



Institut Supérieur de l'Automobile et des Transports

Welcome Guide For Incoming Students

MOVING ABROAD: PREPARING FOR YOUR STAY

The aim of this document is to answer any practical question you may ask yourself as you prepare for your time in Nevers. It is important to read the following very closely as any issues which may arise during your stay in Nevers might be answered here!!

As an introduction, we encourage you to consider some questions which are essential for anybody hoping to take part in an overseas programme ...

- Why do I want to go? What are my main priorities for my stay abroad?
- What ideas / expectations do I have for the trip / the region I will be visiting / work placement, semester, project... that I will be carrying out?
- Am I aware that these ideas will never completely correspond to reality, regardless of the information I am given before I leave?
- Am I ready to face the unexpected / accept any surprises or changes in my situation?
- Am I ready to change my habits, to no longer organise my daily life the way I do at home?
- Am I able to share my living space / to share showers and kitchens with other people /to share a room with another person if there is no other accommodation available?
- Can I live without the comforts I am used to at home?

All of these questions correspond to the problems and difficulties that you might encounter whenever you leave your regular life to embark upon a new experience abroad. Depending on the experiences, personality and education of each individual, the « culture shock » and transition period may be more or less easier to get through.

As organisers, we aim to do whatever possible to provide the necessary information and advice for a successful integration into our region. **Nevertheless, we CANNOT guarantee to satisfy to all your expectations.** There will always be people who are more demanding than others and, although we will do our best, we cannot always be expected to meet perfection ...

Following the questions asked above, here is a list of certain answers we consider to be of importance:

- Each person has his or her own reasons for wanting to carry out a semester of study, a work placement or a research project at ISAT. It is not for us to judge these reasons, but a minimum level of commitment is essential: you will be expected to actively take part in lessons, get involved in your own professional project, show that you are open to your host school and its personnel.
- It is well known that reality is never how we imagined it to be... As such, certain qualities are essential for you to make the most of your experience: **be enthusiastic and positive / be able to put difficulties into perspective / be patient and do not judge too quickly / have faith in your host tutors and the advice they can give.**
- Accommodation is fundamental to the smooth running of your studies, but it can also be one of the most difficult aspects to organise, as it can be complicated finding a room to rent at a reasonable price. We realise that it is not always easy to accept the conditions of communal living, especially for young adults, but this should be a concession you are willing to make.
- Lastly, we believe that those wishing to participate in this programme should be adults who behave with maturity, who are willing to take responsibility for their own decisions, are able to demonstrate initiative and who never forget that the opportunity they have been given to work at ISAT is a privilege and not a right!

PRACTICAL INFORMATION

PRESENTATION OF ISAT

Institut Supérieur de l'Automobile et des Transports

49 Rue Mademoiselle Bourgeois

B.P. 31

58027 NEVERS Cedex

Tél: 03 86 71 50 00

www.isat.fr

ISAT trains multi-skilled engineers who are interested primarily in the automotive industry, with a more limited emphasis on other forms of transport such as aeronautics and railways. Regular employment studies show that a large number of ISAT graduates go on to work in the automotive sector (75%).

These high figures confirm, on the one hand, the relevance and importance of ISAT's position and, on the other, that the training received at ISAT corresponds to the needs of the job market in the automotive industry.

ISAT in a few words

- Forms part of the **University of Burgundy (UB)**
- Created in 1991
- More than 800 graduates
- 600 students across five year groups
- ~ 100 graduates per year
- 50 teachers and research-teachers
- 15 technical and administrative staff
- More than 40 external tutors
- More than 8000m² of premises
- One R & D laboratory : **WELIENCE**, in Magny-Cours
- 1 research laboratory : **DRIVE**
- **2 public/private laboratories : ID MOTION & DYNAWELL**
- L'ISAT is part of academic networks such as the **Polytechnicum de Bourgogne**, which groups together 12 major schools in Burgundy and automotive industrial networks such as **MOVEO**....

ADMINISTRATIVE PROCEDURES

Documents to be given to ISAT upon your arrival for long-term & short-term students (trainees and interns : please enquiry at intl.relations_isat@u-bourgogne.fr) ; the documents will be used for your registration at ISAT, French Social Security, top-up medical insurance (mutuelle), insurance companies (civil liability), bank, CAF for your housing allowance if applicable, OFII Immigration office etc... :

- Identity card or passport (original + copy)
- **Student visa for all students from outside the EU, to cover the whole study period**
- 2 passport photographs + 3 if non European – PASSPORT FORMAT !!
- A Medical Certificate of Physical and Mental health
- Medical records with French translation for your visit at the immigration office
- A document that proves you are a student or teacher at one of our partner universities.
- A copy of your European Medical Insurance card (health insurance certificate for all students from outside the European Union **EU**)
- A birth certificate for those arriving from outside the **EU** (original + copy+ certified translation in French & dated less than 3 months before your date of arrival. This birth certificate should mention first name & name of parents, + their date and place of birth

BANKS

You may have to open a bank account whilst in Nevers. This is something you will have to arrange independently and individually.

We can suggest that you open your account with the following bank:

CREDIT AGRICOLE

Coulanges lès Nevers

Coordonnées :

Place de Beauregard

58660 - Coulanges lès Nevers

Tél. : 0 820 33 22 11

Fax : 03.86.36.17.63

Your personal adviser will help you to open and close your account. Your adviser will also be available to discuss any problems relating to your account. When you have arranged a meeting at your bank, you will need to take with you:

- A form of ID
- proof of address

In the event that you change addresses during your stay in Nevers, do not forget to inform your bank of your new address.

- You will be given a bank card which will allow you to pay for any purchases in shops, restaurants, hotels etc.... This is a Carte Bleue Visa Internationale. This card allows you to withdraw money abroad.
- You can withdraw money free of charge at all CA branches. You will be charged a small fee for withdrawing money at other banks.

If you wish to open an account with another bank, you will find a list of different banks that are located in Nevers in the Appendices of this guide (Appendix II).

ACCOMMODATION



Depending on availability, you have the choice of several accommodation types:

- Student accommodation,
- Mixed hostels for young workers,
- Rented rooms

Depending on availability, your accommodation will be as close as possible to ISAT. Anybody wishing to change accommodation will need to make **a final decision during their first week in Nevers**. You will have to carry out your search for alternative accommodation independently and voluntarily. You will have to give advanced notice to ISAT and your halls of residence. **You will be required to give a month's notice, in the form of a handwritten letter.**

We can suggest accommodation at the following address:

CAU (Centre d'Accueil Universitaire), 57 Fbg du Grand Mouësse, 58000 Nevers.

Tel: 03 86 36 00 02 www.cau.58@wanadoo.fr

The person at reception will welcome you and show you to your room. You must inform them of your expected arrival time.

Conditions:

- You will have your own private room of **12m2 with washbasin, for 240 euros/month**.
- When you arrive at the CAU, you will have to leave **a deposit of 240 euros, pay a month's rent in advance and 5 euros subscription fee. You will also be asked for 1 passport photo + 3 stamped addressed envelopes.**

The deposit will only be returned to you when you leave if there is no damage to the room or furniture and if all rent has been paid up to date.

You will also need to take out a **housing insurance policy**. ISAT can recommend you take out this policy with SMEREB (mutuelle des étudiants) which costs 26 euros a year. Tel : 03 86 36 96 96

Your accommodation includes a student canteen where you can have lunch and dinner. You will also have access to a communal kitchen. WIFI connection is also provided.

Materials:

- You must provide your own bed sheets and bathroom towels or they can be charged to your monthly rent
- You may also wish to bring your own dishes and kitchen utensils

If you prefer to find accommodation elsewhere, you will find in the Appendices of this guide information about how to find accommodation, including a list of different Estate Agents located in Nevers who can help you with your search. (Appendix I)

Procedures for claiming Housing Benefit (APL)

Please Note: housing benefit is not automatically guaranteed

To apply for benefit, you must fill in and return the necessary forms at the local Caisse d'Allocations Familiales (CAF) for the department where you will be living. The CAF will then assess your eligibility for benefit.

Caisse des allocations familiales de la Nièvre, 83 rue des Chauvelles, 58000 Nevers

Tél : 0 810 255 810 www.caf.fr

SOCIAL SECURITY – FOR MEMBERS OF THE EUROPEAN UNION-

- The **carte européenne** provides you with social security. If you need to see a doctor you must take with you your card. You will have to pay medical fees but this money can later be repaid to you in your home country if you have this document. You should hand in your complete prescription at your Social Security. This applies to any medicine you purchase (don't forget to **keep all your receipts in a safe place!**).

If you wish to be reimbursed while you are still in France, in order to receive all or some of the money owed to you, you will have to go to the **CPAM (Caisse Primaire d'Assurance Maladie), service des Relations internationales** in your department. The **CPAM** in the Nièvre is located in Nevers, 50, av. Paul-Vaillant-Couturier - 58025 NEVERS CEDEX- 08.20.90.41.83

Opening Hours:

Monday to Friday 8:30 to 16:45

You should take with you all receipts, prescriptions, medical certificates, medical bills etc... a **RIB** (relevé d'identité bancaire du Crédit Lyonnais), proof of address and your **carte européenne**. You will be reimbursed according to the procedures in place in your home country. For any further charges which are not taken into account, you can make use of your medical insurance...

SOCIAL SECURITY FOR NON EUROPEAN STUDENTS

Make sure you are covered for your stay abroad – a proof of your health insurance coverage will be required upon your arrival.

DOCTORS

If you require a doctor, you can contact any general practitioner or specialist, according to your needs.

You will find contact details for doctors in Nevers in the Yellow Pages or « **pages jaunes** » or at the Internet site <http://www.pagesjaunes.fr/pb.cgi>.

When you make your appointment ask **if the doctor is registered (conventionné)**. If the doctor you decide to see is **not registered (non-conventionné)** you may find that you pay more for the service and the price will not be covered by the Social Security.

Medical costs generally payable in France:

- Registered doctors (**conventionné**) : +/- 22.00 euros.
- Specialists : between 30 and 60 euros depending on specialism and treatment given

Please note: prices are generally more expensive at the following times:

- Weekends and public holidays
- Nights
- Home visits.



Emergency Numbers:

Fire-fighters: 18
Ambulance: 15
Police: 17



Useful Information:

Hospital

Centre Hospitalier Pierre Bérégovoy
1, Boulevard de l'hôpital. Tél : 03 86 93 70 00

Val de Loire Clinic

49, Boulevard Jérôme Trésaguet. Tél : 03 86 93 53 53

24 Hour Pharmacy

Police Station contact Tél: 03 86 60 53 00

Sickness Absence

Any absence due to sickness for Guest Tutors or students must be accompanied by a doctor's note. You should firstly notify the International Relations Department at ISAT and then inform your tutor of any absence. The doctor's note you have been given should be submitted immediately to ISAT.

PRACTICAL INFORMATION

TRANSPORT SERVICES IN BURGUNDY

Rail Services SNCF

All information is available at the following website:

www.voyages-sncf.com

Buses

Compagnie Divia

www.mobigo-bourgogne.com

Eurolines

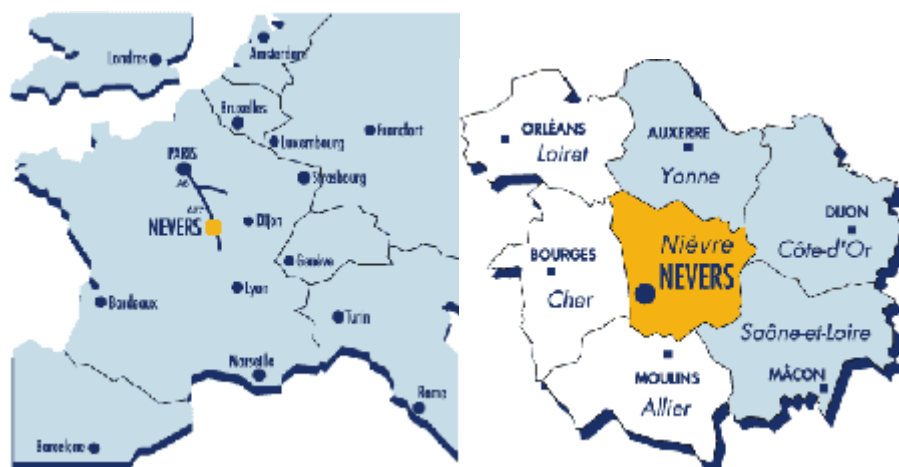
www.eurolines.fr

Car Hire

www.europcar.fr

www.avis.fr

ARRIVEE SUR NEVERS



Nevers is located in the very heart of France, in the Burgundy region, and all roads lead here!

► **By Car**

232 Km from Paris (A6 and A77)

150 Km from Clermont-Ferrand

65 Km from Bourges

180 Km from Dijon

230 Km from Lyon

► **By Train** (see Appendix III)

Two hours from Paris, direct train

(15 trains each day NEVERS/PARIS Gare de Lyon)

Telephone

Information services:

<http://www.pagesjaunes.fr/pb.cgi>

Phone cards are available from local Tabac shops, the post office and SNCF ticket stations.

If you wish to buy a card for your mobile/cell phone, it will cost **30 Euros** (with 10 Euros credit sending messages and making calls).

Cards are available at the following prices: 5, 10, 15, 25 and 50 Euros. You should be aware that the validity of the cards changes according to price: (5€ = 7 days, 10€ = 15 days...).

For anybody staying for 6 months or more, you may be interested in a contract with Orange or SFR (ask for the « **compte bloqué** » deal) for a 6-month period.

For further information, you can ask at any of the SFR or Orange boutiques (or the shops of other network providers.)

STUDENT CARD

If you are studying at ISAT for a semester or for a year, you may be entitled to an « International Student Card » or ISIC card. One of many ways to obtain such a card is to visit an OTU Travel Agency when you are in Paris (there is one opposite the Pompidou Centre, for example).



PARIS

For excursions in Paris: The Paris Metro (RATP -Réseau Autonome des Transports Parisiens-)

The metro is the quickest and easiest way of getting around Paris. Maps of the metro are available for free in all metro stations.

Ask at the ticket office for details.

The metro runs from 5h30 to 0h30 daily.



A single metro ticket costs 1, 50 Euros

A book of 10 tickets costs 11, 10 Euros

The **carte mobilis (zones 1-2)** is valid for one day and costs 5, 60 Euros.

At weekends and during public holidays, young people under 26 can buy the **Carte Jeunesse**, which costs 3, 20 (within zones 1-2) Euros and is valid for the whole day.

www.citefutee.com

www.ratp.fr

TOURIST INFORMATION: DIJON and NEVERS

Le Comité Régional de Tourisme de Bourgogne :

www.bourgogne-tourisme.com

Le Comité départemental du Tourisme de Côte d'Or :

www.cotedor-tourisme.com

Dijon Tourist Office:

www.dijon-tourism.com

Nevers Tourist Office:

www.nevers-tourisme.com
www.tourisme.fr/office-de-tourisme/nevers.htm

Town of Nevers:

www.ville-nevers.fr/

APPENDICES

Appendix I: Estate Agents

Before consulting an Estate Agent, you might be able to find your own accommodation in one of the many free publications available around Nevers.

TopAnnonces & Le Bon Coin provide private ads. In the **immobilier** section of these papers you will find numerous ads for apartments to let (**location** = property to rent).

Alternatively, you can visit their websites before you arrive in France and organise viewings for when you get here:

www.topannonces.fr

www.leboncoin.fr

1 - KEOPS NEVERS

29, Rue Saint Martin 58000 Nevers

Tel: 03 86 57 42 55

Fax: 03 86 57 18 53

<http://www.keops-nevers.com/>

2 - L'ADRESSE AGENCE DE NEVERS

27, Bis Av du Général de Gaulle 58000 Nevers

Tel: 03 86 21 54 27

Fax: 03 86 59 33 67

<http://www.ladresse58.fr>

3 - MAISON DE L'IMMOBILIER

Résidence le France Square de la Résistance 58000 Nevers

Tel: 03 86 36 68 82

Fax: 03 86 36 68 83

<http://www.nievre-immo.com/>

4 - GUY HOQUET

40, Av Générale de Gaulle 58000 Nevers

Tel: 03 86 61 50 06

Fax: 03 86 21 23 14

<http://www.guy-hoquet.com/>

5 - LAMY BOURGOGNE

11, Place Saint Sebastian - BP 212 - 58002 Nevers

Tel: 03 86 61 99 00

Fax: 03 86 61 99 09

<http://www.lamy.net>

6 - L'ADRESSE POUQUES LES EAUX
78, Avenue Paris 58320 POUQUES LES EAUX
Tel: 03 86 90 09 00
Fax: 03 86 90 13 29
<http://www.ladresse58.fr/>

7 - ORPI IMM AUTUN
7, Avenue Pierre Bérégovoy 58000 Nevers
Tel: 03 86 57 44 44
Fax: 03 86 59 34 33
<http://www.orpi.com/orpinevers/>

8 - L'AGENCE
24, rue François Mitterrand 58000 Nevers
Tel: 03 86 61 92 00
Fax: 03 86 23 07 91
<http://lagencenevers.com/>

9 - SEGALL TRANSACTIONS
7, Bd St Didier 58000 Nevers
Tel: 03 86 57 13 71
Fax: 03 86 59 01 16
<http://www.segall.fr/>

10 - CARNOT IMMOBILIER
3, rue du 14 Juillet 58000 Nevers
Tel: 03 86 61 36 30
Fax: 03 86 61 36 75

11 - BOUZIAT CONSEIL IMMOBILIER ACTIMMO58
1, rue du Général De Gaulle 58000 Nevers
Tel: 03 86 57 00 79
Fax: 03 86 57 20 08
<http://www.actimmo58.fr/>

Appendix II: Banks

1. Crédit Agricole
Agencia De Nevers Saint Martin
24, Rue Merciers 58000 Nevers
Tel: 03 86 57 45 55
Fax: 03 86 59 72 70

Crédit Agricole Centre Loire
Rue du Ravelin
58000 Nevers
Fax: 03 86 36 28 84

Agencia Nevers Banlay
41, Boulevard Mal de Lattre de Tassigny
58000 Nevers
Tel: 0821 01 26 09

Agencia Nevers Gare
46, Avenue du Général de Gaulle
58000 Nevers
Tel: 0821 01 26 22

2. HSBC



12, Avenue Pierre Bérégovoy
58000 Nevers
Tel: 03 86 93 41 00
Fax: 03 86 59 44 39

Appendix III : Travel from the Airport to Nevers


First Step :



Paris has two major airports : Charles de Gaulle Airport and Orly Airport. Whichever airport you land at, your destination is the same: Gare de Lyon Station in central Paris. All trains leaving for Nevers, depart from this station..


Orly ----- Gare de Lyon (by BUS and TRAIN)


 **Walk to :** AEROGARE D'ORLY SUD - Bus RATP 2 mn 



1  **Direction :** JUVISY-SUR-ORGE RER

from : AEROGARE D'ORLY SUD 20
 **to :** JUVISY-SUR-ORGE RER mn

 **Connect at :** Juvisy-sur-Orge - RER 3 mn 















2  **Direction :** Stade de France-Saint-Denis

 **from :** Juvisy-sur-Orge 20
to : Gare de Lyon (Banlieue) mn

 **Walk to :** Gare de Lyon (SNCF) 4 mn 

Charles de Gaulle ----- Gare de Lyon (by BUS)

Plan

-  **Walk to :** AEROPORT CDG T3 - NOCTILIEN 6 mn 
- 1  **Direction :** GARE DE CORBEIL ESSONNES
- from :** AEROPORT CDG T3
-  **to:** MAIRIE DU XEME 54 mn
-  **Connect at :** PORTE DE LA CHAPELLE-METRO - NOCTILIEN 1 mn 
- 2  **Direction :** GARE DE L'EST
- from :** PORTE DE LA CHAPELLE-METRO
-  **to :** GARE DE L'EST 10 mn
-  **Connect at :** GARE DE L'EST - NOCTILIEN 0 mn 
- 3  **Direction :** GARE DE L'EST.
- from :** GARE DE L'EST
-  **to :** GARE DE LYON-DIDEROT 13 mn
-  **Walk to :** **Gare de Lyon (Banlieue)** - Metro-RER-SNCF 3 mn 

Charles de Gaulle ----- Gare de Lyon (by TRAIN)

You can also take the **RER train** from Charles de Gaulle Airport right into the centre of Paris. It is quick and easy to use.

When you arrive at the Airport, follow signs for <<Gare>>.

Take the **RER B** (direction Paris) from **CDG Airport** to **Gare du Nord**.

At Gare du Nord, cross the platform and take **RER D** (direction Melun/Malesherbes) from **Gare du Nord** to **Gare de Lyon**. From here, follow signs for SNCF / Grandes Lignes and this will bring you to the national rail platforms.

Alternatively, take **RER B** (direction Paris) from **CDG Airport** to **Châtelet-les-Halles**.

Then follow signs for **Metro 14** (direction Olympiades) and take the metro **one** stop to **Gare de Lyon**. Once at the station, follow signs for Grandes Lignes and this will bring you to all national rail platforms.

Second Step:

At the Gare de Lyon you can take the train to Nevers. There are two kinds of train which pass through Nevers Station: « Corail TEOZ » trains and « Corail INTERCITES » trains.

Third Step :

Once you arrive in Nevers, you can now make your way to your place of accommodation or to ISAT.

Taxis:

Radio-taxis de Nevers

Rue de Charleville. Tél : 03 86 59 58 00