Guide for students Incoming 2024–2025

For Bachelor level
SUMMARY

I. The International Relations team
II. Université Côte d’Azur
III. EUR ELMI and Portail Economie Gestion
IV. Steps of your application
V. Documents to provide
VI. Learning Agreement Before the Mobility
VII. List of courses
VIII. Validation of your application
IX. Online Form Moveon
X. Academic calendar 2024-2025 - Provisional – First semester
XI. Academic calendar 2024-2025 - Provisional – Second semester
XII. Housing
XIII. French courses
XIV. Your arrival to the Campus Saint Jean d’Angely
I. The International Relations team

eur-elmi.international@univ-cotedazur.fr

- **Guilhem Lecouteux**: Vice-Dean, International Affairs Advisor
- **Imène Ben Amor**: Responsible of International Relations Service
- **Jules Azinheirinha**: In charge of Incoming students
- **Anthony Gouthez**: In charge of Outgoing students
- **Stella Naizot**: In charge of international development

Horaires d’accueil des étudiants / Student opening times (office 254-256)

<table>
<thead>
<tr>
<th>Lundi / Monday</th>
<th>Mardi / Tuesday</th>
<th>Mercredi / Wednesday</th>
<th>Jeudi / Thursday</th>
<th>Vendredi / Friday</th>
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II. Université Côte d’Azur

Université Côte d’Azur is a multi-disciplinary University well known at the international level. It counts about 20% of international students and 2 Campuses in a foreign country.

It replaces the Université Nice Sophia Antipolis since 1st January 2020.

It has establishments throughout the Alpes Maritimes:
- Nice
- Sophia Antipolis (Polytech, 25 km from Nice)
- Cannes
- Menton
- Grasse

It is:

- 8 Postgraduate Schools of Research (EUR)
- 1 University Institute of Technology (IUT)
- 1 Faculty of Medicine
- 1 Institute of Business Administration (IAE)
- 1 Higher National Institute of Teaching and Education (INSPE)
III. The EUR ELMI – Portail Economie Gestion

There are about 3000 students (included 25% of international students) at the EUR ELMI – Portail Economie Gestion

Address: Campus de St Jean d’Angely 1, 5 Rue du 22ème BCA, 06300 Nice
IV. Steps of your application

1. Nomination
   • Your home university will send your nomination to your International Relations Service.

Documents to prepare
   • You will receive an e-mail from the International Relations Service to explain you how to proceed for the application.

Arrival at Nice
   • Contact us to get an appointment for your administrative and pedagogical registrations.

Academic residences (private or public) are independent from the University (see diapositive about housing)
V. Documents to provide

• Copy of the 2024-2025 student card or school certificate from the home university
• « Fiche d’Identification de l’Etudiant Entrant»
• Application form « inscription administrative »
• Copy of passport (mandatory for non UE citizens and residence permit of the sending country) or identity card VALID for UE citizens
• Certification of level B2 :
  • In French if you take courses in French
  • In English if you take courses in English
  • In French and English if you take courses in French and in English
• Proof of Health insurance for the whole period of mobility :
  • European Health Insurance Card for UE/EEE or a proof of health insurance if you do not come from UE
  • Form SE 401 – Q106 for Quebecers
  • Students from another country (Ex. Turkey) have to register to the French Health insurance as soon as they arrive in Nice
• Learning Agreement BEFORE the Mobility signed and stamped by your home university
VI. Learning Agreement BEFORE the mobility

Be careful to respect the semester of your mobility:
- Semestre 1: courses named « Semestre 1, 3 or 5 »
- Semestre 2: courses named « Semestre 2, 4 or 6 »

Be careful to write the code on your LA:
- You can find the code of the course on the catalogue (see next page)

Attention: when you see CT+CC (example below) that means that the courses contains a Tutorial (= TD). YOU MUST ATTEND TO BOTH.
VII. List of courses

- The catalogue of courses is available on our website:
  https://univ-cotedazur.eu/portals/economics-management-portal/international/incoming-student/mobility-programs

Click on the desired semester
VIII. Validation of your application

Your application is validated once your file is complete. You will receive an email of confirmation with the letter of acceptance.

The documents below are VERY important for non UE Citizens in order to make the request of VISA D (Visa for students) to the French Ambassady of your home country.

**Letter of acceptance for UE students**

**Letter of acceptance for outside UE students**

Service des Relations Internationales,
sur-altm.international@univ-cotedazur.fr

**Objet :** LETTRE D’ACCEPTATION HORS EUROPE

A [nom, le

Nous avons le plaisir de vous informer que l’étudiant(e) [nom] est [étudiant(e) de droit] dans notre établissement pour l’année universitaire 2020/2021 dans le cadre du programme d’échange « Accord Bilatéral » entre [nom de l’université] et Université Côte d’Azur.

A titre indicatif, voici les dates de l’année universitaire 2020/2021 :

- Début des cours du 1er semestre : 1er septembre 2020
- Fin du 1er semestre : 
- Début des cours du 2ème semestre : 21 janvier 2021
- Fin du 2ème semestre : 20 juin 2021

Vous pouvez avoir accès à la liste des cours et autres informations concernant le Graduated School of Economics and Management sur notre site internet [lien du site](https://altm.univ-cotedazur.fr).

Si toutefois vous avez besoin de renseignements supplémentaires, n’hésitez pas à nous contacter par mail : sur-altm.international@univ-cotedazur.fr

Veuillez agréer, Cher(e) étudiant(e), l’expression de nos salutations les meilleures.
IX. Online Form Moveon

• As part of the digitization of our processes, we thank you in advance for connecting to your new portal, the link of which you will find below.

• English version: https://univcotedazur.moveonfr.com/form/64a67e597b489cb9d6021ffc/eng

• French version: https://univcotedazur.moveonfr.com/form/64a67e597b489cb9d6021ffc/fra

• First, we ask you to complete the form entitled: "Declaration of incoming student mobility". Inside it, we ask you to confirm the elements of your mobility as initially planned.

• We will then give you access to the "Before" and « During » forms that you will also have to fill.

• The “After” follow-up form, as its name suggests, must be completed after your mobility.

• All these steps are mandatory.
X. Academic calendar 2024-2025 - Provisional – First semester

- Opening of the International Relations Service: 26 August
- Start of the courses for the 1st semester: 2 September
- Start of the courses for the 2nd semester: 20 January

<table>
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- Period of exams:
  - Exams for the 1st semester: 6 January – 17 January
  - Exams for the 2nd semester: 24 April – 17 May
  - Second session: 16 June – 30 June

No second session for the TD, CC and CCI
### XI. Academic Calendar 2024-2025 - Provisional – Second semester

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<thead>
<tr>
<th>Janvier</th>
<th>Février</th>
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<th>Juillet</th>
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- Start of the courses for the 1st semester: 2 September
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  - Exams for the 1st semester: 6 January – 17 January
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**No second session for the TD, CC and CCI**
XII. Housing

A/CROUS – Public Academic residences

Public Academic residences are administered by CROUS (Centre Régional des Œuvres Universitaires et Scolaires) de Nice-Toulon, NOT by UNIVERSITY. However, we will help you with the process of application for a room.

If you wish to apply for a university room of the CROUS, you have to apply for a Dossier Social étudiant on the following link: https://www.messervices.etudiant.gouv.fr/envole/enregistrement

Once your file created, a provisional INE (National Student Identifier) will be given to you. Next, you will have to communicate this INE in the Application form.

We will then communicate your information to the CROUS, and we will keep you informed as soon as we have an answer regarding the allocation of rooms.

Beware! Application to an university room does not guarantee to get one. Please keep on looking for an accommodation on your side.

It is also possible to search for an individual accommodation. You will have to do this research before your arrival in Nice. The search for accommodation is not easy: rents are high, places are rare (from 550€/month, depending on the type of accommodation sought).

The International Relations Office will send you a form to finalize your application.
Other possibilities of accommodation

- [https://univ-cotedazur.studapart.com/fr/register/student](https://univ-cotedazur.studapart.com/fr/register/student)
- On this website partner with our university, you will find ads for studios, rooms in shared accommodations, homestays...
- The accommodation is booked online, online assistance 6/7 days, English version available.
- 250 euros booking fee.
### Some of the private residences near the campus

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<thead>
<tr>
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<th>Address</th>
<th>City/Code</th>
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<tbody>
<tr>
<td>1.</td>
<td>City résidence Nice 3 impasse Guidotti,</td>
<td>Nice 06300</td>
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<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Le Vélasquez 5 rue de Fontan, 06300 Nice</td>
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<tr>
<td>3.</td>
<td>Studéa Riquier 3 chemin Sorgentino, 06300</td>
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<td></td>
<td>Nice</td>
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<td>4.</td>
<td>Alliance Française Nice Côte d'Azur 1 rue de</td>
<td>Nice 06000</td>
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<td>Paris, 06000 Nice</td>
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Some useful links to help you with your housing search:

- [https://www.lokaviz.fr/](https://www.lokaviz.fr/) (Student accommodation in private homes)
- [https://af-nice.fr/fr/hebergement-residence/](https://af-nice.fr/fr/hebergement-residence/) (The Alliance française offers several kinds of student housing)
- [https://www.morningcroissant.fr/](https://www.morningcroissant.fr/) (Short-term housing rental)
- [https://www.appartcity.com/fr/](https://www.appartcity.com/fr/) (Short and long-term apartments rental)
- [auberge jeunesse nice - Recherche Google](https://www.google.com/search?q=auberge+jeunesse+nice) (To find a youth hostel in Nice)
XIII. French courses

- The Direction of international development and Europe offers French courses for exchange students.
- These courses are optional and do not earn ECTS credits. It doesn’t have to appear on your Learning Agreement.
- If you wish to register, you have to indicate your current level, with a certification if possible.
- You will have to indicate in the Application Form if you wish to follow these courses or not.

The International Relations Office will send you a form to finalize your registration application.
XIV. Your arrival to the Campus Saint Jean d’Angely

A) Administrative registration

1. You must go to the International Relations Service (office 254/256 see opening times p3)
2. Bring your Certificate of Arrival only if your home university required it
3. Non UE citizens have to register to the French Health insurance as soon as they arrive in Nice if they do not have an European Health Insurance Card.

B) Pedagogical registration

GOOD TO KNOW: You can change your learning agreement if needed within 15 days from the beginning of the courses (Learning Agreement DURING the Mobility).
An educational sheet will be given to you at your arrival.
For more information about our university you can visit our website:
https://univ-cotedazur.eu/attending-universite-cote-dazur/attending-as-a-student

Contact service Relations Internationales
eur-elmi.international@univ-cotedazur.fr