

WELCOME TO INTERNATIONAL STUDENTS ON EXCHANGE and DOUBLE DEGREE 1st semester or academic year 2022-2023

Dear candidate, Welcome to INSA Lyon! To facilitate your formalities and allow you to better organize your arrival and your stay at INSA Lyon, here is some useful information (see also <https://www.insa-lyon.fr/fr/information-pratique>).

1. HOME

1.1. For students attending the summer school

(cf. <https://ecole-ete.insa-lyon.fr/en/content/exchange-and-double-degree-students>).

French lessons start on **08/25/2022**. The reception on campus is done **from 08/23/2022**. You will have the possibility of being welcomed at the station or at the airport, only **Monday 23/08 and Tuesday 24/08**. In order to be able to organize your reception, please complete the form: <https://forms.gle/dHixnrz3icBM7UUa6>




You will soon receive an email with specific information from the summer school coordinator (coordinator-ecole.dete@insa-lyon.fr).

The management of the residences ensures your welcome from 23/08 to 25/08 between 8 a.m. and 11 p.m. and from 26/08 to 28/08 between 8 a.m. and 6 p.m. . From Monday 29/08, the normal reception hours will be applied (see below in the information for students not participating in the summer school).



1.2. For students not participating in the summer school

Reception is planned **from 12/09**.

- Reception at the airport or at the train station IS NOT PROVIDED! It's up to you to come by your own means from the airport / train station to the INSA Lyon campus.
- OPENING HOURS TO RESPECT IMPERATIVELY (no reception outside these hours):

-  Monday, Tuesday and Thursday from 8.30 a.m. to 12 p.m. and from 1 p.m. to 4.30 p.m.
-  Wednesday: from 8.30 a.m. to 12 p.m.
-  Friday from 8:30 a.m. to 12:00 p.m. and from 1:00 p.m. to 3:30 p.m.

For information you can consult:

-  <https://www.insa-lyon.fr/fr/plan-d-acces> (information in French) <https://www.insa-lyon.fr/en/acess-map> (information in English)
-  www.insa-lyon.fr/es/venir-insa-lyon (information in Spanish)


Lyon public transport website (TCL): www.tcl.fr

From the airport in Lyon you can use the Rhône Express: <http://www.rhonexpress.fr/>

2. Before and on arrival at INSA Lyon

2.1. COVID protocol

International students expected on mobility (exchange or double degree) at the start of the 2022 academic year must apply the following protocol:

-  before arriving in France, read the latest French government measures on the site: [News France Covid](https://www.nouvelobs.com/covid)

2.2. INSA department – courses and timetables

The information concerning the courses and timetables will be communicated by the pedagogical managers during the **back-to-school information meetings in the departments** (*contact and dates specified in the admission letter*).

- ✚ REMINDER: the student on mobility at INSA Lyon is in **obligation to respect and apply the Common Study Regulations** (<https://www.insa-lyon.fr/sites/www.insa-lyon.fr/files/reglement-des-etudes-commun-2022.pdf>) as well as **the specific regulations for the host department**.

2.3. Upon your arrival : installation in the room

You collect the keys to your room from the Residences Department, which will send you specific information.

✚ Some practical information on accommodation on campus:

- ✚ All apartments are equipped with kitchenettes, bathroom and WC. All rooms are furnished (bed, desk, seat, wardrobe or closet). **Internet connection:** mainly by network socket (RJ 45)
- ✚ because Wi-Fi network limited. Provide an internet cable for the connection. You can also buy it when you arrive (from local traders or at the student office – BDE)

Two possibilities are offered:

- Free connection with limited access to the INSA network (access to the student's INSA account and educational tools)
- **Subscription to a paid monthly subscription** from Quantic Telecom (https://www.insa-lyon.fr/sites/www.insa-lyon.fr/files/connexion_internet_residences_2020_-_2021.pdf)

- ✚ Sheets and blankets are provided for international students. Sheets can be changed free of charge every 2 weeks at the INSA laundry room (building B)
- ✚ No cooking utensils are provided. The maintenance of the
- ✚ room is the responsibility of the resident.
- ✚ Your linen can be washed either in the laundries installed on campus (tokens to be purchased at the BDE), or in the laundries outside the campus.

For more information : <https://www.insa-lyon.fr/fr/residences>

3. Formalities to be carried out after installation in the room

✚ At the Administrative Department of Training (Ground floor of Residence G, cf. map attached):

- **Registration** as a student at INSA Lyon: you will receive the details of your Internet account, your student card and your school certificate; **student card fees to be paid on arrival at the accounting agency: €25**
- Accompagnement (**visa validation** Where **residence permit application**) to validate the right of residence in France, according to the visa obtained (*for students of non-EU nationality*)
- Information on **registration** to the **French social security**

✚ To the medical prevention service for students: send to smpe@insa-lyon.fr the medical form (*link at end of document*), which you complete with your health information. **At the restaurant division:**

- The subscription to a catering formula from 1^{er} September 2022 (for students participating in the summer school) or from the date of arrival (for those who will arrive in September), is not compulsory for mobile students;
- if you wish to subscribe to a catering formula:
 - if you participate in the summer school: registration via the link <https://inkk-restaurants.insa-lyon.fr/>
 - if you do not participate in the summer school: registration via the form (*link at end of document*), which you can send to inscription.restaurants@insa-lyon.fr

✚ Contact the exchange department:

- to have all the useful educational information (courses, study contracts, timetables, information meetings, etc.);

✚ For those who wish to follow **free French lessons (outside the summer school) during the exchange semester at INSA:**

- Contact the secretariat of the French as a foreign language (FLE) service (*Humanities building, 3th stage*), servfran@insa-lyon.fr.
- Please note that French lessons will take place every Thursday afternoon. Groups will be organized according to your level of French on arrival. To do this, a level test will be organized (information available at the FLE department).
- These courses are compulsory for students on mobility (exchange or double degree) who do not have a B1 level acquired at the start of the semester.

- ✚ Must subscribe to **liability insurance** and transmit a copy within 15 days after arrival to the DAFOR/exchange department and **rental liability insurance**, to be submitted within 15 days maximum after the signature of the lease to the Direction des Résidences (see *accommodation certificate in acceptance letter*). Open a **French bank account**, necessary for your various reimbursements (medical expenses, housing assistance, etc.)

NB: you must prefer payment by credit card or check (after opening a bank account in France)

- ✚ make your **application for housing allowance** with CAF online at www.caf.fr;

NB: non-EU students with the mention "exemption from requesting a residence permit" on the visa cannot apply for housing assistance.

You can find other useful information to prepare your arrival and your stay in Lyon in the "Student Welcome Guide 2022-2023" available online: <https://www.insa-lyon.fr/sites/www.insa-lyon.fr/files/welcome-gb2022-2023.pdf>

Looking forward to meeting you at INSA Lyon.

The Mobility Division team,
Administrative Department of Education!

Your contacts during your stay in Lyon:

- ✚ Africa, Latin America, Spain & Portugal: Marta GUTIERREZ, welcome2@insa-lyon.fr Europe (other countries), Turkey and Russia: Magdalena CORNECI, welcome3@insa-lyon.fr United States, Canada, Asia, Oceania: Magdalena CORNECI, welcome@insa-lyon.fr

Documents to consult:

- INSA calendar for the 2022-2023 academic year (https://www.insa-lyon.fr/sites/www.insa-lyon.fr/files/calendrier_universitaire_2022-2023.pdf)
- INSA Lyon common study regulations (REC): <https://www.insa-lyon.fr/sites/www.insa-lyon.fr/files/reglement-des-etudes-commun-2022.pdf>
- Virtual tour of the INSA Lyon campus <https://www.insa-lyon.fr/visite-virtuelle-insa/>

Attached documents

- Map of the INSA Lyon Campus
- Medical form (in French and English)
- Catering registration form (in French and English)