



**International Office**  
Incoming Student Unit  
21 rue Denis Papin  
42023 SAINT-ETIENNE CEDEX 2  
FRANCE  
Tél : +33 (0)4 77 43 79 70  
Accueil-international@univ-st-etienne.fr

## **GUIDE FOR ERASMUS OR BILATERAL EXCHANGE PROGRAM** **INCOMING STUDENTS**

### **ACADEMIC YEAR 2021-2022**

### **(ERASMUS CODE: FRSTETIE 01)**

We welcome Erasmus Exchange Program or Bilateral Exchange Program students coming to **Jean Monnet University of Saint-Etienne** (UJM) for academic year 2021 - 2022.

An Erasmus+ institutional agreement or a bilateral agreement signed between both institution in the specific subject studies is needed.

If there is not a bilateral agreement or Erasmus+ agreement signed, the mobility will not be possible.

#### **NOMINATION DEADLINES**

For ALL STUDENTS (Full academic year, Winter semester or Spring semester):

**Nomination from March 15<sup>th</sup> until May 20<sup>th</sup>**

<b>Semesters</b>	<b>From</b>	<b>To</b>
Full academic year (September- June)	March 15th	May 20th
Winter semester (September- January)	March 15th	May 20th
Spring semester (January- June)	March 15th	May 20th

#### **STEP 1: NOMINATION FROM HOME UNIVERSITY**

The official nomination is a mandatory requirement for the acceptance of students at Jean Monnet University.

The international Office has to nominate students in the exchange program as soon as possible by completing the form available with the link below:

<https://www.univ-st-etienne.fr/fr/international-1/etudiants-internationaux-incoming-students/accueil-et-accompagnement/nomination-form-incoming-students.html>

#### **STEP 2: REGISTRATION BY NOMINATED STUDENTS**

For ALL STUDENTS (Full academic year, Winter semester or Spring semester):

Once students are nominated, they will receive an e-mail from [accueil-international@univ-st-etienne.fr](mailto:accueil-international@univ-st-etienne.fr) with the procedure to register online.

**Registration deadline: Until June 15<sup>th</sup>**



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### STEP 3: DOCUMENTS TO DOWNLOAD

Students are required to fill in all the information requested in the application online.

They should print out this application form when submitted (they can also upload it).

Documents to download on the application online:

- Proposed learning agreement signed by you and your home University,
- Copy of Identity documents or passport.

**Students could register online until June 15<sup>th</sup>, and only complete application can be accepted.**

### STEP 4: OTHER INFORMATION

#### CANCELLATION:

If a student withdraws from the program, the partner institution will inform UJM as soon as possible:  
[accueil-international@univ-st-etienne.fr](mailto:accueil-international@univ-st-etienne.fr)

### PRACTICAL INFORMATION FOR INTERNATIONAL STUDENTS

Useful informations on the preparation of the stay and the arrival can be found on our website:

<https://www.univ-st-etienne.fr/fr/international-1/etudiants-internationaux-incoming-students.html>

Students must be present at the University during the Student Welcome Days: the dates will be indicated on our web site, depending of the sanitary conditions.

### FRENCH LANGUAGE COURSE

#### 1) Preparatory course for higher Education

Over 1 week, students will learn to take notes, listen to lecture, débats, and they will also be introduced to French culture.

Registration needed, the course is free of charge and is worth 2 ECTS, subject to attendance and validation of the course.

**The dates and organisation will depend of the sanitary conditions.**

#### 2) Free French courses for exchange programs students during the academic year

The International Office of Jean Monnet University offers free French language courses to exchange students.

They have 2 hour courses a week to practice and improve French language.

**Credits :** 2 ECTS

**Time period :** 24 hours (2h / week during 12 weeks)

For more informations: [Click here](#)



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## PAPERS TO BE PROVIDED BY THE STUDENT / THE PARTNER UNIVERSITY

- Student identity card from sending university,
- For international students in exchange programs: Learning agreement signed by the home University,
- European health insurance card for students from an European Union country,
- Visa D long stay for students outside the European Union countries,
- Birth certificate translated in French.

## UPON ARRIVAL IN SAINT- ETIENNE

Please very quickly the student has to:

- Get in touch with the International office - Incoming Students Unit - for all administrative duties associated with the stay in University: application file, visa if necessary...
- Take an appointment with the faculty in which he / she is registered for pedagogical formalities: courses selection, schedule...

## ASSOCIATION FOR INTERNATIONAL STUDENTS

Promoting further integration in Saint- Etienne for foreign students, they can be sponsored and mentored by national students of the University, even before their arrival:

<https://buddysystem.eu/fr/>

Should you have any request, do not hesitate to contact us: [accueil-international@univ-st-etienne.fr](mailto:accueil-international@univ-st-etienne.fr)