

STUDENT HANDBOOK

ERASMUS MUNDUS JOINT MASTER DEGREE QUARMEN

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Study at La Sapienza University Year 1 – Semester 1

PART 1. Administrative procedures

INTERNATIONAL INSURANCE “EXPAT&CO”

The Quarmen master's programme will contract a private medical insurance for all the students. The Expat&Co insurance covers **unexpected medical expenses**, provides **accident cover** and protects against some costs arising from **civil liabilities** (a kind of third-party insurance which is required in many European countries). The insurance will also provide you with assistance if you lose your passport, tickets or other travel documents. However, it is not a comprehensive travel insurance.

You will receive your insurance certificate by email before the start of the programme. **You should read very carefully the insurance general conditions in order to know which risks and health problems are covered:**

<https://www.expatinsurance.eu/en/study-insurances/student-insurance>

Most expenses will have to be paid and will be reimbursed afterwards by the insurance company. In case of hospitalization the insurance will directly pay the hospital. If such a situation arises, you should immediately call the insurance. The contact and reimbursement details can be found on their website. **Note that the insurance is not valid in your home country but will be valid for the whole duration of your studies in Quarmen.**

Always keep a copy of the insurance in your wallet!



TUITION FEES PAYMENT

We remind you that beneficiaries of the Erasmus Mundus scholarship and of the “tuition fee waiving scholarship” do not have to pay the tuition fees.

In all other cases, tuition fees must be paid to the University Paris-Saclay, irrespective of the mobility path chosen. **The payment must be done before 31/08 of each year.**

The payment must be done by bank transfer with the following conditions:

- 1) The transfer must be made in Euros.
- 2) The transfer purpose should indicate: “Tuition fees master (+ your name)”
- 3) You should provide us with a clear receipt of your bank with, at least, the following information:
 - your name,
 - date of the transfer,
 - amount of the transfer,
 - to whom the transfer was made (the name of the university should appear),
 - the transfer reference (code or number).

Amount of the tuition fees:

6 000 € /year

Banking details to pay the tuition fees

Owner: Agent Comptable – Université Paris-Saclay
Orsay 91405 FRANCE
Bank: Trésor Public - 91000 Evry FRANCE
IBAN: FR76 1007 1910 0000 0010 0294 065
BIC: TRPUFRP1



ENROLMENT AT THE UNIVERSITY

List of documents to prepare:

Non-EU students



- Passport
- Admission letter
- Study Visa for "University enrolment" released by the Italian Diplomatic mission (Embassy or Consulate) in the Country where the candidate has his/her residence (for A.Y. 2022/2023 for non-EU citizens residing abroad) by submitting the mandatory online pre-enrolment application on University portal.

Once in Italy, the receipt of your residence permit request (only for non-EU citizens residing abroad who hold a study Visa). The request for an appointment for the Residence permit must be done within 8 days from arrival in Italy, in any postal office (see section about visa and permit of stay).

- Valid residence permit card (only for non-EU citizens regularly living in Italy). If you are renewing your residence permit card, you will need a copy of your expired permit together with the post office renewal application receipt;
- University-level qualification (graduation certificate/diploma) - achieved after no fewer than 15 years of studies, including at least 3 at University level - together with copy of the academic Transcript of records, officially translated into Italian or English and accompanied by the Statement of Verification and the Statement of Comparability issued by CIMEA (<https://cimea.diplo-me.eu/sapienza/#/auth/login>). Please note: When registering in the webpage DiploME, for the request of the CIMEA statements, it is necessary to upload all documents related to the whole study career, including the High School Diploma, in order to obtain a complete evaluation.
In case you only have a graduation certificate at the enrolment stage, note that you will have to present your diploma within January of the following year at the latest.

The Declaration of Equal Value (DoV) can replace the CIMEA Statement of Comparability; it has to be issued by the Italian Diplomatic mission (Embassy or Consulate) in the Country in charge of the education system where the title has been achieved. In this case all submitted qualifications, including the Transcript of records, must be legalized (or with Apostille).

- Insurance certificate (Expat&Co)
- Tuition fees payment receipts (for self-financed students only)

EU students

- Identity card or Passport (EU)
- Admission letter
- University-level qualification (graduation certificate/diploma) - achieved after no fewer than 15 years of studies, including at least 3 at University level - together with copy of the academic Transcript of records and a copy of the Diploma Supplement, both officially translated into Italian or English. **In case you only have a graduation certificate at the enrolment stage, note that you will have to present your diploma within January of the following year at the latest.**
- Insurance certificate (Expat&Co)
- Tuition fees payment receipts (for self-financed students only)

Students will be registered in Sapienza according to the following steps:

First Phase: International Office

1. Pre-enrollment: students need to follow the instructions sent by doubledegree.ari@uniroma1.it and complete the application/registration form.
2. Once the application/registration form is completed, students will be able to access their personal page (where they will find their acceptance and invitation letter issued by Sapienza – please check VISA procedures at page 12).
3. A registration number (= matricola) will be generated and be activated after the students will take part to the Info Day and Welcome Week (the agenda will be sent much in advance to each pre-enrolled student).
4. Students will then be able to access INFOSTUD (Sapienza's official platform where all the academic career of the student will be registered).

Second Phase: Students' Office of the Faculty of Mathematics, Physics, and Natural Sciences.

Students will also have to finalized their enrollment at the Faculty level. You will receive the procedure by email.

Note that students who have been awarded the Paris-Saclay scholarship will also have to register to Paris-Saclay University from the first semester. Please refer to the corresponding section.

Italian social security

Registration to social security is not compulsory for international students in Italy, but recommended.

In Italy, assistance, registration and activation of health coverage are provided by ASL (Aziende Sanitarie Locali).

In addition to the private insurance (for Quarmen students, Expat&Co), non-EU citizens have the option to register with the **Italian National Health Service** (Italian acronym **SSN**) by paying a fee (for students, the amount is €149.77 per **calendar year**).

EU citizens can access medical services in Italy and all EU countries with their European Health Insurance Card (or E106 form).

[More info on the health care page of the university.](#)

FISCAL CODE

In Italy, **everyone is required to have a fiscal code** (codice fiscal in Italian). This tax code is similar to a social security number. It is an **alphanumeric code of 16 characters**. The code is used to **identify all individuals residing in Italy**, irrespective of residency status. Designed by and for the Italian tax office, it is now used for several other purposes, e.g. **uniquely identifying individuals in the health system**, or natural persons who act as parties in private contracts (**also for renting an apartment or for buying a SIM card**).

You can get your fiscal code **at the Italian embassy of your country**, or at the **Agenzia delle entrate** when you arrive, **or by e-mail**.

More info on how to obtain your fiscal code [here](#). Attention: it takes around 10 days to receive your fiscal code.

ACCOMMODATION

The university has agreements with several public and private rental agencies.

Please keep in mind that Sapienza is a big university and the faculties are spread all around Rome. Be sure to locate where you will be having your courses to search for your accommodation accordingly. Most of your courses will be in the Physics Department, located within the Città Universitaria di Roma – Sapienza, Piazzale Aldo Moro, 2.

What if I want to rent my accommodation before I arrive?

Sapienza strongly advises students **not to book any room remotely**, especially if you do not go through agencies, as it is better to meet the landlord directly before sending any money. However, if you want to rent your room from your country, Sapienza offers services to help students find an accommodation with [STURENT](#) and [DoveVivo](#).

STURENT and DoveVivo are reliable associations that collaborate with Sapienza. Any agreement with another association is to your own risk.

The prices of the rooms in Rome are, in average, between 400 and 600 € for a studio apartment.

Special housing:

Since you will be enrolled at Sapienza University, you will also have access to special housing agreements.

Find below some of the special housing agreements:

- [Fondazione RUI](#) => rent according to the residences
- [Residenza Conti](#) and [Residenza Giulia](#) => 450€ (medium size studio apartment) to 950 € (superior room for 2 students)
- [Residenza Cuore Immacolato di Maria](#) => reserved for female students, 560 € per student for a double room

More info on the special housing agreements [here](#).

Private housing

You can find some rental websites on the [accommodation tips page of the university](#). There are also several facebook pages where students share places and notices.



BANK ACCOUNT

We advise you to have an international payment card at your arrival to manage the expenses of the first month. In Italy, cash is generally accepted but we advise you to split your money not to have too much cash with you.

Sapienza will give you guidelines to open your Italian bank account during the Welcome week activities.

Beneficiaries of the Erasmus Mundus scholarship must send a copy of their European bank account details to the manager of the master as soon as they receive it (an official document of the bank is required). The scholarship will be transferred by Paris-Saclay University on a monthly basis (end of the month) and there is a minimum of 2 weeks between the moment we receive your banking details and the moment you will receive the first scholarship payment. **Note that beneficiaries of the Paris-Saclay scholarship should also send their banking information to the manager of this scholarship.**

The Erasmus Mundus scholarship will be transferred to this account for the whole duration of the master. European students can choose to keep their current account.

A lot of **former Erasmus Mundus students also open an account with the online bank Revolut, which is very convenient for travelers.**

NOTE ON THE ERASMUS MUNDUS SCHOLARSHIP:

There is no payment/reimbursement for travels. Students will receive a monthly allowance of 1400€/month. The scholarship covers travel, visa, installation, and subsistence costs. There is no additional payments. No payment can be done prior to the arrival of the student. The first installment will be paid at the end of September.

Corrective payments will be done for partially studied months (meaning the first and last month of the programme, holidays are considered as part of the study programme and you can receive money for those periods). The corrective payment will be done at the end of the programme.

A pro-rata unit cost of 1/30 will be reimbursed for each day "not studied".
Calculation: (number of full months + remaining days/30) x 1400 €.

For example: Arrival 20/09/2022 - Departure 23/08/2024:
(23 full months + 4 remaining days/30) x 1400 = 32 386€ . Your full scholarship will be 32 386€ and not 33 600 € (1400 x 24 months).

PART 2. DISCOVER THE CAMPUS

WELCOME WEEK

Sapienza University organizes a 3-day event in September with activities and orientation for all new international students. It usually takes place around **September 15th – 20th**.

You will receive an official invitation to the event one week before via e-mail.

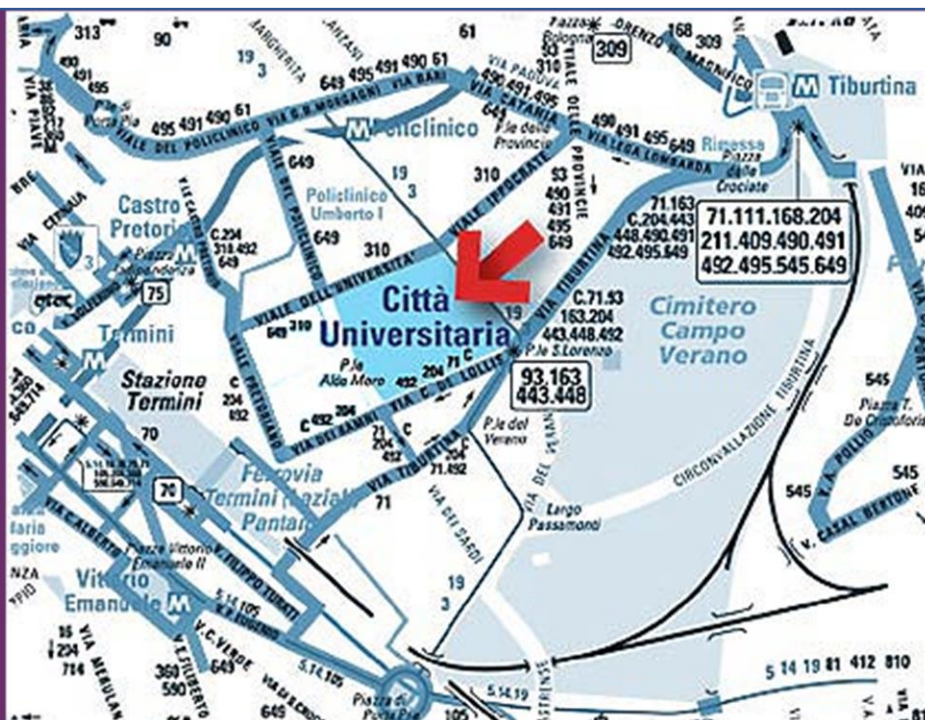
Italian language course

Sapienza offers a free 40-hour Italian course to new international students. You can choose between the intensive course (15h/week for 1 month) or the extensive course (4h/week for 2 months) **during the application/registration steps**.

More info about the welcome week and the Italian language course [here](#).

TRANSPORTATION

Courses will be held at the **Department of Physics**, which is located in the city center of Rome, near the central station of Termini. The Physics Department has two buildings, the **Marconi building** and the **Fermi building**. The labs are the **Segrè Laboratories**, located within the University City of Rome - Sapienza, p.le Aldo Moro 2, and the **Bruno Pontecorvo Laboratories**, located in Via Tiburtina 205. **Most of your classes will be in the Marconi building, at the Sapienza main campus.**





From the Fiumicino airport: the **Leonardo express train** takes you directly to Termini station inside the city. There is one every 30 minutes every day from 6.30 am to 11.30 pm. Trip duration: 35 minutes.

There are train services to Roma Tiburtine and Fara Sabina- Orte as well, every 20 minutes. Trip duration : 45 minutes.

From the Ciampino airport: public bus Cotral takes you to the metro station Anagina, By regional train, every 20 minutes. Duration by bus: 40 minutes. Duration by train: 18 minutes.

More information:

E-map, plan your journey, fares, ect.:

<https://www.atac.roma.it/en/home>



CAMPUS LIFE

You can find all the necessary information about food services, libraries, or sports on the Sapienza website.

Psychological assistance

If you need psychological assistance, you may turn to the **Sapienza Counselling Services Hub** on the main campus.

The Sapienza Counselling Services Hub supports the entire academic community (students, lecturers, administrative staff and librarians) and promotes psychological wellbeing, activating treatment pathways for emotional distress, inclusion and growth.

Counselling Services Hub:

Email: servizi.counselling@uniroma1.it

Meet platform: for direct personal contact.

Office Hours (from March 14, 2022)

Online (Meet): Mondays, Wednesdays and Fridays: 10 am - 12 pm (**English-speaking operator available upon appointment.** Please email servizi.counselling@uniroma1.it)

In person: from March 14, 2022 Mondays, Wednesdays and Fridays: 10 am - 12 pm - Main Campus, Building C U002, ground floor - Piazzale Aldo Moro, 5.

Counselling for students

Faculty of Medicine and Psychology

Main Campus, Building C U002, ground floor - Piazzale Aldo Moro, 5

Email: centrocounselling.psicologico@uniroma1.it

Contact person: Professor Silvia Andreassi

[Website](#) (in Italian)

Emergency numbers:

To be used for any life-threatening situation.

Fire and rescue: 115

Ambulance: 118

Police: 113

112 is also a common emergency number in all member states of the European Union that can be used from mobile phones.

PART 3: Visa and immigration issues.

This section concerns non-European students only. EU students do not have any procedure to do.

- **You should always:**
 - Apply for a **“Type D” visa** (also called “national visa” or “long-stay visa” or “residence visa”), **with the mention “Student” or “Student-mobility”**.
- Holders of a student long-stay visa issued by a Member State part of the Schengen Space, are allowed to travel to another country of the Schengen Space, **for a maximum of three months in a six-month period**, without doing any additional procedure.



Visa, Permit of Stay or Declaration of presence

VISA

European citizens only need a personal identification document to travel to Italy.

Non-EU Citizens who intend to enter the territory of the Italian Republic for transit or for a long stay need an entry VISA, with the only exception of those citizens whose countries signed special agreements with Italy:

https://www.esteri.it/mae/en/servizi/stranieri/ingressosoggiornoinitalia/visto_ingresso/paesi_esenti_visto.html

Should the Embassy request to register to University in order to obtain the VISA please apply through it. Sapienza will issue an acceptance and invitation letter and then validate the application directly in the University platform.

Check the guide [here](#) in order to know how to pre-enroll on the University website!

For information regarding VISA we invite you to check the following website:

<https://vistoperitalia.esteri.it/home/en#BMSommario>

A guided procedure will help you decide if you need to apply for a visa based on your nationality, country of residence, reasons for your visit and length of stay.

The list of documents required for your visa application depends on your country of residence; however here is a list of the documents that are usually required:

- Entry visa application form ([View](#))
- Recent passport-size photograph
- Passport whose expiry date is three months longer than that of the visa requested
- Proof that the applicant has accommodation in Italy (hotel booking, declaration of hospitality can work if you do not have yet your definitive accommodation)
- Proof that the applicant has sufficient means of subsistence for their stay in Italy, for an amount not lower than that specified in Table A annexed to the Directive of the Ministry of the Interior dated 1st March 2000 ([View](#))
- Health insurance
- Enrolment or pre-enrolment in the course to be followed in Italy (Admission letter)

Extra documents that may be asked depending on your country:

- Flight ticket
- Birth certificate
- Diplomas
- Police record

PERMIT OF STAY

Extra-EU students wishing to stay in Italy for more than three months must apply for a residence permit (permesso di soggiorno) within 8 working days after their arrival in Italy (the date of arrival is proofed by the stamp applied on your travel document at the EU border).

Students with extra-eu nationality can enter Italy if they have an EU residence permit. Still, students have to apply for the residence permit should the period of stay exceed three months.

In order to apply, you need to go to a specific Post Office Desk devoted to immigration processes ([Sportello Amico](#)), and collect a special kit for non-EU nationals.

During the Info Day and the Sapienza Welcome Week there will be a session dedicated to the Permit of Stay.

For your convenience, [here](#) you can find the presentation with step-by-step instructions in order to apply for the Permit of Stay together with the list of the documents needed for the application.

IMPORTANT: You must apply for the permit of stay within 8 days from the date of your arrival in Rome.

Please, note: if you're meant to stay in isolation upon your arrival in Rome (COVID), the 8 days start soon after the quarantine is over.

UPDATE: In case the post office will tell you that la raccomandata containing the day and time of your appointment at the immigration office will be sent to the address indicated in the application (i.e. the address of Sapienza University), please click on this link and access your personal information by using the USER ID and the PASSWORD written in the post office kit.

Please, note: while typing the password, only type the 12 numbers, without typing the hyphen "-" that comes before the last number.

More and specific questions can be addressed to the relevant office:

- <https://questure.poliziadistato.it/it/Roma/articolo/5730dced14464557868215>
- https://questure.poliziadistato.it/servizio/dovesiamo?qf_dovesiamo_q=&v=1&guid_questura=5730dc9d12479962542426&grafica=0&Submit=Cerca
- https://www.portaleimmigrazione.it/APR_PDS_Motivi_Studio.aspx
- <https://questure.poliziadistato.it/servizio/stranieri/> Here you can check (put the case number: the number n the receipt released by the post office) the status of the residence permit application and information on when/where to pick up the official document stating that you have a regular permit of stay)

Sapienza Commissariato/Questura Police Station: Sapienza Central Campus - Viale Dell'Universita 36 (building CU007 Palazzina Tumminelli) - 00185 Roma (RM) - phone number: 06490378

DECLARATION OF PRESENCE

If you are a non-European Union (non-EU) exchange student, in one of the following circumstances, you do not need to apply for a residence permit, but you must make a declaration of presence if:

- you are a non-EU exchange student and intend to stay in Italy for less than 90 days
- you are a non-EU exchange student and intend to stay in Italy for more than 90 days, but you fall into the following situation:
 - you are enrolled at a university in the European Union (Schengen Area) and
 - you have a residence permit for study purposes issued in a member country of the European Union (Schengen Area) which covers the entire mobility period and which is renewable in the country where it was issued and
 - you participate in a European mobility programme or carry out a mobility under an international agreement of the University of Bologna and
 - you are visa exempted and
 - you intend to stay in Italy for less than 360 days.

If your residence permit does not cover the entire period of mobility in Italy, you must instead apply for a residence permit in Italy.

If you are entering Italy from a country not included in the Schengen Area and intend to stay in Italy for less than 90 days, the uniform Schengen stamp, placed on the passport during border controls, replaces the declaration of presence.

If you are staying in a hotel and intend to stay in Italy for less than 90 days, the declaration of presence is represented by the declaration made to the hotelier and undersigned by you.

If you are entering Italy transiting through a country included in the Schengen Area or you intend to stay in Italy for more than 90 days, you must deliver the declaration of presence within 8 days following your entry into Italy to the central police station (Questura) in the Province where you live.

You must always carry a copy of the declaration of presence, as you may be asked to show it in case of police checks.



Study at Paris-Saclay University

Year 1 – Semester 2

Year 2 – Semester 3

PART 1. Administrative procedures

ENROLMENT AT THE UNIVERSITY

Enrolment will be done before the beginning of the semester. You should prepare the needed documents in advance.

List of documents:

- Registration forms: we will send the registration forms to you by email. Please fill in the forms following the guidelines and send it back to us.
- Identity card or Passport (EU) / Passport and visa (non EU)
- 1 passport photograph
- Admission letter
- Certified translation to French or English of your Bachelor or Master diploma (+ original document or certified copy of the original document). In case you do not have yet the diploma, a graduation certificate or a final transcript of records can be accepted (translation + original document or certified copy).
- Insurance certificate (Expat&Co)
- Proof of payment of the tuition fees (for self-financed students only)
- Proof of payment of the CVEC (for all students - see below)



NOTE THAT THE DOCUMENTS YOU GAVE FOR ENROLMENT AT SAPIENZA UNIVERSITY WILL BE SUFFICIENT.

You just have to send to master.quarmen@universite-paris-saclay.fr the filled in forms + 1 ID photograph + the CVEC certificate.

CVEC

All students must pay the «Student and Campus Life Contribution» (CVEC) before getting registered. It costs 100€ (for the academic year 2023-2024) and the procedure must be done online.

Website of the CVEC:

<https://cvec.etudiant.gouv.fr>

Once you are registered, you will receive by email your enrolment certificate. Your student ID card will be issued and you will have to activate your university account.

In order to **activate your university account**:

- Go to: <https://adonis.universite-paris-saclay.fr/activation/> and follow the instructions. Once your account is validated, you can access your student email and the university WiFi - Eduspot or Eduroam.

Eduroam is an international roaming service that can be used in almost all education and research institutions in Europe. With your access codes from Paris-Saclay University, you will be able to connect to the Wifi in the other universities.

Your student ID will be required for your exams, to borrow books from the library or to register for sport activities. It is also a **payment method**. You can use it at the cafeterias, snack and soft drink machines, or printers. You can load credit on your card online via www.izly.fr

eCampus Platform

After getting registered at the university, your eCampus account will be activated: <https://ecampus.paris-saclay.fr>

eCampus is the teaching materials platform used by professors to share their lectures documents.

French social security

Registration to social security is free for all students in France.

Right after your university enrolment, go to:

<https://etudiant-etranger.ameli.fr> and follow the instructions (available in French, English and Spanish).

ACCOMMODATION

Accommodation is the most difficult part of the preparation of your stay in France. The master will ask a room for all students in public halls of residence called «CROUS».

What is CROUS? It is a state-body institution managing student residences, which is independent from the university. CROUS residences are usually reserved to French students with financial difficulties but a certain number of places are dedicated to international students.

As CROUS receives a high number of requests, **we cannot guarantee that all the students will be accepted by the CROUS**. In case you will not be given a CROUS accommodation, you will have to find an accommodation on the private market.

Student and social landlords: Here is a selection of landlords offering student accommodation in student residences or flats:

- **L'ASSOCIATION HÉBERJEUNES:** www.heberjeunes.fr/?lang=en

Héberjeunes is a partner association of the university. This association helps you to find temporary or long-term accommodation with local land-lords. You can find the Héberjeunes offices in building 311 on the Orsay campus. Tel: +33(0)1.69.15.65.44 /Email: heberjeunes.asso@universite-paris-saclay.

- **THE GUICHET UNIQUE PARIS-SACLAY (GUPS):** <https://logement.campus-paris-saclay.fr>

The Guichet Unique Paris-Saclay is the Université Paris-Saclay website where offers are advertised and which allows students to find accommodation in certain university residences managed by CROUS, ARPEJ University, Césal and other partners.

- **STUDAPART :** <https://universite-paris-saclay.studapart.com/>
- **CASA :** <https://casa.universite-paris-saclay.fr/fr/>

An online accommodation websites in partnership with Université Paris Saclay for finding accommodation on the Saclay plateau, in Paris and over 40 towns across France.

You can find more explanation, information and tips on the [Guide to student accommodation](#).

CROUS

What's the procedure of CROUS ?

1. The Quarren office will give your name and contact to the service in charge of accommodation issues at the university. You do not have to apply by yourself. The accommodation service will then contact you and ask you to fill in a form.

Here is a short document with advices on how to fill in that form:

<https://tinyurl.com/3xvdk52d>

2. If you can get a Crous accommodation, the CROUS will contact you by email and send you a "Housing proposal" ("proposition d'accueil"). Read the step by step guideline here :

<https://tinyurl.com/2tycwjs7>

If you decide to reject the offer, you will have to find your own alternative accommodation, the CROUS will not make a second offer. However, it can be possible to change of residence after your arrival, by simply going to the reception of the residence and filling in a transfer form.

3. In France, it is compulsory to have a «guarantor» (a person that will pay your rent if you do not do it). As an international student, it is difficult for you to find a French person

to act as a guarantor. You will thus have to go through the **VISALE procedure** that replaces the guarantor: <https://tinyurl.com/274ndr53>
Do this procedure as soon as you get your student visa.

4. To complete your CROUS procedure, you will also have to get a **housing insurance**. We propose you to take the following insurance:

Online ADH insurance (Policy 2 - 30.12€/year)

<https://www.assurances-etudiants.com/en/5349-student-accommodation-insurance-prices-warranties.html>

Accommodation offers

The main CROUS residences located close to the campus are the following:

- *Residence de l'Île, Jardins de Fleming, Rives de l'Yvette*, (single rooms with private kitchen and bathroom, monthly rent between 350 - 550 euros)

We advise you not to choose a single room with shared kitchen and bathroom. Even if it is less expensive, the residence proposing this type of accommodation is old and less comfortable than the others. **Please note that sheets and blankets as well as plates and cutlery are not provided.**

On the day of arrival, you should be able to pay for the annual deposit and the rent of September. The deposit you paid online to confirm the booking will be deducted from the total amount.

Housing benefit (APL)

This governmental benefit is designed to help students bearing the housing costs. The amount you receive depends on your rent.

<https://www.caf.fr>

Document needed: birth certificate translated to French (English translation not accepted), issued less than 3 months before the application date, student card or enrollment certificate, passport / ID card, visa + permit of stay when application.

PART 2. DISCOVER THE CAMPUS

BUDDY PROGRAMME

Register to the Buddy Programme proposed by the university! It is a free mentoring programme for international students who have recently arrived in France for their studies. Thanks to the programme, each international student is matched with a local student, who can support you in the administrative procedures, show you around, share local tips for students,...

<https://www.universite-paris-saclay.fr/en/international-mentoring-programme-buddy-programme>

WELCOME DESK & GATE

As a part of the Department for European and International Affairs, the International Welcome Desk offers services to support international students. You can now book an appointment with the International Welcome Desk to receive support regarding your residence permit or to get information about student life, health or other administrative procedures. For more details, please check the site: <https://www.universite-paris-saclay.fr/en/campus-life/international-welcome-desk>

The GATE (Guichet d'Accueil des Talents Étrangers) is open every year from September to mid-December. It is a place where you can get a free comprehensive range of services, all gathered in one place, to guide you through your administrative procedures related to your settlement in France. There is a permanent presence, or digital information points, for institutions such as CAF (housing benefit), CPAM (social security), CROUS, RATP (transports), Campus France,... In-person appointments are available: <https://gate.paris-saclay.fr/en/>



TRANSPORTATION

The Campus of Orsay (Faculty of Sciences) is located in the south of the Paris region. You can reach the Campus of Orsay with the **RER line B** (suburbs railway). This line runs through the centre of Paris with several stops in Paris centre.

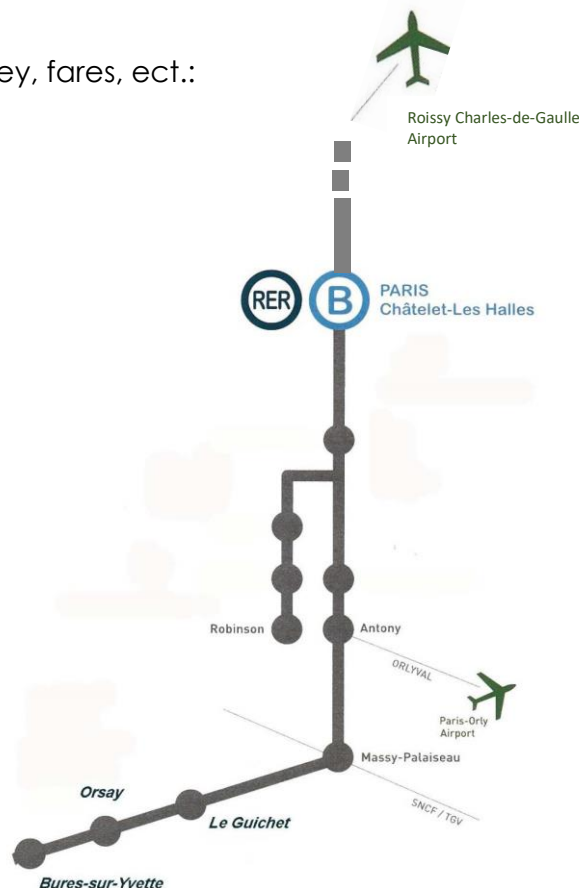
How to reach the Campus? From both Paris airports (Orly and Roissy Charles-de-Gaulle), take the RER line B, direction "Saint-Remy Les Chevreuses". You can stop at "Le Guichet", "Orsay-Ville" or "Bures-sur- Yvette", depending on where you need to go on the Campus. It takes approximately 1h30 / 2h to reach Orsay from Roissy CDG and 1h from Orly Airport. Avoid the Paris Beauvais airport (lowcost companies) as it takes up to 4h to reach Orsay.

If you intend to frequently use the RER, metro or buses, buy a monthly pass (**Imagine R card**). It costs 37€/ month. You can subscribe online

More information:

E-map, plan your journey, fares, ect.:

www.ratp.fr/en/



The Campus of Orsay is a very big campus. Download the campus map by clicking [here](#), it will be very helpful for your first days / weeks on the campus!

The Campus is divided into two parts: the “Vallée” which is the old part the campus, and the “Plateau” which is the new and modern part of the campus. Most classes during the first year of the master will take place in building 625 – also called *h* “H-Bar”, which is a brand new building dedicated to physics studies and located on the “Plateau” (E2 on the map).

To reach this building, you can take the **bus line 7**, that connects the Vallée and the Plateau. Direction - Plateau de Moulon – Corbeville. Stop at “Lieu de vie”, or the bus 9 from downtown Orsay, or the train station RER B Le Guichet, direction Campus HEC, and stop at Université Paris-Saclay.

Check <https://www.iledefrance-mobilites.fr/> or download the app *Île-de-France Mobilités*.



STUDENT HEALTH SERVICE

The student health service welcomes students, listens to them and provides them with health information and is composed of a multidisciplinary team of **nurses, doctors (including sports doctors), psychologists, and dieticians**.

<https://www.universite-paris-saclay.fr/en/campus-life/student-health-service>

The student health service does not deliver medical certificates or prescriptions. If you need a prescription or any kind of examination, you can make an appointment online with a doctor **through the platform “Doctolib”** (<https://www.doctolib.fr>).

Psychological assistance - Nightline

Nightline is a listening service for students, by students. The student volunteers provide a supportive space for young people to speak in an anonymous and confidential way. The volunteers undertake active listening training and adopt a neutral point of view.

<https://www.nightline.fr/en/saclay>

Sport activities:

<https://sports.universite-paris-saclay.fr/?lang=en>

Where to eat?:

<https://www.universite-paris-saclay.fr/en/campus-life/food-services>

Emergency numbers:

To be used for any life-threatening situation.

Fire and rescue: 18

Ambulance: 15

Police: 17

112 is also a common emergency number in all member states of the European Union that can be used from mobile phones.

PART 3: Visa and immigration issues

How to apply for a French visa?

You will have to apply for a French visa at the French Consulate in Rome:

<https://it.ambafrance.org/Demander-un-visa-pour-la-France-en-Italie-9476>

Requests will have to be made through the platform:

<https://france-visas.gouv.fr/web/france-visas/>

Documents required for your visa application depend on your country of residence; however here is a list of the documents that are usually required:

- Passport or travel document valid at least three months after the visa expiry date
- Italian visa/permit of stay
- Admission letter to the Quarmen programme and enrolment certificate from Paris-Saclay University
- Documents proving that you possess sufficient income (Erasmus Mundus scholarship or at least 615€/month)
- Accommodation certificate (CROUS certificate if you already have it, if not, we will give you a provisional certificate)
- Medical insurance coverage (Expat&Co)

Extra documents may be asked depending on your country of origin.

What do you have to do after your arrival in France? Well, it depends...

Situation n°1: if you have been given a long-stay visa with the mention "Student": you will have to complete a procedure at your arrival in France in order to "validate" your visa.

Situation n°2: if you have been given a visa with the mention "Student – mobility", only valid 3 months, you will have to apply for a permit of stay at your arrival.

Both procedures are mandatory and must be done online as soon as you arrive. You will have to buy an "electronic stamp" that you can get on the same website: <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

Study at the University of Porto

Year 1 – Semester 2

PART 1. Administrative procedures

ENROLMENT AT THE UNIVERSITY

Since you will already be registered at the Sapienza University of Rome, the documents you gave for the first semester will usually be accepted by Porto. The QUARMEN central office will send it directly to Porto University, you do not have anything to do.

At your arrival, you're student ID card will be ready. This card allows access to an extensive range of services. It incorporates contact and non-contact technologies that fulfil a variety of functions and give access to many services on campus (copy machines, library loans, admission control, etc.). You can load credit on it in the machines at the faculty.

ACCOMMODATION

The department of physics is located:

Rua Campo Alegre 687, 4169 - 007 Porto, Portugal

Private accommodation options for students:

<http://sites.google.com/site/upprivateaccommodation/>

<https://www.uniplaces.com/>

(Promotional Code: UPORTO10 = 10% discount on service charge)

Alternatively, these are Private University Residences recommended by the university:

1. World Spru –Private University Residences

www.spru.pt

2. Livensa Living Porto Campus

<https://www.livensaviving.com/porto?lang=pt>

3. Xior residence

<https://www.xior.be/es/habitacion/522/campus-asprela>

Tips from former students:

- Recommended neighbourhoods: Hospital São João, Campanhã. Avoid some areas of Viso and Ramalde.
- Prices : 350 – 450 € / month
- It is very easy to get a residence position, but it is necessary to do it as early as possible

PART 2. DISCOVER THE CAMPUS

CAMPUS LIFE

There is a group of Portuguese student volunteers, **ESN-Porto (Erasmus Student Network)**, with whom students can contact before or after arrival:
esnporto@esnporto.org / <http://esnporto.org>

Food

Students can eat in SASUP restaurants (Social Action Services of University of Porto). The price for a student meal at a canteen is between 2.50 € and 4€.

Where to eat?

- "Cantina de Ciências" from 12:00 to 14:00
- "Cantina de Letras" from 12:00 to 14.00 and from 18:30 to 20:30
- "Snack-bar de Ciências" from 08:00 to 17:00
- "Pão com Manteiga" Restaurant, just next to the faculty has a daily menu for 3.75 € from 12:00

https://sigarra.up.pt/sasup/en/web_base.gera_pagina?P_pagina=265412

Library

The library of the Faculty of Science is located next to the mathematics department. If you need to study until late, you can use the computer science department (departamento de ciência dos computadores) which is open all night long even on weekends).

Sports

The U.Porto Sports Centre (CDUPUP) organizes many activities. You can find the whole list on: www.cdup.up.pt

For more information on programmes, prices, opening hours etc. you should go to one of CDUP's service points.

U.Porto Sports Centre

Rua da Boa Hora, 20, (Main office)

4050-099 Porto, Portugal

Phone: (+351) 22 207 4164

E-mail: geral@cdup.up.pt / reservas@cdup.up.pt (for booking venues)

Medical services

A wide range of medical and psychological support services are provided by the Office for Medical and Psychological Support:

https://sigarra.up.pt/sasup/en/web_base.gera_pagina?P_pagina=265749

Through this service, the students can have free medical appointments including in General Practice, Ob/ Gyn, Psychiatry, Psychology, and other specialities. The Faculty of Dental Medicine (FMDUP) also provides affordable Dental appointments.

All appointments must be booked in advance.

Gabinete de Apoio Médico e Psicológico (Office for Medical and Psychological Support)

Rua dos Bragas, 151 - 2nd floor

4050-123 Porto

Phone: (+351) 22 207 4160

E-mail: apoio medico@sas.up.pt

Opening hours: 9 am - 12.30 pm and 2 pm - 5.30 pm

DAILY LIFE

Transports

The Metro system of Porto has 6 lines.

Some important stations:

- Campanhã: SPRU Residence
- Casa da Musica: the nearest station to the Faculty of Science.
- Bolhão: the main shopping avenue of Porto, Rua Santa Catarina.
- Estádio do Dragão: the nearest mall from the residence (Dolce Vita).

Moreover, you can use CP trains and STCP buses.

You can buy a monthly pass at any "Loja Andante" (Casa da Musica, Aliados, Campanhã...), they will ask for a copy of your passport and a picture. The cost of the card is 6€ and the fare is 30€/month (for 2 zones) and presenting the student certificate, you get a 25% discount (22,75€ /month)

More information:

<http://en.metrodoporto.pt/>
www.cp.pt/passageiros/en/
www.stcp.pt/en/travel/
www.linhandante.com/



PART 3: Visa and immigration issues

SITUATION N°1

If you hold an Italian permit of stay (VLS-TS), valid for the whole duration of the second semester in Portugal, you can stay in Portugal without applying for a Portuguese visa and permit of stay.

In that case, a declaration must be done one month before your arrival to the SEF (Portuguese Immigration office).

Procedure:

1. You should contact the SEF by email (dir.norte@sef.pt) up to 30 days before your arrival in Porto and indicate your status of incoming mobility student to the University of Porto under the Erasmus Mundus QUARMEN master.

2. The following documents must be attached to the email:

- Valid passport
- Residence permit from Italy
- Health insurance (Exapt&Co)
- Proof of scholarship or proof of sufficient income
- Proof of payment of tuition fees (scholarship document or UP's admission letter already declares that fees are paid)
- Admission letter from QUARMEN and admission letter from UPorto
- Law article to be downloaded from :
<https://drive.google.com/file/d/1R0yNPBfOoj7AALZ2swxWUhakAtktzr9N/view?usp=sharing>

If you need to apply for a French or Canadian visa for the semester 3, be aware that you will have to go back to Italy to apply for the visa.

SITUATION N°2

If you do not hold an Italian valid permit of stay for the whole duration of your studies in Portugal, or if you do not want to go back to Italy to apply for the French / Canadian visa you will have to apply both for a Portuguese visa before your arrival, and a Portuguese permit of stay after your arrival.

You must apply for a long-stay visa (type D).

Price: 90€ (by credit card or in cash)

In order to apply for a VISA, you must complete your registration on the **online platform:** <https://pedidodevistos.mne.pt/VistosOnline/>

When the registration is complete, **you will receive a form, automatically generated, which you must send to the Consulate along with the necessary documentation:**

<https://vistos.mne.gov.pt/en/national-visas/necessary-documentation/residency>

- [Official form](#)
- Passport
- Italian visa / permit of stay (or at least proof of application)
- Two identical passport photographs, with enough quality to identify the applicant;
- Flight ticket (including return ticket);
- Expact&Co certificate + the details of the contract
- [Request for criminal record enquiry by the Immigration and Border Services \(SEF\)](#);
- Criminal record certificate from the country of origin or the country where the applicant is residing for over a year
- Proof of sufficient income (scholarship certificate)
- Admission letter from QUARMEN and admission letter from UPorto
- Proof of accommodation in Portugal can be asked sometimes (hotel booking, residence, rental contract,...)

When they receive all the documentation in pdf by email, they will fix **an appointment for a face to face interview** in Rome (the interview cannot be online). Starting from the day of the interview **it could take up to 60 working days (for residency VISA)**. So do not wait the last moment to start the application.

Whenever no control is made at the customs office upon the students arrival in Portugal, these students should go to the Serviço de Estrangeiros e Fronteiras (Immigration Office) at the address below, **within 3 days after their arrival** to make a registration (Entry Statement).

All holders of a Residence Visa should request an appointment, at the Immigration Office (SEF), in order to request the Residence Permit.

CNAI / Porto

Rua do Pinheiro, nº9

4050 – 484 Porto

Opening hours: 8h30 - 16h30

Telephone: 222 071 274 / 5

Fax: 222 073 818

Website: www.sef.pt

CONTACTS

Head Office

Master.quarmen@universite-paris-saclay.fr

Coordinator UPSaclay

Prof. Marino MARSI

Marino.marsi@universite-paris-saclay.fr

Coordinator Sapienza

Prof. Rinaldo TROTTA

Email: Rinaldo.trotta@uniroma1.it

Coordinator UPORTO

Prof. João Manuel Viana Parente Lopes

Email: jlopes@fc.up.pt

Coordinator UofT

Prof. Aephraim Steinberg

Email: steinberg@physics.utoronto.ca