



WELCOME

GUIDE

FOR

INTERNATIONAL

STUDENTS

A word from the Director



Dear students,

You have come to Sciences Po Aix from other countries, backgrounds, and other cultures. These are great assets — for you and for us.

Your presence reflects what matters here: a solid education, open to diverse perspectives and international cooperation. This openness to the world is central to Sciences Po Aix : It's part of our way of learning, debating, and understanding.

You will discover a multidisciplinary approach, where the humanities and social sciences come intersect in order to analyze the major issues of our time: the ecological transition, social justice, democracy, and responsible globalization. These topics require methodologies, commitment, and the ability to think differently.

At Sciences Po Aix we go beyond limits: for disciplines, habits or languages. You will be encouraged to participate, ask questions and to be actively involved in the intellectual and community life.

Aix-en-Provence and the southern region will offer you a unique environment, rich in history, culture and landscapes. Take the time to explore them.

You'll find at Sciences Po Aix a challenging yet welcoming working environment, helpful faculty members, a vibrant student life, and a community that will fully integrate you.

Whether you are staying for a semester or a full year, we hope this experience will be a meaningful part of your journey.

Welcome to Sciences Po Aix. This is your home now.

Alessia Lefébure
Director Sciences Po Aix

TABLE OF CONTENTS

Sciences Po Aix : A Grande École connected to the world	03
One school, three sites	04
The International Relations Office The team	05
Study at Sciences Po Aix (exchange students)	
Programmes	06
Admissions	07
Nominations and application	08
Registration	08
Courses	09
Schedule	10
Assessment	10
Grading system	11
Academic calendar	11
Student life at Sciences Po Aix	
Community life	12
Special needs	13
Equality, diversity and inclusion	13
Checklist	14
Living in Aix-en-Provence	
Welcome to Aix-en-Provence	16
Administrative procedures	17
Getting around	20
Accommodation	24
Practical guides	27
Safety instructions	34
Emergency numbers	34

SCIENCES PO AIX : A GRANDE ÉCOLE CONNECTED TO THE WORLD

Since 1956, the date it was founded, Sciences Po Aix, a public higher-education institution, has been delivering high-level 5-year diplomas and training to future executives in the private and public sectors. Sciences Po Aix, a member of the Conférence des Grandes Écoles, strives to develop high-quality multidisciplinary education based on humanities and social sciences.

The education provided is based on general knowledge, sociology, social sciences, political science, law, economics, international relations, history, foreign languages and methodology. This education, internationally oriented, develops the ability to synthesize and express views based on strong general knowledge and specialized knowledge.

Sciences Po Aix is, above all, a school open to the world. In an effort to constantly improve this openness, the school strengthens partnerships and increases exchanges with foreign universities. Every year, nearly 250 foreign students are welcomed in the different courses, for a semester or a year. The students at Sciences Po Aix, in their 3rd year, spend an academic and / or professional time abroad. This internationalisation induces numerous international partnerships, allowing student mobility and teaching, as well as international scientific programmes and receiving foreign researchers.

This international commitment impacts the evolution and modernisation of Sciences Po Aix: permanent updating of the teaching content, educational innovations, development of courses in foreign languages and integration of international objectives to all levels of school life.

ONE SCHOOL – THREE SITES

Sciences Po Aix is located at 25 rue Gaston de Saporta in Aix en Provence. The school is made up of 3 buildings:



Site Saporta (SAP)



Espace
Marceau Long (ML)
21 rue des guerriers



Espace
Philippe Seguin (EPS)

THE INTERNATIONAL RELATIONS OFFICE

The team / Contacts

The International Relations Office is part of the Department of External Relations and Student Life (DREVE). Its mission is to coordinate actions, and cooperation and mobility programmes. It is in charge of welcoming international students enrolled in the institution’s courses and guest lecturers–researchers.

The International Relations Office is located on the 1st floor of the Marceau Long building, 21 rue des Guerriers.

Opening hours: Monday, Tuesday, Thursday 9 am to 12.30 pm and 1.30 pm to 5 pm / Wednesday and Friday 9 am to 12.30 pm



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STUDYING AT SCIENCES PO AIX FOR EXCHANGE STUDENTS

Programmes

3 types of courses are offered to international students:

Certificate of Political Studies (CEP)

A one-year university certificate, consisting of:

- Two compulsory lectures (20-hour modules):
 - Semester 1 « French political life » —
 - Semester 2 « France in the world »
- Two methodology seminars (continuous assessment).
- Four lectures to choose from in the course catalogue, including at least two in French.

All courses represent a total of 60 ECTS credits (30 per semester). Level B2 in French is the minimum required to register for the CEP.

Annual Political Studies Programme (PEPA)

This programme is intended for students who wish to take courses in a more flexible way over one year. The PEPA consists of a combination of lectures (4 ECTS credits each) and seminars (5 ECTS credits) to choose from in the course catalogue for international students. The maximum number of credits is 34 per semester, according to the student's choice and with the agreement of their home university. This programme does not deliver a university certificate, however a transcript of records with grades and credits earned is issued to students and

sent to their home university.

The one-semester Political Studies Programme (SPSP)

This programme is intended for students who wish to take courses in a more flexible way over one semester. The PEPS consists of a combination of lectures (4 ECTS credits each) and seminars (5 ECTS credits) to choose from in the course catalogue for international students. The maximum number of credits is 34 per semester, according to the student's choice and with the agreement of their home university. This programme does not deliver a university certificate, however a transcript of records with grades and credits earned is issued to students and sent to their home university at the end of each academic period.

Caution : the choice of the programme must be made in agreement with the home university, which can require certain prerequisites.

Admissions

International students must meet the requirements below:

Exchange students, from a partner university of Sciences Po Aix

- (Erasmus +, bilateral agreements, specific international programmes, ISEP, or BCI) :
- Hold a diploma equivalent to the French Baccalaureate.
 - Be enrolled at a foreign partner university.
 - Have completed three semesters of graduate studies. Exchange students are exempt from tuition fees at Sciences Po Aix.

Independent students or “Free movers”:

- Hold a diploma equivalent to the French Baccalaureate
 - Have completed two years of higher education in a foreign university
- Students who are not part of an exchange programme must pay the tuition fees at Sciences Po Aix.

Fares *

PEPS — € 1 070
PEPA — € 1 870
CEP — € 2 320

For more information, contact:
incoming@sciencespo-aix.fr.

* 2026 Tuitions fees will be subject to changes starting Sept. 2025

Language requirements

Applicants must have a satisfactory level of language according to the chosen programme:

— CEP

Candidates for the programme must have a satisfactory knowledge of the French language, level B2 or equivalent: diploma or certificate issued by a French Alliance, a French Institute or another accredited body or a language certificate provided by a teacher of French from the home university.

— PEPA/PEPS

Send a satisfying language level certificate from a language teacher of the home university, Alliance Française, Institut Français, or any other authorised body. Depending on the student's level, some courses will not be accessible. A B2 level min. in French is required to attend a lecture course in French. A B2 min. in English is required to attend a lecture class in English. Student who will follow at least 50% of the courses in French will be issued a certificate «Programme PEPA» or «Programme PEPS

— Study in English

For non-English speaking students : submit a language level certificate or English test certificate (TOEFL, IELTS). A student who has taken at least fifty percent of their courses in French either in “PEPS or PEPA programme in French”.

Nomination & application

Students applying for one of our programmes must be nominated by their university:

- at the latest on May 1st if mobility is planned for the first semester or the year
- at the latest on October 1st if mobility is planned for the second semester

Once nominated by their university, the candidate will receive an application to fill in and send with the required supporting documents. The student's application must be submitted:

- no later than May 15th if mobility is planned for the first semester or the year
- at the latest on October 15th if mobility is planned for the second semester

Once the application is received by Sciences Po Aix (completed and validated), the student will receive an official letter of acceptance.

Registration

Students will be given their certificate of registration upon arrival with a login and an individual password allowing access to the Wi-Fi network of Sciences Po Aix as well as the various online educational platforms (schedule, ENT, Equinox, Hyperplanning). Students also receive a student card that will allow them to prove their enrolment in a French higher education institution and give them access to various promotional offers and deals.

Documents to be provided upon arrival

European students:

- Photocopy of the European Health Insurance Card (EHIC)
- Information form
- Image consent form

Students outside Europe:

- Photocopy of the passport and visa
- Information form
- Image consent form
- Proof of insurance

Students from Quebec:
provide a copy of the SEQ form

Courses

Lectures and seminars

Education at Sciences Po Aix is reflected in two complementary course formats, namely the lectures in an amphitheatre comprising all the students following a common course, and the seminars in small groups to deepen the bases of theoretical works studied in class as well as the language level of the student. Attendance at seminars is mandatory. Three absences, per semester in a seminar, will be reflected in the student's assessment.

Choice of courses:

International students benefit from the multidisciplinary courses of Sciences Po Aix: International Relations, Political Science, Economics, History, Law, Journalism and Communication, Sociology, Religion and Society, Foreign Languages, French, etc., and courses taught in English, Spanish, German and Arabic. It is recommended that international students choose courses from the list that is reserved for them; as well as courses for French students which are also accessible to them. Students may choose among the various courses in accordance with the conditions of their programme and always subject to the agreement of their home university.

Note: Registration for seminars will be confirmed with the academic coordinator at Sciences Po Aix, Mrs. Émilie Coulon, during the orientation period. The choice of these courses cannot be modified.

The choice of lectures will be final at the time of the pedagogical enrolment, which will take place a fortnight after the beginning of the courses.

Catalogue of course for each semester is found at
www.sciencespo-aix.fr/en/international/study-at-sciences-po-aix/courses

Schedule

The online schedule confirms the existence of a course, as well as provide information on the day, hour, room, etc. It is therefore essential to regularly check any changes at : planning.sciencespo-aix.fr (login using the username and password on the certificate that the students receive after completing their administrative registration).

Provision of educational resources
on the Equinox platform: equinox.sciencespo-aix.fr

Assessment

Attendance at exams is mandatory. If the student does not attend an exam for which he/she is registered or if he/she does not hand in requested work, the subject appears on his/her transcript with 0 credits. «Justified absence» is written on the report only for illness, serious family reasons, etc., and must be justified by an official document. «Unjustified absence» is written for any other absence.

To validate a subject and obtain the credits, the student must obtain the grade of 10/20. Any grade below 10 is eligible for the resit exam in June (or July for Semester 2).
A student with a unexcused absence for a final exam will not be able to resit the exam.

Each course is validated individually. Under certain conditions, «jury points» can be awarded.
«Jury points» validate a course without having to resit the exam.

See CEP / PEPA / PEPS regulations
www.sciencespo-aix.fr/en/international/study-at-sciences-po-aix/programmes

— Lectures
With the exception of the three-hour written exam (CEP), exams take the form of either an oral exam (interview with the teacher), a one or two-hour written exam or assignment to be submitted.
The type of exam will be specified by the teacher.

— Seminars
Teachers explain to students how they will be assessed throughout the semester (continuous assessment).

At the end of each study period, an official transcript of records will be sent directly to the partner universities. Students can download their results on the University's Digital Workspace (ENT) accessible at: ent.univ-amu.fr

Grading system

ECTS credits

Sciences Po Aix recognises and applies the European Credit Transfer System (ECTS). The validation procedures for the year of mobility are provided for in the study rules. A full-time academic semester represents a volume of 30 ECTS credits, and therefore 60 ECTS per year. Seminars are worth 5 ECTS (except “FLE niveau 1” which is worth 10 ECTS) and lectures 4 ECTS.

A study agreement or « learning agreement » established in advance, guarantees the recognition of mobility in the student's curriculum, subject to passing the exams.

Academic calendar

School Year 2024-2025

Welcome day	28/08/25
Orientation - Integration	28/08/25
Lecture start	01/09/25
Seminars start	08/09/25
Autumn break	27/10/25 - 31/10/25
Semester 1 exams for PEPS1	08/12/25 - 19/12/25
Semester 1 exams for CEP and PEPA	05/11/25 - 16/01/26
Christmas vacation	20/12/25 - 04/01/26
Welcome day semester	15/01/25
Orientation - Integration	15/01/26 - 16/01/26
Semester 2 start (lectures and method conferences)	14/01/26
Winter break	16/02/26 - 20/02/26
Easter vacation	13/04/26 - 17/04/26
Semester 2 exams	11/05/26 - 29/05/26
Resit period (online)	01/07/26 - 15/07/26
Summer closure	From July 23, 2025

* Note : exam periods are given for information only. The final schedule will be communicated to students at the beginning of the academic year



STUDENT LIFE AT SCIENCES PO AIX

Student life at Sciences Po Aix is creative, active and dynamic. Sciences Po Aix students get involved in all areas, from arts to publishing, culture, politics and sports. They contribute to making Sciences Po Aix a place to study but also a famous institution in Aix-en-Provence !
The numerous associations at Sciences Po Aix promote the integration of every student according to their interests and also give them the opportunity to acquire and improve their skills by managing an association.

Community life

Sciences Po Aix has around 40 student associations with highly diverse themes: academic, political, societal, humanitarian, media, sports, artistic, cultural, etc. Their goal is to allow students to meet, communicate and share common interests, whether educational or much more unusual.

Upon your arrival you will be in contact with the students from **the International Association**, who will help you with procedures and will organise for you year-round events, outings and trips to allow you to integrate student life, but also share the different cultures within the school.

The international Association also offers a buddy program that allows exchange students to be assisted by a local student during their stay.
assointernationale.iepaix@gmail.com

Special needs department

Any student with a disability, should mention it at the time of his/her application so that Sciences Po Aix can organise individualised responses according to the specific needs of the student (tailored study curriculum, setting up extra time for exams, provision of dedicated software, etc.). As soon as the student arrives, he/she must provide French documents certifying his/her situation. He/she will be received by the representative who will make an appointment with the preventive medicine department. Together, they will constitute a support plan for the disabled student (PAEH – Plan d'Accompagnement de l'Étudiant Handicapé).

The Special needs department of Sciences Po Aix is located on the 1st floor of the Marceau Long building.
Contact : vie.etudiante@sciencespo-aix.fr
Tel : 04 65 04 70 31
Opening hours :
Tuesday to Friday in the morning from 9 am to noon.

Equality, diversity and inclusion

The Gender Equality Initiative at Sciences Po Aix is aimed at all students as well as teaching and administrative staff. The initiative combats various forms of discrimination at the School by raising awareness and encouraging prevention, but also by dealing with reported cases.

Our commitments: provide information on the Gender Equality Policy at Sciences Po Aix, take action to prevent and combat all forms of discrimination, provide advice on equalityrelated issues, guide victims of discriminatory behaviour, and carry out awareness-raising activities on gender equality in the workplace.

Contact :
mission.egalite@sciencespo-aix.fr

To file a report :
dee@sciencespo-aix.fr

CHECK-LIST

Important documents to take with you to France

- Valid passport or national identity card
for the duration of your stay
- Liability and Air Repatriation Insurance
- Long-stay student visa for non-Europeans
- Diplomas obtained in the home country
- List of marks and grades obtained
in the last two years at college or university
- Proof of pre-enrollment or enrollment
on a course at Sciences Po Aix
- Proof of means of financial support
- Birth Certificate
- Vaccination certificate
- 10 passport photos
- Proof of social security coverage.
For European Students: European Health Insurance Card
- Proof of address in France
Students with special needs will have to provide a medical certificate with certified translation upon arrival

It is important:

- To keep the name, address and phone number of the person who dealt with all the administrative procedures at the French embassy or consulate in your home country.
- To have your documents translated into French and to have certified copies.
- In order to have a permanent access to these documents, scan and send them to yourself by e-mail.
- To keep an identity document and your resident permit with you at all times.



LIVING IN AIX-EN-PROVENCE

Welcome to Aix-en-Provence Aix-en-Provence, Provence par excellence

A city of water, a city of art, Aix-en-Provence was built and continues to develop under this dual identity. In the light of a privileged climate, the city is a mixture of different eras and different cultures. It is a city of history founded in the 2nd century BC by the Roman Republic under the name of Aquae Sextiae in reference to its thermal springs.

Open to the world, resolutely turned towards the future, Aix-en-Provence is a city of elegance revealed through its lively streets and squares. It is a canvas of happy impressions in the colours of its famous painter Cézanne: festivals and traditions, Provence markets, sunny delicacies, strolls in the city to admire the architectural beauty.

On the paths of history, the capital of Provence is the starting point to discover the most beautiful landscapes: the Montagne Sainte-Victoire, the Calanques, the Alpilles, the Camargue, the Luberon...

Administrative procedures

For information on organising an academic stay in France, please consult the website www.campusfrance.org under the Ministry of Foreign Affairs and the Ministry of Higher Education.

Passports and visas

The conditions for entry of international students into France depend on the country of origin. Being in possession of a valid passport (or ID card) is essential for all international students. Some will also have to apply for a visa and obtain a residency permit for the duration of their mobility.

— Students from the European Economic Area (EEA)

You do not need a visa to enter the Schengen area: you must possess a valid identity card or a valid passport.

— Students from outside the European Economic Area (EEA)

You must present a passport still valid for 3 months after the end of your stay in France and, for any stay in France of more than three months, apply for a long-stay visa for studies (residency permit VLS-TS) in your country of residence two months before your departure.

For more information, see the section «Do you need a Visa?» at france-visas.gouv.fr/web/france-visas/accueil

Information on obtaining a passport or a visa is also available at diplomatie.gouv.fr/fr/venir-en-france/etudier-en-france

On arrival for non-EEA students

Upon arrival in France, students must obtain a residency permit:

— If the passport contains a VLS / TS

This visa is a residency permit. The visa must be validated by the French Office of Immigration and Integration (OFII) within 3 months of arrival.

— If the passport does not include a VLS / TS

The student does not have a long-stay visa and must then report to the sub-prefecture of Aix-en-Provence to apply for a residency permit. This request must be made within two months of arrival in France.

For more information, consult the OFII website: www.ofii.fr/

Social security

It is compulsory in France to adhere to the Social Security system.

— Students from EU / EEA or Quebec

EU / EEA students must bring a European Health Insurance Card (EHIC) issued by the health services of their country, and those of Quebec, an SE401-Q-106 form.

— Non-EU / EEA students:
Register online for Social Security on the website:

etudiantetranger.ameli.fr

When registration is completed, the student receives an individual health card to present at any medical appointment in order to obtain a refund.

For further information:

Caisse Primaire d'Assurance Maladie
Service des Relations Internationales
23 rue Mathieu Stilatti 13331 Marseille Cedex 3
Tél. : +33 (0) 491 115 070

Civil liability insurance

In France, it is mandatory to be covered by a civil liability insurance; if the student is not covered by his/her private insurance, he/she can subscribe to it free of charge at the bank when opening an account.

Translation of documents

Throughout their stay in France, students will have to carry out administrative procedures (housing, health, transport, etc.) for which documents and supporting documents translated into French by a sworn translator will be requested. The deadlines for obtaining an officially certified translation vary according to the size and the number of documents, so this must be done in advance; note that it can take up to 2 months.

Welcome desk for international students

The welcome desk for international students is at Aix Marseille University, on the Schuman Campus, Hall du B.timent Porte, 29 avenue Robert Schuman in Aix-en-Provence. It is open from late August to mid-October (first university semester only) and allows international students to get help for their various administrative procedures: Residency permit, Health, Housing, Bank, Transport, Insurance, Culture and leisure, Sport, Studies in France, Scholarship, Alumni...



Welcoming international students to Aix-en-Provence

Every year, the city of Aix-en-Provence welcomes many international students and helps them to settle in.

— Aix-Student

A municipal structure is available to welcome, inform and guide students in the areas of housing, employment, health, culture, tourism and recreation in Aix.

www.aixenprovence.fr/Vie-etudiante
www.aixenprovence.fr/Accueil-des-etudiants-etranagers

— Student Life in the city of Aix-en-Provence

Student Life is the privileged interlocutor within the City to facilitate the integration of students, more particularly by promoting their access to public services and helping their search for housing through a student accommodation offer.

www.aix-etudiant.fr
37 bd Aristide Briand
13100 Aix-en-Provence
Tél : +33 (0)4 88 71 83 904
Tél : +33 (0)4 42 91 98 00/01
vieetudiante@mairie-aixenprovence.fr

Other student associations in Aix-en-Provence

ERASMUS International Exchange

Erasmus Student Network :
www.esn.org

Families welcome foreign students (Bienvenue en Famille aux Étudiants)
Come meet an Aix family!
Families from Aix will be happy to meet you!

56 cours Mirabeau, Aix-en-Provence
Tél : +33 (0)6 09 36 09 06
www.bfee.aix.over-blog.com

Getting around

How to get to Aix-en-Provence

From Paris

Paris is accessible by Roissy Charles-de-Gaulle and Orly international airports. A shuttle bus runs every half hour between these two airports and the centre of Paris. Both airports regularly fly direct to Marseille.

www.adp.fr (aéroports de Paris)

— By plane

Travel time: 75 min

Discounted rates are available for the age group 19-24. Do not hesitate to ask for a youth ticket or to book discounted trips online.

Note : Many low-cost airlines serve Marseille at the T2 terminal (38 destinations to Europe, Morocco and Istanbul)
www.mp2.aeroport.fr

Aéroport Marseille-Provence
+33 (0)4 42 14 14 14
www.marseille.aeroport.fr

— By TGV

Travel time : 3 hrs

The TGV stations for the south of France are located at Roissy Charles De Gaulle airport at terminal 2 and in the centre of Paris (Gare de Lyon). The TGV must be booked. Tickets can be purchased online, at the station or in a travel agency.

Purchase and booking: www.oui.sncf/.

OUIGO train company: Low-cost TGV between Aix-Marseille, Lyon, Montpellier and Paris
www.ouigo.voyages-sncf.com — www.ouigo.com

— By bus

Journey time: around 10 hrs

Several bus companies travel to Aix-en-Provence (YesBus, FlixBus, Isilines). It is the most economical solution, but also the longest one.

Consult the websites of the companies:
fr.ouiabus.com — flixbus.fr — isilines.fr

From Marseille

— From Marseille Provence airport or Aix-en-Provence TGV station:

bus line 40

Goes to Aix-en-Provence city centre (bus station). Departure every day including weekends from 5 am to midnight, every 15 min. for Aix TGV / every 30 min. for the airport.

Marseille Provence airport - Aix bus station :
One way — € 10

SNCF station - Aix bus station: One way — € 6
Payment by credit card accepted.

— From the Marseille St-Charles TGV station:

bus line 50

Goes to Aix-en-Provence city centre (bus station). Departure every day including weekends from 6 am to midnight, every 10 min.

Marseille St Charles - Aix bus station:
One way — € 7

— — Marseille bus station to Aix-en-Provence bus station shuttle network CARTREIZE.

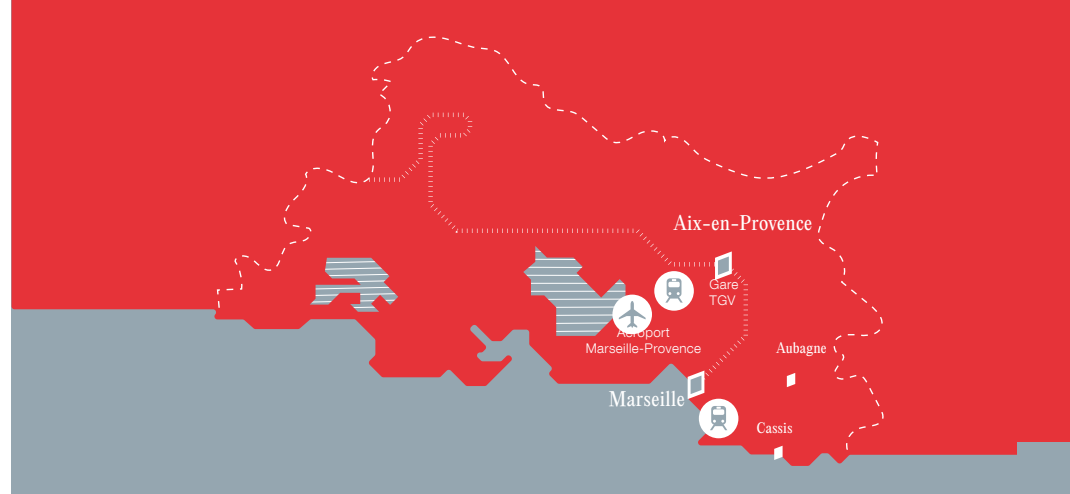
Journey time: 30 to 50 min.

Create a free transport card at the bus station, and you could get unlimited travels during 24h for 2 € !

+33 (0)8 10 00 19 26
www.navetteaixmarseille.com

Aix-en-Provence bus station
Avenue de l'Europe / +33 (0)8 91 02 40 25

Marseille bus station
Place Victor Hugo / +33 (0)8 99 10 11 26



Getting around in Aix-en-Provence and in the region

— Bus network

The «Aix en bus» network has 29 lines. The city of Aix is well served by buses. Information and maps of the network are available at the Tourist Office.

Warning!

Most bus lines stop at 10 pm.

— Fares and passes

The price for one ticket — € 1.30
(buy directly on the bus)

10-trips card —
— € 10
(buy at the ticket office)

Monthly pass — €
13.50

Annual pass
Youth -26 years —
€ 100

Passes are available to international students and can be bought at the Tourist Office or the bus station.

Documents to be provided
at subscription:

A valid ID, a recent photo as well as a proof of schooling (or student card).

Tourist Office
300 avenue Giuseppe Verdi, Aix-en-Provence
Tel : +33 (0)4 42 161 161Office
www.aixenprovencetourism.com

— TER trains (Express Regional Transport)

— Zou ! card

This free, nominative smart card is valid for 5 years and may be obtained at a train station ticket office. It allows students under the age of 26 to benefit from preferential rates of up to 75% on their train journeys within the Provence-Alpes-Côte d'Azur region. The card can be ordered online or requested at the counter of any of the train stations in the Region.

Documents to be provided
at subscription:

A completed online application form, a recent colour photo ID and valid ID.

To buy online or get additional information:
zou.maregionsud.fr

— Taxis

Taxi Radio Aixois
+33 (0)4 42 27 71 11
+33 (0)6 60 75 71 11
taxiradioaixois.com

— Car pool

www.covoiturage.fr
www.blablacar.com



Gare TGV,
Aix-en-Provence

Accommodation in Aix-en-Provence

Temporary accommodation

At the airport

The cheapest hotels next to the airport (shuttle from Monday to Friday from 7 am to 5.30 pm):

www.marseille.aeroport.fr

www.myprovence.fr

www.booking.com/airport/fr/mrs.fr

In Aix-en-Provence

— Hôtels

Accommodation in Aix-en-Provence:

www.aixenprovencetourism.com

Accommodation during the stay

Student halls

— CROUS

Accommodation in student halls (Gazelles, Cuques, Estelan, Meyran) is the least expensive solution: A renovated and furnished room of 10-12 sq m with private toilet and bathroom and shared kitchen costs around € 270 per month. Covers are provided. You will need sheets (bed size 90X190 cm), kitchen utensils, etc. All rooms have Internet access The shared premises are: TV room, work rooms, telephone booths.

Booking procedure:

Sciences Po Aix has a partnership with the CROUS, which guarantees each year a number of places. You must apply to the International Relations Department in June for an arrival end of August and in November for an arrival mid January. The International Office will send you more information on how to proceed by e mail after your acceptance.

— Private university residences

A number of private residences offer rooms for students. Although they may be more comfortable, their cost is higher (between € 400 and € 700 per month). To reserve, a deposit and a letter of guarantee from a person residing in France are required.

Organisations managing private residences for students:

www.adele.org — www.nexity-studea.com

www.fac-habitat.com — www.estudines.com

www.adoma.fr — www.unme-asso.com

— Accommodation with the elderly « ensemble2générations »

Three types of formula are proposed:

Free accommodation: the student guarantees his/her presence in the evenings at dinner time and nights

Economic accommodation: the student renders services, ensures a regular presence and participates in the household expenses

Solidarity accommodation: the student provides additional income in exchange for passive monitoring and spontaneous services.

www.ensemble2generations.fr
aix@ensemble2generations.fr

— Other addresses

www.lokaviz.fr
www.location-aixenprovence.com
www.leboncoin.fr — www.pap.fr
www.seloger.com — www.explorimmo.com
www.avendrealouer.fr — www.mapiaule.com
www.logement-etudiant.com
www.nestpick.com

— Flatsharing

Sharing an apartment or a house is a way to share fixed costs (housing tax, charges, electricity bills, gas, telephone, TV fee), but also makes it easier for you to integrate French life.

www.colocation-aix.com — www.appartager.fr
www.colocation.fr — www.e-colocation.com
www.appartager.com — www.okroommate.com

The student must be vigilant because certain unscrupulous private sector landlords may lease properties that are too expensive or unhealthy.



Insurance

Whatever the type of housing chosen, the student must take out an insurance policy covering at least water damage and fire, from a company of the student's choice. Contact the CROUS housing service or the bank (from € 1 to € 30 / month for a room in student halls).

Financial support for housing

Housing benefit is granted by the Caisse d'Allocation Familiale (CAF). The application form can be downloaded from the CAF website: www.caf.fr. There are two types of allowance: APL (Personalised Housing Assistance) and ALS (Social Housing Allowance). These allowances are not specifically for students. They therefore benefit students as much as any citizen.

Note : A TRANSLATED birth certificate is required for any CAF application.

Note: Your request must be made in the month following your arrival.

① How to benefit from APL or ALS?

To benefit from APL, the student must be a tenant, sub-tenant or share housing in a new or old home. The lease must be in the name of the occupants.

Technical detail: the accommodation cannot be less than 9 sqm for one person and 16 sqm for a couple. It must also meet safety standards.

② Amount of allowance

The amount is variable. The calculation scale is identical for APL and ALS. It takes into account the student's resources, the number of dependents, the place of residence, the amount of rent and the type of rental (flatsharing, furnished or unfurnished housing, etc.). For students housed in a university campus, the allowance is around € 90 per month.

CAUTION! The period of application processing can be long (up to 5 weeks). Do not expect the first payment before this deadline.

③ Conditions of the allowance

Foreign students can apply for this allowance provided that they have completed the immigration formalities.

CAF Aix-en-Provence
135 chemin R. Martin, 13090 Aix-en-Provence
Tel. 0810 25 13 10
(service € 0.06 / min. + price call)
Monday to Friday, from 9 am to 4.30 pm

PRACTICAL GUIDES

Plan your budget
Cost of living

An international student must be able to justify sufficient resources during his/her stay to obtain the visa and residency permit (French bank statement, certificate of the amount and duration of any scholarship, etc.). The amount officially required by the French authorities is € 615 monthly, but this sum is insufficient to cover all costs.

Example of a monthly budget for a university student:

Housing (student halls)	€ 270
Meals RU (Restaurant universitaire)	€ 200
Food shopping (breakfast, drinks...)	€ 160
Books and supplies	€ 50
Public transport	€ 20
Personal care	€ 60
Leisure, going out, travelling	€ 65
Communication	€ 50
Total	€ 875

For example:

Non-alcoholic beverage	€ 3.50
A cup of coffee	€ 1.80
A meal in a restaurant	€ 15 to € 25
A meal at the RU (Restaurant universitaire)	€ 3.30
Baguette	€ 1.00
A student cinema ticket	€ 11.30
«Cinepass» subscription (Unlimited)	€ 17 / month

Additional costs on arrival should be considered.

The first month's expenses will be nearly double those of the following months:

— **Private accommodation**

A deposit for your accommodation (from 1 to 2 months rent) + an advance of rent (1 to 2 months rent)

— **Student halls**

All rent for one semester

— **Possible installation costs**

sheets, towels, kitchen utensils, etc.

— **Various subscriptions and memberships**

(sport, etc.)

Credit card

Make sure you can use your credit card in France. Cards commonly accepted in Europe are Visa, Mastercard and American Express for payments from € 10 to € 15 usually.

Good deals

Students receive discounts on numerous services upon presentation of their student card. Museums, cinemas, some restaurants, hairdressers and bookshops propose special offers or rates for students. Remember to find out about these good deals!

Bank account

When you arrive in France, it is advisable to open a bank account (usually free).

It is compulsory for nationals of non-European countries. The major French banks have branches in Aix city centre: Crédit Lyonnais, BNP Paribas, Société Générale, Crédit Agricole, etc., and are generally open from Monday to Friday from 9 am to 5 pm.

You can put funds on your bank account either fully upon arrival (with traveller's checks for example) or by transfer from bank to bank abroad. Learn about the exact procedures from your banker before you leave to avoid excessive transfer fees. Every semester, The International Association of Sciences Po Aix helps international students who would like to open a bank account and accompany them to the bank.

Documents to provide to open a bank account: a copy of the passport, proof of address, student card, pre-enrolment or residency permit..

Working

Foreign students holding a VLS-TS residency permit and foreign students who are nationals of the European Economic Area may get a paid job in France without having to apply for a work permit.

— **Under what conditions?**

Salaried activity must remain ancillary to studies. Students are limited to a duration of 964 hours per year. The employer must make a nominative declaration of the foreign student to the prefecture that granted the student's residency permit.

For more information on workers' rights, visit www.travail.gouv.fr
A minimum wage (or SMIC) exists in France: www.smic-horaire.fr

Mobile Phone

There are four major networks in France: Free, SFR, Bouygues, Orange.

However, other mobile operators also have interesting offers:

Simyo, Virgin, Sosh, Red SFR...

The choice is very varied in terms of service, price and the duration of packages. There is often a charge for an international call service. Do some research before choosing your operator. To call abroad from France, dial: 00 + country code + number

Food shopping

Market days

(fresh food products)

— Place Richelme
every morning

— Les 3 places
Tuesday, Thursday,
and Saturday morning

Supermarkets near the city centre

— Aldi, Intermarché, Auchan,
Lidl, Monoprix, Proxi ...

Major shopping centres are located outside the city

— Carrefour Aix-Les-Milles
Bus lines N° 4, 15, 16, 17, 18
from la Rotonde.

— Auchan
210 avenue Brédasque
Bus line N°8 ou Aixpress from
la Rotonde.

Shopping centers outside Aix-en-Provence are financially more affordable.

Food and drink

University restaurants

University restaurants and cafeterias offer a varied and inexpensive choice:

— **Traditional menu**
a balanced meal consisting of an appetizer, meat / fish, vegetables and cheese or dessert.

Price of the meal: about € 3.30

— «Brasserie style»
meal and cafeteria snack-bar.

University restaurants and CROUS cafeterias in Aix-en-Provence :

— **Cafétéria Le Galice** (Espace Philippe Seguin) 31 rue Jean Dalmas

Cafeteria / 7.30 am to 3 pm

— **Les Gazelles**

31 Av. Jules Ferry

Pizzeria «La Crouzzeria» / 6 pm to 11 pm Sunday to Thursday

University restaurants / 11.30 am to 1.30 pm
(+ Saturday) 6.45 pm to 8.15 pm

— **Cafétéria Lettres**

29 avenue Robert Schumann

Cafeteria / 7.30 am to 6 pm

— **Law Faculty**

3 av. R. Schuman

Cafeteria / 7 am to 5 pm

University restaurants / 11.30 am to 1.45 pm

— **Les Arts et Métiers**

Cours des Arts et Métiers

Cafeteria / 7 am to 2 pm

University restaurants / 11.30 am to 1.30 pm

— **Les Fenouillères**

Avenue Gaston Berger

Cafeteria / 8 am to 2.30 pm

University restaurants / 11.30 am to 1.30 pm

— **Cafétéria ESPE**

2 avenue Jules Isaac

Cafeteria / 8 am to 4 pm

— **Cafétéria Montperrin**

26 rue du Pignonnet

Cafeteria / 7.30 am to 3 pm

Worth knowing

① Many Aix-en-Provence retailers participate in the Too Good to Go anti-waste programme. For a few euros, in bakeries, restaurants or supermarkets, get a basket full of unsold products of the day and save money. You just need to download the App !

② You can eat in the centre of Aix-en-Provence for less than € 10. There are many good addresses that allow students to enjoy a hearty meal for a reduced price near Sciences Po Aix. Here are some of them, tested and approved by our students:

— **Pizza Capri**
a slice of pizza for € 2.5

— **Le Samos**
Greek menu (kebab + fries + drink) for € 7.50

— **Piacere – Little Italy**
pasta dish for € 5

— **Le Bouillon Aixois**
menu from € 12 to € 22

— **Pita Pit**
Pita sandwiches between € 5 and € 7

— **Fresh box**
Asian wok from € 9.90

Sports and disabled sports

Sports at Sciences Po Aix

The Sports Office (BDS) Sciences Po Aix is in charge of managing student sports. It serves as an interface between the University Service of Physical and Sports Activities (SUAPS), sports associations and students.

It also manages the coordination of the teams for the annual JIIEP event: the largest student sports event in France that brings together (and celebrates) the athletes from the 10 french Institutes of Political Studies (IEP).

This event takes place during the last weekend of March and includes a dozen different sports. It is open to international students belonging to a sports association.

List of sports offered by the BDS:
www.sciencespo-aix.fr/en/associations/sports-office

The selections usually take place in the first two weeks of September. Once accepted into the team, the student will have to pay a € 15 registration fee.

Sport at the University Sports centre (CSU)

SUAPS: University Service of Physical and Sports Activities

More than 65 individual and collective sports are on offer.

Online registration on:
agon.univ-amu.fr

With the AMU credentials, go to the sports office with:

— 3 photos
— a certificate (download on the website - you no longer need a medical certificate) and a fee (Sports pack € 20). A sticker will be affixed on your student card.

Service Universitaire des Activités Physiques et Sportives d'Aix-Marseille
35, Avenue Jules Ferry 13100 Aix-en-Provence
Tél : +33 (0)4 42 26 66 78

Disabled sport

Contact the French Disabled sport Federation
Tél : +33 (0)4 91 45 24 65
www.annuaire.handisport.org

Health

Getting an appointment with a doctor

In France, everyone can choose their doctor. It costs € 30 for a GP consultation. Home visits, or at night, or on Sundays and holidays cost more. The request for reimbursement from the social security is made later (usually partial).

Aix-en-Provence Medical Center

14 rue de la Fourane
13090 Aix-en-Provence

24/7, from 9 am to 9.30 pm,
Walk-in centre
Tél : +33 (0)4 42 20 33 33

The University Service of Preventive Medicine and Healthcare Promotion - SIUMPPS

Students can get free consultations with a GP, nurse, psychologist or sophrologist, and subject to availability, student trainees in odontology. The service does not issue any prescription.

Immeuble New Centraix
2 rue le Corbusier
Quartier Encagnane
13090 Aix-en-Provence

Tél : +33 (0)4 42 65 74 00
siumpps-aix@univ-amu.fr
Monday to Friday 8 am to 4.30 pm

SOS Médecins

Tél : +33 (0)4 42 26 24 00
+33 (0)4 42 26 36 24
Outside opening hours,
Sundays and holidays

The doctor comes to the patient's home. The price of the consultation varies according to the day and time of the visit (night, holidays, etc.) from € 33 to € 80 per consultation.

University Psychological Aid Office (BAPU)

You can see a psychotherapist to discuss your psychological difficulties. It is advisable to make an appointment. Care is provided by the Social Security (free for the student).

— For information:
A psychologist and a sophrologist are present at Sciences Po Aix four times per week. Information on the days of attendance and sophrology sessions will be communicated to students at the beginning of the academic year.

Cité les Gazelles – Pavillon 7
To make an appointment
Call +33 (0)4 91 50 01 13

Point Accueil Ecoute Jeunes (PAEJ)

37 bis bd Aristide Briand
13100 Aix-en-Provence
Tél : +33 (0)4 42 96 17 39

Pharmacies

Numerous medications can only be dispensed with a prescription from a doctor. Only prescription drugs are reimbursed. Outside of the opening hours, there are on-call pharmacies. The list of on-call pharmacies is posted on the door of pharmacies, but can also be found at police stations. At night, for security reasons, please call the police station (17) before going to the pharmacy.

Pharmacies website:
pharmaciesdegardemarseille.com/aix-en-provence-pharmacie-de-garde/
or Phone to 118900

— For information:

A psychologist and a sophrologist are present at Sciences Po Aix four times per week. Information on the days of attendance and sophrology sessions will be communicated to students at the beginning of the academic year.

Safety instructions

You must keep in mind the following safety instructions:

Be careful, do not leave your valuables in view, be careful with people you do not know and listen carefully to the safety instructions your university coordinator will give you.

At home, be sure to lock your door and the window when you are away. Remove the room number from your key ring when you arrive at the university campus.

Do not go out with too much money. Be careful when withdrawing money from the ATM; do not get distracted. If your bank card is lost or stolen, report it immediately to your bank.

Always keep your things with you, close your bag and do not put valuables in easily accessible places (outside pocket of a backpack, for example).

Pay attention to pickpockets, especially in crowds and on public transport.
Do not go out alone with people you do not know well, and do not leave your friends alone in bars or at parties. Prefer group outings.

In clubs, bars or parties, always keep your drink with you and do not accept a drink from someone you do not know.

Emergency numbers

Walk-in medical center
14 rue de la Fourane
7 / 7, from 9 am to 10.30 pm
without appointment
Tel : +33 (0)4 42 20 33 33

**Aix Hospital,
emergency department**
Tel : +33 (0)4 42 33 90 28

Urgences 24
Tel : +33 (0)4 42 96 66 00
(Saturday, Sunday
and public holidays)

SOS doctors
Tel : +33 (0)4 42 26 24 00

**Doctors all day and night,
every day**
Tel : +33 (0)4 42 26 40 40

Dentists
0892 566 766
pour connaître le dentiste
de garde

SOS friendship
Tel : +33 (0)4 42 38 20 20

**Commissariat central
(police station)**
Tél : +33 (0)4 42 93 97 00

Fil Santé Jeunes
Free number : 32 24
7/7, from 8 am to midnight

**Aix-en-Provence
lost and found**
+33 (0)4 42 91 91 81

Call Center for all banks
0 892 705 705

