .....	27

## ACRONYMS

<b>AS</b>	Association sportive	Sport association
<b>BDE</b>	Bureau des élèves	Students association
<b>BDA</b>	Bureau des arts	Arts office
<b>BDS</b>	Bureau des sports	Sport desk
<b>BEVE</b>	Bureau des Etudes et de la Vie Etudiante	Office of Studies and Student Life / Registrar's Office
<b>CAF</b>	Caisse d'allocations familiales	Social Welfare Family Allowance
<b>CMU</b>	Couverture Maladie Universelle	State health cover for people on low incomes
<b>CPAM</b>	Caisse Primaire d'Assurance Maladie	Local health insurance office
<b>CROUS</b>	Centre régional des oeuvres universitaires et scolaires	Students' representative body particularly in charge of housing or canteen for students
<b>DSI</b>	Direction des systèmes d'informations	Information system office
<b>DT</b>	Demande de Travaux	Request for help (application form)
<b>EDF</b>	Electricité de France	National company for Electricity
<b>EDSP</b>	Ecole doctorale sciences pratiques	Doctoral and practical sciences School
<b>ESTP</b>	Ecole Spéciale de Travaux Publics	A partner institution of ENS Cachan, specialized in public works.
<b>FFSU</b>	Fédération française du sport universitaire	French Universities Sport Federation
<b>FMJH</b>	Fondation mathématique Jacques Hadamard	Mathematical Foundation Jacques Hadamard
<b>GDF</b>	Gaz de France	National Gas company
<b>OFII</b>	Office Français de l'Immigration et de l'Intégration	French agency in charge of migration and welcoming foreign people.
<b>SEM, SMEREP, LMDE</b>	Sécurité sociale étudiante	student health insurances
<b>SDS</b>	Service des Sports	The Sports Office
<b>SRI</b>	Service des relations internationales	International Affairs office
<b>VLSTS</b>	Visa long séjour valant titre de séjour	Long stay visa equivalent to residency permit

## REGISTRATION

### ● Application and academic pre-registration at ENS Cachan

In order to proceed with the academic pre-registration you need, firstly, to clarify your status, course program and level with the host department. All international students are concerned by application.

Academic application is available online from the ENS Cachan website, [www.ens-cachan.fr](http://www.ens-cachan.fr), chapter “admission” under the section *s’inscrire/register*: <http://www.ens-cachan.fr/version-française/admission/s-inscrire/>

- Click on : *Procédure d’inscription / Pièces justificatives à fournir*
- Register as : *Etudiants étrangers (1<sup>ère</sup> inscription à l’ENS Cachan ou réinscription)*
- Online registration click on : *candidater*
  - Fill in all sections and validate your application (at the bottom of the form), then wait until your application has been confirmed by your host department/laboratory. Please make sure that your email address is clearly indicated.

The secretary of your host department/laboratory will help you with your administrative registration on line - contacts are available on the departments/labs websites.

A specific procedure for the authentication of foreign titles and diplomas is requested by the BEVE prior to the administrative registration for students who do not possess the required French diploma. In this case the original diploma and a certified translation of your diploma is required. This procedure does not concern exchange students.

**It is highly recommended to have certified and translated all important documents** (birth certificate, diplomas...) in your home country before arrival, as there is no official translator on the campus.

For the administrative registration purposes, grantees students must submit the proof of having been awarded a grant. Some scholarships might allow them to be exempted from paying tuition fees : French government grants, scholarships based on social criteria, others ...

### ● Administrative registration

Once the online pre-registration has been carried-out AND validated ,

- ✗ **Non exchange** students admitted to a Masters program must contact the department/ laboratory to process their file and then the BEVE in order to get the necessary documents checked (residence permit, certification of diplomas, scholarship awards...). Once the file is complete they go to the BEVE to pay their registration fees (if required) and to receive their ENS Cachan student card.

- ✓ **PhD students** must register at the Doctoral School, (EDSP), Laplace Building, 2<sup>nd</sup> floor, for the administrative and pedagogical registration to get the academic certificate. The student card will be delivered at the office “multimedia” at the first registration in PhD.
- ✓ **Exchange students, the ENS Cachan, Ile-de-France, Paris Saclay and FMJH grantees** must firstly contact the International Affairs Office, and after that they will follow the same instructions as the students admitted outside the framework of an exchange agreement (see above, the certificate delivered by the International Affairs Office is part of the file).

All international students arriving within the framework of exchange programs / ENS Cachan international scholarship programs and managed by the SRI must imperatively forward a copy of their French student card which they will have received from the BEVE or the EDSP to the International Affairs Office.

The student card gives all ENS Cachan students free access to the library and to other various facilities: university restaurant, Internet facilities, etc.

**NB:**

- All international students under the age of 28 and not in possession of a European social security card must imperatively register with the French student social security insurance scheme
- At the time of registration, you must produce your student visa or your residency card (carte de séjour) to BEVE.

All students must produce a document attesting to their civil responsibility insurance cover for the university year and in the case of traineeship (attention: your housing insurance does not cover you during a traineeship)

<p><b>Doctoral School (EDSP)</b>          Bâtiment Laplace, 2<sup>nd</sup> floor          Tél. : +33 1 47 40 75 77          E-mail : <a href="mailto:secretariat@edsp.ens-cachan.fr">secretariat@edsp.ens-cachan.fr</a>  <a href="http://www.edsp.ens-cachan.fr">www.edsp.ens-cachan.fr</a></p>	<p><b>BEVE - Registrar's Office</b>          Bâtiment d'Alembert (higher ground floor, corridor on the left)          Tél. : +33 1 47 40 76 05 ou 77 05          E-mail : <a href="mailto:tiana.rabe@ens-cachan.fr">tiana.rabe@ens-cachan.fr</a></p>
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Under specific conditions, students may be exempted from paying registration fees at PhD level. For further information, please contact the doctoral school.

● **Academic registration**

Academic registration to the various courses of the chosen academic program must be made within the host department.

At the end of their exchange period, exchange students must ask their host department or laboratory for an Academic Certificate. On presentation of this certificate, the International Affairs Office will deliver to them the required certificate marking the end of the exchange period. For further information, please contact the International Affairs Office.

**International Affairs Head Office - Cachan**  
Pavillon des Jardins, ground floor  
Tel.: +33 1 47 40 21 71 Fax: +33 1 40 47 23 79  
E-mail: ri[AT]ens-cachan.fr  
Web Site : <http://www.ens-cachan.fr/version-anglaise/international/>

## **VISA AND RESIDENCE PERMIT IN FRANCE**

There are three cases:

### ✓ **European Students**

Residence permits are no longer necessary since the change in European regulations dating from 2003 and 2004.

The students from New EU Member States need a residence permit in France ONLY if they change their status from student to employee.

### ✓ **Non-European Students**

Since 1st June 2009, a new student visa for newcomers is available from all French consulates entitled: long stay visa equivalent to a residence permit (valid for 1 year) (VLSTS R311).

This visa replaces the temporary residence permit from the "préfecture", however a compulsory medical examination is required from the OFII: *Office Français de l'Immigration et de l'Intégration* and costs 58€ that must be paid in tax stamps.

The French consulate will give you a form you must hand in upon your arrival to the BEVE who will send it to the OFII within 3 months upon your arrival in France accompanied by the following documents:

- Proof of residence
- A photo (head uncovered)
- A copy of your passport stamped with the long-stay visa equivalent to a residence permit

### ✓ **Algerian students**

You must have a student visa "long stay" marked "carte de séjour à solliciter à l'arrivée" for a stay in France longer than 3 months. Within 2 months upon your arrival in France, you must apply for a residence permit at the prefecture.

Please produce these documents at the BEVE when making the request:

- The residence permit application form, filled in (this may be acquired at the BEVE)
- valid passport stamped with the mention « student visa »,
- copy of your birth certificate with an official translation in French,
- Photocopy of a proof of residency in France (a housing statement such as a rental contract or an electricity (EDF), gas (GDF) or telephone bill with your name on it).

- If you are in lodgings : an official letter from your landlord/landlady (attestation d'hébergement sur l'honneur) dated less than three months, a copy of the latest rental payment receipt from your landlord/landlady, or a copy of your landlord/landlady's latest electricity (EDF), gas (GDF) dated less than three months or telephone bill and a copy of his/her ID document or of his/her residence permit if of non European nationality.
- proof of financial resources : bank certificate (a minimum of 460€/month required) / scholarship attestation / PhD contract
- an ENS Cachan pre-registration or registration certificate,
- 4 recent I.D. photographs, preferably in black and white, frontal facial position and uncovered head (*Places where you can get identity photographs taken in Cachan: Bagneux RER train Station (Supermarkets: Carrefour Market, Simply, CORA).*)
- 1 small stamped envelope.

For a first time application for residency in France you must pass a **compulsory medical check-up** organized by the OFII. The specific form required is available at the BEVE.

At the moment of your medical check-up, you will have to provide the following documents: your passport and the summons letter from the OFII.

After the medical check-up at the OFII, you will receive a summons from the (sous) préfecture to go and get your residency permit. For this you will also need a stamp worth 58 euros so to pay for the medical visit and a stamp worth 19€ for the payment of your residency permit. You may buy the required stamps at *Trésor Public* (town center of Cachan, near the Post office), or at a tobacconist's.

## Residency permit renewal

In the case of residential permit renewal you have to ask the BEVE not less than 2 months before the expiry of your current residency permit.

The residential permit renewal for students costs 30€ and the residency permit 19€.

Please produce these documents at the BEVE when making the request:

- The residence permit application form, filled in (this may be acquired at the BEVE)
- valid passport stamped with the mention « student visa »,
- copy of your birth certificate with an official translation in French,
- Photocopy of a proof of residency in France (a housing statement such as a rental contract or an electricity (EDF), gas (GDF) or telephone bill with your name on it).
- If you are in lodgings : an official letter from your landlord/landlady (attestation d'hébergement sur l'honneur) dated less than three months, a copy of the latest rental payment receipt from your landlord/landlady, or a copy of your landlord/landlady's latest electricity (EDF), gas (GDF) dated less than three months or telephone bill and a copy of his/her ID document or of his/her residence permit if of non European nationality.

- proof of financial resources : bank certificate (a minimum of 460€/month required) / scholarship certificate / PhD contract
- an ENS Cachan pre-registration or registration certificate,
- 4 recent I.D. photographs, preferably in black and white, frontal facial position and uncovered head (*Places where you can get identity photographs taken in Cachan: Bagneux RER train Station (Supermarkets: Carrefour Market, Simply, CORA).*)
- 1 small stamped envelope.

✓ **PhD students**

The initial scientific residential permit costs 241€. The renewal of a scientific residential permit costs 87€. The purchase of a biometric residency permit costs 19€.

PhD students may also keep the student status and in this case they can follow the usual process of student residency permit renewal. The cost in this case is 30 € + 19 € for the purchase of the card.

**Please note:**

**Please be on time for your appointment at the OFII as late arrival will lead to the appointment being cancelled.**

**Important: The Student Visa obtained, the form is filled in at ENS Cachan - “Bureau des Etudes et de la Vie Etudiante”.**

**Your contacts :**

**BEVE, bâtiment d’Alembert 1<sup>er</sup> étage**

Tél. : +33 1 47 40 77 05 or 24 02 Fax : +33 1 47 40 20 74

E-mail : [beve@ens-cachan.fr](mailto:beve@ens-cachan.fr)

## **HEALTH INSURANCE**

Health insurance cover is compulsory during your stay in France. Whatever the length of your stay or your academic status, it is essential that you are covered by an appropriate insurance adapted to your health expenses. The type of health protection you choose will depend on your situation. It is valid from 1<sup>st</sup> October until 30<sup>th</sup> September of the following year.

Students arriving in France in July or August must subscribe to a provisional health insurance (please refer to the website of S.E.M. ([www.mutuelle-sem.fr](http://www.mutuelle-sem.fr)), SMEREP ([www.smerep.fr](http://www.smerep.fr)) or LMDE ([www.lmde.com](http://www.lmde.com)).

✓ **If you are a citizen of the European Union**

If you wish to stay under the social security system of your home country, you must apply for the « European medical insurance card ». You must enquire about the matter in your home country. **EU exchange students MUST hand in a copy of this card to the International office.**



You may also benefit from French student health cover (see detailed information below).

- ✓ **If you are NOT a citizen of the European Union and you are staying more than three months in France or if you are a citizen of the European Union and you wish to be affiliated to the French student social security system.**

It will cost you about 200 €/year. Requirements: your **stay lasts at least three months** and you are **less than 28 years old** on October 1<sup>st</sup> of the current academic year. You may sign up for health cover during registration either at the Registrar's office or at the Doctoral School where you will be asked to fill in the "Cerfa" form. Shortly afterwards you will be issued a social security number once registration has been completed.

You may choose between different partners: the LMDE (<http://www.lmde.com>) and SMEREP (<http://www.smerep.fr>). You can find information in several languages on their respective websites.

Citizens outside of the Schengen Zone must be insured for a minimum of 30 000 € and take out a special "repatriation insurance" to their home country in order to apply for a visa.

- ✓ **If your stay does not exceed three months, or  
If you wish to have private insurance cover (European students and Non-European students)**

International students staying in France for less than three months may not benefit from the French student social security system nor from the system CMU (Couverture Maladie Universelle). You must extend your insurance for France or take out a personal insurance policy in your home country which covers you in France or take out a personal insurance policy at your arrival in France.

If you are a French government grantee, you have the possibility to subscribe to a personal insurance policy called SEM through Campus France. You may subscribe to the SEM as either a complementary or a comprehensive health insurance policy for a time length of 1, 3, 6, 9, or 12 months (1 month = 60 euros for complementary cover, 144 euros for comprehensive cover). For complementary information please telephone: +33 1 56 54 36 36 / [sem.m@mgen.fr](mailto:sem.m@mgen.fr)

- ✓ **If you are over 28 and that your stay lasts at least 1 month**

You may not benefit from the French student social security cover but you can take out a temporary insurance policy with:

« Assistance étudiants »  
8 rue Armand Moisan, 75015 Paris  
Tel : +33 1 40 47 91 00  
<http://www.assistance-etudiants.com>

Once you have spent three months in France, you may benefit from the system *Couverture Maladie Universelle* (CMU). You have to go to the Department of Health Office - *Caisse Primaire d'Assurance Maladie* (CPAM) closest to your residence in order to request French social security health cover. You will find the details of the CPAM closest to you on the following website: <http://www.ameli.fr/ameli/index.php>

**Nota bene:** The French student health insurance does not cover 100% of your health expenses. It is therefore highly recommended that you take out **a complementary health insurance** from CPAM or student insurance. There are two principal types of complementary student health insurance in France: the SMEREP and the LMDE. When you register at the Registrar's Office or with the secretary of the Doctoral School please request the application form. If you already benefit from CMU, you ask for the "complementary CMU".

Additional information: The period of processing for CMU being of several months, it postpones the date of registration at ENS. You also have the possibility to subscribe to a health insurance of student social security system: SMEREP or LMDE. This will cost you about 560 €, it will immediately take effect when you will show yourself at one of the welcoming offices of these private health insurances.

## **ACCOMMODATION**

### ● Cachan

According to your choice, your financial possibilities and the places available, you can be housed:

- **On the campus, in the CROUS residences**

Rent is, on average, between 260 €/monthly (for a room in the M building), between 284€/monthly and 412.34€/monthly (for a studio in buildings A, B and C). (Prices for 2013-2014)

Weekly between 74 Euros and 114 Euros; nightly between 15 and 21 Euros.

The CROUS Residence will require a deposit of 233 € in order to hand you over the keys of your room. This sum will be paid back to you at the end of your stay - within 2 months after your departure - if there are no damages caused to your room/studio.

All prices might slightly vary during the academic year in 2014-2015.

**A rental insurance** is compulsory so as to enter your room.

CROUS provides sheets, but does not provide blankets and pillows.

**Contact :** [residence.cachan@crous-creteil.fr](mailto:residence.cachan@crous-creteil.fr)

[www.crous-creteil.fr](http://www.crous-creteil.fr)

<https://fr-fr.facebook.com/crous-creteil>

compte Twitter : @CROUS\_Creteil

- **On the campus, in the *Pavillon des Jardins* residence**

Prices from the 1<sup>st</sup> March 2014 :

A student room costs approximately 320 €/monthly (shared kitchen and bathroom)

For 2 weeks the price is 190 Euros and for one night 43 Euros.

- **In the Résidence Univercity Volti - Arpèj, in Cachan**

Price indication: between 397 and 729 euros per month depending on the surface area of the accommodation.

Arpèj will require a housing insurance certificate and also a deposit equivalent to 1 months rent in advance upon your arrival. The deposit will be cashed and then paid back to you two months after your departure by bank transfer to a French bank account, on the condition that no damage has been found in the room.

A cheque of 150 € will also be required upon your arrival to cover administrative registration purposes (this amount will not be paid back).

**Contact : Mrs Irane ZEITOUNI**

Tél. : +33 1 45 36 98 11

E-mail : irane.salhi@arpej.fr

For a virtual visit of available accommodation, go to [www.univercity.fr](http://www.univercity.fr) , click on *Résidences* and then to the chapter *Cachan*.

**Fill in, carefully, the ARPEJ request form online, print out the form and send it to the International Office before the 20<sup>th</sup> of July. The International Office will forward your request to ARPEJ.**

**International students admitted within an Exchange Programme or ENS Cachan international scholarship program must apply for accommodation to the International Affairs Office (SRI).**

According to the places available, students will receive an offer of accommodation within the halls of residences on the campus.

## **Procedures**

### **a) Housing insurance**

A minimal housing insurance (fire, water damage, public liability) is **compulsory** for all tenants in France, even if you are renting a room or flat for less than a year.

Moreover, you may also take out an insurance policy for valuables (lap-top, personal goods etc.) at a slightly higher cost. At the beginning of the academic year insurance companies will be on the campus to advise you and enable you to take out a housing insurance on the spot.

Examples:

- ✓ International students may take out a housing insurance with the company Matmut, 4 rue Mirabeau in Cachan. Careful : the MATMUT company does not accept cash payment, only credit card payment. In this case you must present a health insurance certificate or a European medical insurance card and a housing

certificate. It costs approximately 42€/year for the students who have subscribed to the complementary student insurance company (LMDE: [www.lmde.com](http://www.lmde.com)), for Erasmus students and for the students who have an insurance health cover in their home country. For all the other cases, the insurance costs approximately 83 Euros per year.

- ✓ Students who have subscribed to the French social security system can take out a housing insurance with their complementary insurance company (SMEREP or LMDE). During registration at the registration office or Doctoral school, an application form will be given if needed. For further information please visit [www.lmde.fr](http://www.lmde.fr) or [www.smerep.fr](http://www.smerep.fr)
- ✓ Students who have extended health cover with their home country can take out an insurance with a bank when they open an account in France (Cost: around 60€/year)

**A copy of the housing insurance must be handed in to the International office.**

### **b) Guarantor**

When you rent accommodation, whether it be private or in student halls of residence, you need a "Guarantor". This person, cosignatory of your rental lease, agrees to pay the rent to the landlord, in case you don't/can't pay anymore for whatever reason. The guarantor must reside in France and be creditworthy.

International students who do not have a guarantor may benefit from a system called *Garantie des Risques Locatifs* (GRL) (Rental Risk Guarantee). This body agrees to guarantee payment of your rent and service charges to your landlord in case of outstanding payments (information can be found at the reception of the host residence)

Website : <http://www.grl.fr/votregrl/locataire/modedemploi.html>

For further information:

- non-exchange students will contact the BEVE,
- exchange students will contact the SRI.

### **c) Housing Benefit**

Depending on your personal situation and income you may benefit from financial assistance from the C.A.F (*Caisse d'Allocations Familiales*).

You may contact the reception at the CROUS halls of residence. They will help you with the application file.

**C.A.F in Cachan:** Mondays only (except school holidays) from 9h to 12h and 13h30 to 16h  
1, rue Camille Desmoulins, Cachan.  
Voir : [www.caf.fr](http://www.caf.fr)

### **● Other useful addresses in Paris**

International students can also look for accommodation by contacting directly the following institutions:

- ✓ **Cité Internationale Universitaire de Paris**  
17, boulevard Jourdan 75014 Paris  
Tél. : +33 1 44 16 64 00  
<http://www.ciup.fr/>
  
- ✓ **Centre Internationale de Séjour de Paris, Kellermann**  
17 boulevard Kellermann 75013 Paris  
Tél. : +33 1 43 58 96 00 Fax : +33 1 43 58 95 14  
<http://www.cisp.fr/cisp/index.asp>
  
- ✓ **Centre International de Séjour de Paris, Maurice Ravel**  
6, avenue Maurice Ravel, 75012 PARIS  
Tél. : +33 1 43 58 96 00 Fax : +33 1 43 58 95 14
  
- ✓ **Foyer International d'Accueil de Paris**  
30, rue Cabanis 75014 Paris  
Tél. : +33 1 43 13 17 00  
Réservations : +33 1 43 13 17 17 - Fax : +33 1 45 81 63 91  
email : [fiap@fiap.asso.fr](mailto:fiap@fiap.asso.fr) <http://www.fiap.asso.fr>
  
- ✓ **Auberge Jules Ferry**  
8, boulevard Jules Ferry 75011 Paris  
Tél. : +33 7 51 15 20 20  
<http://www.fuaj.org/Paris-Jules-Ferry>
  
- ✓ **CROUS de Paris**  
39 avenue Georges Brassens 75231 Paris Cedex 05  
Tél. : +33 1 40 51 36 00  
[service-international@crous-paris.fr](mailto:service-international@crous-paris.fr)  
<http://www.crous-paris.fr/>
  
- ✓ **Hostelling International**  
Reservation by internet at <http://www.fuaj.org/>

## **TRANSPORT**

If you stay for at least a year we highly recommend that you to get the “**Imagine R card**”, which is a yearly student transport card for all types of public transport in Paris, sold at a student price. For further information, go to the ticket office of the RATP (Bagneux station) or at [www.imagine-r.com](http://www.imagine-r.com) or Tel. : +33 9 69 39 55 55  
[http://www.ratp.fr/fr/ratp/c\\_21584/forfait-imagine-r/print/](http://www.ratp.fr/fr/ratp/c_21584/forfait-imagine-r/print/)

To subscribe you must be under 26 years old, provide a French student registration certificate, a certificate from ENS Cachan proving you are an unpaid student, an ID photograph and the identification number of a French bank account. 50% of the price of the card can be reimbursed by the *Conseil Général* of the department of the *Val de*

Marne (if your residency is in Val de Marne at the moment of the subscription) : please contact the BEVE for the refund form : <http://www.valdemarne.fr/a-votre-service/deplacement-transports>

For the students, there are 5 possible dates so as to start your subscription: Sept 1<sup>st</sup>; Oct 1<sup>st</sup>; Nov 1<sup>st</sup>; Dec 1<sup>st</sup> and January 1<sup>st</sup>. You can subscribe since the month of June for the start of the new university year !

The subscription is annual. To cancel it before the year is out, it is necessary to send a letter to Imagine R and to attach a document which certifies the completion of your study year with an advance notice of 1 month.

## **BANK ACCOUNT**

To open a bank account, the following documents will be requested: a passport, registration certificate and a proof of housing. For addresses of banks, see chapter "Practical information". If you wish to use your bank account abroad please be aware that there will be charges in the case of money transfers France-Abroad which will be debited directly from your bank account.

## **E-MAIL AND INTERNET ACCESS**

All students enrolled at ENS Cachan have access to the campus computer facilities (high-speed Internet connection, free access during working hours and controlled individual access outside working hours). For further information about room access, please visit the ENS Cachan intranet : <http://intranet.ens-cachan.fr>

- then in the box on the right « **Réseau/Ressources Numériques > Informatique et Réseaux** »
- and on the right box « **Moyens à la disposition des élèves et du personnel** »
- 

All students also have at their disposal:

- ✓ a computer account
- ✓ an electronic address

In case of problems with the login or password, you will need to go on the ENS Cachan website (<http://intranet.ens-cachan.fr>)

- then clic on « **Ressources Numériques Informatique et Réseaux** »
- and on the right box : « **Contact : fiche de présentation de la DSI** »

For other problems: you will have to make a request for help (DT) :

On Intranet, clic on **Services et Procédures > Demandes de Travaux**

## **FRENCH AS A FOREIGN LANGUAGE (FFL)**

Please note that a good command of French is required to attend ENS Cachan's academic programs.

ENS Cachan offers several French as a foreign language (FFL) programs tailored to your needs.

### **INTENSIVE PROGRAMS at ESTP**

An intensive FFL program is organized in July and August by Ecole supérieure des Travaux Publics (ESTP), as part of a partnership with ENS Cachan.

Please note that ESTP will charge fees for this program. Discount fees are available to ENS Cachan students.

Fees are available from <http://www.estp.fr/content/apprendre-le-fran%C3%A7ais-french-engineers>

For further information on this intensive program, please contact ENS Cachan's International Affairs Office [ria@ens-cachan.fr](mailto:ria@ens-cachan.fr)

To register : [http://papei.estp.fr/insc/epf\\_accueil.html](http://papei.estp.fr/insc/epf_accueil.html)

### **FFL courses offered by ENS Cachan**

FFL programs have three levels: beginners, intermediate, and advanced. French courses run from October to May. The schedule of courses will be posted after September 20 at the Department of languages, Cournot building, second floor.

Further details on our programs will be given when you join ENS Cachan.

For further information, please contact the Department of languages : [secretariat@dlp.ens-cachan.fr](mailto:secretariat@dlp.ens-cachan.fr)

### **Other possibilities :**

- **French lessons in Paris**
  - ✓ **Alliance française**  
101 bd Raspail, 75006 Paris  
Tel : +33 1 42 84 90 00  
[www.alliancefr.org](http://www.alliancefr.org)

## **LIBRARY**

### **● Cachan**

For more information about the conditions of access and the collections, consult the library Web site: [www.bibli.ens-cachan.fr/](http://www.bibli.ens-cachan.fr/)

#### **The ENS Cachan campus library**

Situated at the low first floor of d'Alembert building, it offers a multidisciplinary collection which corresponds to the special fields of the various academic departments and research laboratories of the School. We also find there more general documents, reflections of the political, economic and cultural current events.

Thanks to the website, you can have access to 50 databases and to scientific articles from 19 000 electronic reviews.

<http://www.bibli.ens-cachan.fr/version-francaise/ressources-numeriques/>

#### **Opening hours**

Monday: 10 am to 9.45 pm

Tuesday, Wednesday, Thursday: 9.30 am to 9.45 pm

Friday: 9.30 am to 6 pm

Saturday: 9.30 am to 17.00 pm

#### **Library Durkheim**

Situated at the 3<sup>rd</sup> floor of the Laplace building, this research library, specialized in Social Sciences, is open to students from L3 to PhD level, researchers and ENS Staff.

#### **Opening hours**

Monday : 2 pm to 5.30 pm

Tuesday : 2 pm to 5.30 pm

Wednesday : 9.30 am to 12.30 pm

Thursday : 2 pm to 5.30 pm

Friday : 2 pm to 5 pm

#### **Library of the Mathematical laboratory CMLA**

Located on the 1st floor of the building Laplace, the collections reflect the past, present and future research theme, of the laboratory with more than 2500 books.

Free access for members of the CMLA.

<http://www.cmla.ens-cachan.fr/version-francaise/bibliotheque/>

#### **Resources and documnetary engineering center of Institut d'Alembert (IDA)**

Located in Room 201 on the 2nd floor of the IDA building.

It has a workspace with 9 computers equipped with software documentary and scientific interest and a copying space.



The documentary collection (1300 items including grey literature) is specialized in interfaces of the life sciences, physical and chemical sciences (photonic functional materials, microfluidics) and micro- and nanotechnologies in relation to the research fields of the IDA.

Free access for IDA members and students of Erasmus Mundus Master 2 (Monabiphot).

On appointment for non members : [documentation@ida.ens-cachan.fr](mailto:documentation@ida.ens-cachan.fr)  
[www.ida.ens-cachan.fr/version-francaise/documentation/](http://www.ida.ens-cachan.fr/version-francaise/documentation/)

In the town of Cachan, there is also a municipal library located at:  
11, rue Camille Desmoulins, 94 230 CACHAN

## ● Paris

### La bibliothèque Nationale de France (BNF)

Quai François Mauriac, 75706 Paris cedex 13  
Tel : 33 1 53 79 59 59 (vocal server).  
<http://www.bnf.fr>

### La bibliothèque du Centre Pompidou

Rue Beaubourg 75004 Paris

#### Opening hours

Monday, Wednesday, Thursday and Friday: 10am to 10pm.  
Saturday, Sunday and bank holidays (except May 1<sup>st</sup>: 11am to 10pm).

Tel : +33 1 44 78 12 75

<http://www.bpi.fr>

### La bibliothèque Sainte Geneviève

10 Place du Panthéon, 75005 Paris

Tel : 33 1 44 41 97 97

#### Opening hours :

Monday to Saturday : 10.00 am to 10.00pm, except bank holidays and special opening hours during the vacation periods.

Tél. : +33 1 44 41 97 97

<http://www-bsg.univ-paris1.fr>

## STUDENT ASSOCIATION AT ENS CACHAN

### ● Welcome message from the Bureau des Elèves (BDE)

“You have just arrived in France and you are discovering the ENS Cachan?

You will discover that the ENS CACHAN is not only a place of education and high-level



research. The student association (or BdE) also organizes multiple activities and evenings on the campus, whether you are just here with us for a few months or more.

Every day, we run:

**La K'fêt (student-run cafeteria):** you can have lunch every day from 12am to 2pm, a drink with friends from 6pm to midnight and participate in the evenings of Tuesday evening, also called "pots". Finally, you can also enjoy a breakfast on Saturdays and Sundays from 10:30am to 2pm. This is also where the active members of cr@ns hold their permanences to connect newcomers to the Internet. Do not hesitate to come to K'fêt, particularly at the starting of the year when lots of parties are organized, this is where you will meet the other students of the campus. You just need to follow the ads on the campus.

**La Kokarde:** in on-campus student nightclub, you can finish your Tuesday evenings, or just dance in the evenings after K'fêt some Thursdays.

**Le Track'n'Art:** This is a room located inside the Kokarde, where free concerts are held every Sunday by the office of the Arts (BoA). You just need to follow the ads on the campus to know the name of the artists. You will also taste the typical French charcuterie and cheese.

**The various clubs:** they will enable you to live out your passions on campus. They are very numerous, let us just name a few: : Cave (Club wine tasting), [kro] bot, KFC (kchan Foto Club), piano, astrology, Mediathek (where you can read comics, manga or playing games), the seksi (pom-poms boys & girls), role-playing, rock, salsa, CNS Council (Junior company), Sono (Association to charitable purposes campus), magic, film club ... the clubs organize evenings in September, but their activities are held throughout the year and are open to all.

Finally, we also organize every year:

- ✓ An integration week-end open to everybody the 12<sup>th</sup> and 14<sup>th</sup> of September. You are advised to attend it. This is the opportunity to meet students and the Cachan life. You will find the registration form at the K'fêt. If you open a bank account at Societe Generale, it is free.
- ✓ An annual gala, in January.
- ✓ A festival of living arts "les sENS de l'Art", in March.

A new party will be organized this year, on the 5<sup>th</sup> of September: the international student's party. You will be more familiar with the campus and meet students. A visit of Paris will follow on the 6<sup>th</sup> September to which you are welcome.

Other activities are offered to you by our friends from the Sports Office (BDS) and from the Arts Office (BDA): evenings, shows in Paris and sporting events. There you go, you can see what you will be able to do during your spare time and meet us!



If you want to know more, look for the K'fêt and do not hesitate to get in! Members of the BdE, wearing a pink or yellow sweater, are here for that. They are available to answer all your questions and help you in taking advantages of your stay with us.

We hope to see you very soon to K'fêt, and if you have any questions about our activities, send us an email or call us! "

### The BDE

#### Contact BDE

Tél. : +33 1 45 46 84 05

Site web: <http://bde.ens-cachan.fr>

International students responsible: (please contact us first as we will welcome you upon your arrival!):

\_Elise Muller : [elise.muller@ens-cachan.fr](mailto:elise.muller@ens-cachan.fr)

\_Adam Barbot: [arm.bar@laposte.net](mailto:arm.bar@laposte.net)

\_Manon Pivot: [manon.pivot@ens-cachan.fr](mailto:manon.pivot@ens-cachan.fr)

## THE SPORTS ASSOCIATIONS (AS) OF ENS CACHAN

AS ENS Cachan is managed by the sport desk (BDS - *Bureau des sports*)

The Sport Office (SDS - *service des sports*) runs the sport facilities and the management.

You arrive at ENS CACHAN and the sports practice, beyond its interest for your health and for your pleasure, is a very fast way to familiarize with our school.

Do not waste time, upon arrival take your card AS (with a medical certificate) and discover the sports activities which begin on the 16<sup>th</sup> of September.

You will find all the information on the AS web site: [www.bds.ens-cachan.fr](http://www.bds.ens-cachan.fr) where you can also request the brochure *Sports Etudiants 2014-2015*

#### ***PARTICIPATE IN THE NEW SPORTS YEAR***

***The BDS offers to welcome you\* starting in September with 3 sporting evenings***

***Wednesday 3 : Volley & table tennis tournament***

***Monday 8 : Handball tournament***

***Thursday 10 : Basket tournament and party of the sport office at the K'fet***

### ***\*Subscriptions at the ENS Sports Centre***

## **SPORT ACTIVITIES FOR LEISURE AND COMPETITION**

Students are offered a panel of **20 activities** by the BDS:

Most of the activities are managed by specialized teachers. Some activities can be practiced individually. All levels are accepted from beginner to advanced.

### **● On the ENS Cachan campus or near to the campus:**

Aikido\*, badminton, basketball, modern dancing, climbing, football, tennis, Krav maga, gymnastics, handball, karate\*, body building, swimming, diving\*, tennis, table tennis, Tai Chi Chuan, volleyball, yoseikan Budo... (if renewed in 2014-2015)

### **● Outside the campus:**

Rugby (Antony)

### **● How to go in for sport at the ENS Cachan with the AS card**

-The application form is available at the BDS, SDS and on the ENS Cachan website

-To take part in sporting activities (except the tournaments in September), **the AS card is necessary, you must pre-register on line on the AS website** and then go to the BDS (Cournot building) in order to hand in the form.

-The AS card is multi-sports. The price is from 23 to 35€/year for ENS Cachan students.

\* there are extras due for the practice of specific activities

-To get your AS card, a **medical certificate of capacity** is required along with some other documents.

-To access the sports centre, an **individual badge** is necessary. It is available for 10 euros at the SDS.

### **● Join the ENS competition teams with the French Universities Sport Federation (FFSU)**

The Sports association is always very happy to welcome international students. The ENS Cachan teams need you and, it is certainly for you the best way to make new friends with students from all departments in the school.

If you want to compete, you have to pay 12 euros for the the licence FFSU.

**Whatever your level, join in the school's teams and discover the joys of university competition.**

### **● The ENS Cachan sports facilities**

- a sports centre : handball type gymnasium, climbing wall, volleyball type of gymnasium, dance room, judo room, body building room, multi-purpose room.

- A stadium : an athletics track and a football pitch

- 2 tennis outside courts

## **THE SPORTIVE EVENTS OF THE SPORTS ASSOCIATION**

### **● The WEC : A training camp at the beginning of October in Vichy.**



THE WEC (Weekend des Equipes en Competition) will take place 10, 11 and 12 October 2014 at Vichy, in the center of France. This mini sports training course allows the teams of the ENS CACHAN FFSU to prepare the season of competition which will start at the beginning of November. The players of every team learn to experiment the ground. It's a real friendly and sportive week-end, the WEC is the meeting not to be missed.

Please make your subscription ! (65€ contribution)

### ● The 26<sup>rd</sup> Inter-ENS

Annual sports competition between the 4 ENS, The 26th season of inter-ENS will be organized by ENS Cachan the weekend of 8, 9 and 10 November 2014. Everyone is welcome to join in!

### ● The challenge ENSYMPIADES

During 2014-2015, BDS invites you to participate in the challenge ENSYMPIADES. This competition proposes to the 12 teams registered to compete for tournaments organized in the week in every sport. You can set up a team or join an already established team (Information on the site of BDS).

Cachan

AS ENSC and Sport Office ( SDS)

Ground floor of the Cournot building

SDS - Tel. +33 1 47 40 21 80

E-mail : [sds@ens-cachan.fr](mailto:sds@ens-cachan.fr)

AS website : [www.bds.ens-cachan.fr](http://www.bds.ens-cachan.fr)

E-mail AS : [bds@crans.org](mailto:bds@crans.org)

## LEISURE

### ● Paris

There are numerous activities to be taken advantage of : shows, exhibitions, operas, theatres, museums, cinemas, concerts, visiting historical monuments, shopping and so on and so forth. At all Paris newsstands, you will find a few weekly magazines that list everything going on in Paris and the surrounding area - entertainment wise.

- ✓ **Pariscope** (issued every Wednesday - 0.40 €): offers a small section in English.
- ✓ **L'Officiel des Spectacles** (issued every Wednesday - 0.35 €)
- ✓ **Cityvox** : [http://www.cityvox.fr/guide\\_paris/AccueilVille](http://www.cityvox.fr/guide_paris/AccueilVille)

To benefit from half-price tickets for theater on the very day, go to one of the 3 theater kiosks: Montparnasse, Madeleine or Ternes. <http://www.kiosquetheatre.com/>

**Paris Convention and Visitors Bureau (Office du Tourisme et des Congrès de Paris)**  
25, rue des Pyramides, 75001 Paris

Tel : +33 1 49 52 42 63  
RER : Auber (A line). Metro : Pyramides (7 or 14 line)  
[www.parisinfo.com](http://www.parisinfo.com)

### **Mairie de Paris (Paris city hall)**

You will find information about cultural activities on the Paris city hall website :  
<http://www.paris.fr/accueil/accueil-paris-fr/culture/p9652>

### ● **Cachan**

Near the campus, you will find:

- a **cinema** (cinéma “La Pléiade”, 12 avenue Cousin-de-Méricourt, programme available on [www.allocine.fr](http://www.allocine.fr)),
- a **theatre** (Théâtre de Cachan, 21 avenue Louis Georgeon, Tel. +33 1 45 47 72 41),
- a **swimming pool** (Piscine municipale, 4, avenue de l’Europe). Tel : +33 1 49 69 60 20

The campus is also located close to the beautiful **park of Sceaux** town (RER B, direction of Massy or Saint-Rémy-les-Chevreuses, station “Parc de Sceaux”), **park Montsouris** (RER B in the direction of Roissy or Mitry, station “Cité Universitaire” and the **rose garden of l’Haÿ-les-Roses**.

For more information, check out the town website: [www.ville-cachan.fr](http://www.ville-cachan.fr)

## **VARIOUS PRACTICAL INFORMATION**

### ● **Catering**

On the campus of Cachan, you will find the university restaurant and cafeteria (CROUS) with several dining rooms and varied dishes.

A meal costs around 3.10 € (price 2013-2014 slight variation to be expected each year).

A new form of payment is used now: an electronic MONEO R card. To obtain this card and get more information visit the website of Creteil Crous:

<http://www.crous-creteil.fr/spip.php?article152>

You must register online to get this card as it will be the only form of payment available very soon.

#### ✓ **CROUS restaurant**

##### **Opening Hours**

Lunch time: from 11.30 a.m. to 2.00 p.m.

Dinner time: from 7.00 p.m. to 8:30 p.m.

Closed on Saturday and Sundays.

The restaurant is also closed during Christmas holidays and in July and August.

✓ **The cafeteria Equinoxe**

Opening hours : from 7 a.m. to 2.30 p.m. during the week. Breakfasts and *à la carte* sandwiches, viennoiseries and snacks are available.

✓ **Cafeteria ESTP**

On the campus of Ecole Spéciale des Travaux Publics (ESTP)  
28 avenue du Président Wilson 94234 Cachan cedex  
Opening hours : 7.30 a.m. to 2.00 p.m.

## **USEFUL ADDRESSES AND PHONE NUMBERS**

A health centre, located near the ENS campus entrance (IRIS Building), is at your disposal:

Monday, Tuesday and Thursday: from 9 a.m. to 12.00 p.m. and then from 02.00 pm to 05.00 pm

Closed on Wednesdays and Fridays.

Tel. +33 1 47 40 75 86 or 75 92

● **Doctors**

**Medical Centre: Centre Médical Paris-Sud**

1, rue Jean Mermoz - Bourg-la-Reine

Tel. +33 1 46 65 71 02

**Socio-medical Centre**

7, avenue Cousin Méricourt - Cachan

Tel. +33 1 49 69 61 40

**General Practitioner, Dr Hervé Gozlan**

1, avenue Carnot - Cachan

Tel. +33 1 46 65 06 60

**General Practitioner, Dr Patrick Machin**

20, avenue du Président Wilson - Cachan

Tél. : +33 1 45 47 09 56

**Dentist, Dr Ly Cong**

29, avenue de la Division Leclerc - Cachan

Tel. +33 1 46 64 06 54

● **Hospitals**

**Kremlin Bicêtre**

78, avenue du Général Leclerc - 94270 le Kremlin Bicêtre

Tel. +33 1 45 21 21 21

**Cité Universitaire**

**Institut Mutualiste Montsouris**

42, Bd Jourdan - 75 014 Paris

Tel. +33 1 56 61 62 63

[www.imm.fr](http://www.imm.fr)

● **Chemists**

**Berche**

171 avenue Aristide Briand, Cachan  
Tel. +33 1 47 40 88 41

**Huynh**

4, avenue de la Division Leclerc, Cachan  
Tel. +33 1 45 46 16 16

● **Supermarkets**

**Franprix (à côté du RER)**

26, avenue Pont Royal, Cachan

**Carrefour market**

3, ave de l'Europe, Cachan

**Dia**

15, avenue Louis Georgeon, Cachan

**Casino (with cafeteria)**

96, avenue Aristide Briand, Bagneux

● **Bakers**

**La Panetière**

115, avenue Aristide Briand, Cachan

**Olivier Guitton**

21, avenue Pont Royal, Cachan (close to RER)

**Rêve de Pain**

41 rue Camille Desmoulins, Cachan

**Le Fournil**

1, rue Varengue, Bourg-la-Reine

● **Petrol stations**

**Total**

RN 20 / avenue Aristide Briand, Cachan

● **Police**

41 rue Guichard 94230 Cachan

Tel : +33 1 49 69 96 71

**Police Station**

15 rue Marx Dormoy 94230 Cachan

Tel : +33 1 49 08 51 00

● **Post office**

5, rue Camille Desmoulins, Cachan

Tel. : 3639

**Opening hours**

Monday to Friday from 8.00 a.m. to 7.00 p.m.

Saturdays from 8.30 a.m. to 12.30 a.m.

closed on Sundays.

● **Phone and Wifi access**

**Phone booths are available on the ENS campus.**

You can also buy a pre-paid phone card on campus (Cournot building) to call abroad which you can use from your office phone, a phone booth or your mobile.



### WI-FI Access in Paris

[http://www.paris.fr/portail/pratique/Portal.lut?page\\_id=7799&document\\_type\\_id=5&document\\_id=29274&portlet\\_id=17981](http://www.paris.fr/portail/pratique/Portal.lut?page_id=7799&document_type_id=5&document_id=29274&portlet_id=17981)

#### ● Banks

##### **Société Générale,**

3, rue Camille Desmoulins, Cachan

##### **Crédit Lyonnais**

1bis, rue Camille Desmoulins, Cachan

##### **BNP**

7, avenue Camille Desmoulins, Cachan

##### **Crédit Mutuel Enseignant**

68, Boulevard St-Germain 75005 Paris

#### ● Taxis

Taxis : +33 1 47 40 83 16

Taxis Bleus: +33 8 25 16 66 66

Atlantis taxis: +33 1 55 12 20 90

#### ● Laundrette

Washing machines and tumble dryers are also available in the various halls of residence, for those who live on campus.

##### **Laundrette**

31, rue Jean Mermoz, Bourg-la-Reine

#### ● Restaurants close to the ENS Cachan

##### **Brasserie Pont Royal**

59, avenue Jean Jaurès, Cachan.

Tel. +33 1 46 63 18 93

##### **MacDonalds**

RN 20/avenue Aristide Briand, near the Bagneux RER station

##### **Asian restaurant**

31 avenue Pont Royal, Cachan

Tel.: +33 1 49 69 00 88

##### **La Nouvelle Chine (Chinese restaurant)**

8, place Jacques Carat, Cachan

Tel. +331 45 46 55 88

##### **Sushi Samourai 6**

Tel : +33 1 46 65 88 88

[www.samourai6.com](http://www.samourai6.com)

##### **Domino's pizza**

1 avenue du Général Leclerc, Bourg la Reine

Tel : +33 1 46 64 07 07

[www.pizzahut.fr/index.php](http://www.pizzahut.fr/index.php)

##### **Pizza Hut**

144 avenue Aristide Briand, Bagneux

[www.pizzahut.fr](http://www.pizzahut.fr)

● **Videoclub**

**Vidéo Futur**

1, rue Marx Dormoy, Cachan.

Tel. +33 1 45 46 81 81

[www.video-futur.com](http://www.video-futur.com)

● **Emergency numbers**

<b>Fire Brigade</b>	<b>Tel. 18</b>
<b>Police (emergency services)</b>	<b>Tel. 17</b>
<b>Mobile emergency medical service</b>	<b>Tel. 15</b>
<b>Cachan police station</b>	<b>Tel. +33 1 49 08 51 00</b>

● See also **Guide of the city of Cachan** : <http://www.ville-cachan.fr/>

● See the “**Welcome to Ker Lann**” brochure or [www.campuskerlann.com/](http://www.campuskerlann.com/) and the International Student Welcome guide edited by the Centre de mobilité internationale de Rennes (Rennes’s international mobility center) : [www.mobilite-rennes.ueb.eu](http://www.mobilite-rennes.ueb.eu)

## HOW TO GET TO ENS CACHAN

The "Ecole normale supérieure de Cachan" is situated in the suburbs of Paris, in the town of Cachan, 20 minutes away from the centre of Paris. The ENS Cachan is easily accessible by bus or RER (Express Regional Train lines).

✓ **If you fly to Paris and arrive at:**

Roissy-Charles de Gaulle Airport:

Take the RER B in the direction of "Robinson" or "Massy" and get off at the station called "Bagneux".

The journey takes about 1 hour.

Beware! Not all RER stop at the "Bagneux" station. Verify the stops on the electronic notice board before boarding.

Orly Airport:

Take the Orlyval shuttle at Orly airport in the direction of "Antony" and get off at the station called "Antony". Then take the RER B in the direction of Roissy-Charles de Gaulle and get off at the station called "Bagneux".

The journey takes about 45 minutes.

✓ **If you come by RER from Paris**

From Paris, take the RER B heading for "Robinson" or "Massy Palaiseau" and get off at the station called "Bagneux". You must buy a ticket **Paris-Bagneux**. **Careful : Not all RER stop at the "Bagneux" station.** Verify the stops on the electronic notice board before boarding.

Once you've arrived at "Bagneux" station:

When you come out of the RER station, turn left and go down Avenue Pont-Royal. Once you get to the roundabout, keep going straight down Avenue de Chateaubriand, which will lead you to the main entrance of the ENS.

It is a 10-minute walk from the station to the ENS.

✓ **If you come by car**

From the A6 motorway, follow the A6b and exit at "Fresnes". Follow the RN 86 until you get to Bagneux and take the RN 20. Once on the RN 20 (take Avenue Aristide Briand), take the direction of Cachan and follow the signs indicating ENS or CNET (on your right when you are going towards Paris).

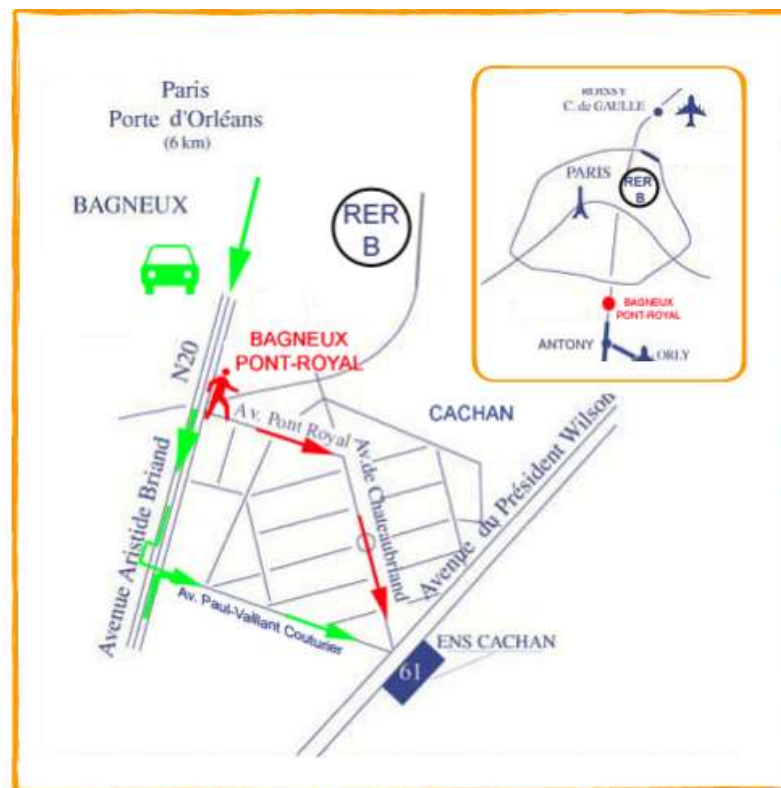
✓ **If you come by bus**

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 (plus a 10-minute walk).

Bus 162: Villejuif / Cachan / Meudon : "Mairie de Cachan" stop (plus a 10-minute walk)



When you arrive at the campus, you will be greeted when possible by a member of the Student Association (Bureau des Elèves, BDE), who will help you settle into your student room, show you round the campus and take you to the International Affairs Office.



International Affairs  
Pavillon des Jardins  
61 avenue du Président Wilson  
94235 Cachan cedex - France  
Tel +33 1 47 40 21 71  
Fax +33 1 47 40 23 79  
ri[AT]ens-cachan.fr  
www.sri.ens-cachan.fr