



# Getting Ready



# Pre-Departure Checklist

*Please note that all pre-arrival forms (see below) should be filled out online in the pre-arrival section of MyAUP using your netID on <http://my.aup.edu/>*

- Activate your MyAUP account by logging on to the MyAUP website: <http://my.aup.edu/activation>. You can then access your AUP e-mail account at: <http://webmail.aup.edu>. All communication from the University will be sent to this address in the future - please consult it regularly.

*To confirm your intention to enroll and to save your space at AUP, you will need to take care of the following tasks upon receiving your student ID from MyAUP.*

Confirm your acceptance by doing the following:

- Complete the Confirmation of Attendance form on MyAUP
- Pay the non-refundable confirmation deposit (this fee is credited to your first tuition payment)
- Complete the Housing Preference form on MyAUP (even if you do not require housing)
- Complete the Bursar's Payment Option form on MyAUP (Financially Responsible Person and yourself)
- Complete the Airport/Train/Bus Shuttle form on MyAUP if you wish to be met upon arrival for Orientation
- Obtain your student visa—see the section on visas and requirements

*Please also make the following plans for your arrival:*

- Budget for your initial expenses in Paris (first month's rent and security deposit, extra cash, etc.)
- Arrange for travel to Paris after you have obtained your visa
- Pre-open your bank account – see MyAUP for instructions. The Office of Student Affairs will also be in touch about pre-opening a bank account in December for students arriving in January and in July for students arriving in August
- Ensure that you either bring or send in any documents required to complete your file (final transcripts and/or final examination results)

Do not hesitate to contact your admissions counselor who is available to advise you.

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Bonjour and welcome!

On behalf of the faculty and administration of The American University of Paris, I would like to congratulate you on your admission to AUP, and welcome you to our university, one of the most international institutions in the world. We look forward to your arrival in Paris and to seeing you thrive within our unique community.

The American University of Paris is at the center of a global academic network that stretches from Europe to the United States, as well as across North Africa, the Middle East and Central Asia. A small, independent liberal arts and professional university, AUP's global reach extends to a consortium of American-style universities abroad, and well beyond.

At AUP, three main forces come together: a multicultural, multilingual student body with no national majority; an engaged, highly productive teaching faculty; and an unparalleled location—the living laboratory of Paris, both European capital and global city.

We urge you to take full advantage of the educational adventure waiting for you at AUP. This handbook has been designed to assist you in your preparation. Read it carefully and be sure to let us know how we can best help you with your transition to Paris and to a world of opportunity at AUP.

A handwritten signature in white ink, appearing to read 'C. Schenck', with a long horizontal line extending to the right.

Celeste M. Schenck  
President, The American University of Paris



Students from around the world attend Orientation, a mandatory event\* at AUP, where your adventure begins.

*\*For details, refer to page 16.*



# Part One

# Before

# Your Arrival

# in Paris



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## 01

## Vital

## Visa

## Information

\* European Union nationals do not need to apply for a visa but will be required to submit a valid form of identification at Orientation for verification of their legal status.

Please read the following instructions very carefully.

It is vitally important to note that if you do not obtain the correct visa, you will not be allowed to enroll at AUP and will be forced to return home.

### Visa Instructions

You must be aware that:

- All students who are non-European nationals, and who plan on studying longer than 3 months in France, must obtain a visa. Refer to the visa letter included in your acceptance pack.
- You must start your visa process **immediately** after you receive your acceptance pack as it can take 3-4 months or more to obtain your visa.
- It is illegal to enter France on a tourist visa with the intention of staying longer than three months.
- Student visas can only be issued to you from your local French consulate or embassy in your country of residence.
- **It is not possible to obtain a student visa after arriving in France.**

### 1. CampusFrance

**Before you apply for a visa, you must register your intention to study in France with CampusFrance.**

The online application procedure is now operational in more than twenty countries including the United States.

To check whether or not you are required to register with CampusFrance, go to:

[www.campusfrance.org/en/b-agence/application01.htm](http://www.campusfrance.org/en/b-agence/application01.htm)

If your country is not listed, contact your local French consulate or embassy for further instructions.

Following this initial step, you must then formally apply for your visa with the nearest French consulate or embassy.

Students must register online with CampusFrance using the following steps:

- 1) Go to [www.campusfrance.org](http://www.campusfrance.org) -To change the language setting click on the small maps in the top right corner.
- 2) On the home page you will see on the right hand side a box that says "CampusFrance Offices around me" with a map. Below the map is a drop down menu to choose your country- pick your country of residence.
- 3) Once you choose your country it will take you to a map with a link to the home page of CampusFrance for your country.
- 4) You will see in red on the right hand side "required steps". Click to read them.
- 5) They will walk you through how to proceed and give you directions on how to set up an account.

Once you have completed the online application, send it to your regional CampusFrance office with the following:

1. A copy of your certificate of admission or letter from AUP (make sure you keep the original).



2. Your CampusFrance identification number, (your identification number will be provided to you during the registration process).
3. The CampusFrance registration fee for your region.

It is recommended that you send all documents in one envelope (keep a copy of all your documents). After your application has been approved, **CampusFrance will send you proof of payment (*quittance*) as soon as your registration fee has been registered.**

An email will be sent to your CampusFrance email account to let you know that the process is complete. CampusFrance will attach a document to this email which you must include with your visa application. This document is entitled *Attestation*.

**Please note** that the CampusFrance registration process can easily take three weeks. Once this step is complete, you will then need to follow procedures outlined by your local consulate or embassy to obtain your visa.

## 2. Obtaining Your Visa

Whether or not you are required to sign up with CampusFrance you should apply for your visa at the French consulate or embassy nearest to your place of residence. Each consulate/embassy will have different requirements.

Visa appointment should be made for 4-12 weeks before arrival in France.

### French Consulates and Embassies

- Students from the U.S. can find their nearest consulate by visiting the French embassy's website at: [www.ambafrance-us.org](http://www.ambafrance-us.org)
- Students from other countries can find their nearest consulate or embassy by visiting the French Foreign Ministry's website at: [www.expatries.diplomatie.gouv.fr/annuaires/repdipet.asp](http://www.expatries.diplomatie.gouv.fr/annuaires/repdipet.asp)

**Please note:** A visa is not automatically granted to all nationalities. Consult your local French consulate/embassy for further information and remember to keep your admissions counselor informed, who can help if problems arise.

### What type of visa is required?

You must clearly request a visa for study in France **outside the French university system**, since different procedures are in effect for students seeking admission to the French university system.

- All students over the age of 18 need to request a **one-year "D" visa for students**, allowing multiple entries into France. This includes freshmen, transfer, all visitors (one AND two semester), and graduate students.  
**When you pick up your visa, be sure that you are given the OFII form stamped by your consulate** (this document is required for your application to the French authorities once in France).

- If you are under 18 you need to request a **Visa "D" MINEUR SCOLARISE with multiple entries**. Please refer to the section "Students Under 18 Years of Age", below.

### What documents are required for your visa?

French authorities will require the following documents:

1. **A certificate of admission** from the University (enclosed in your acceptance pack).
2. **The visa letter** to the French consular authorities — *Certificat à l'usage des autorités consulaires*— (enclosed in your acceptance pack).
3. **A financial guarantee**. In most countries, this is a notarized letter from your parents or your bank, certifying that you will have a minimum monthly income as specified by your local French consulate.
4. **Proof of health insurance** from your own insurer or from European Benefits Administrators—*Certificat d'Assurance*—(enclosed in your acceptance pack).
5. **A number of photographs** as specified by your local French consulate.
6. **Your passport** (valid for at least six months longer than the period of the visa applied for).
7. Your **CampusFrance attestation** that you received by email on your CampusFrance email account.

You may also be asked for:

8. **Flight Reservation**
9. **Proof of Accommodation in France**

## Students Under 18 Years of Age Visa Mineur Scolarisé

If you do not turn 18 within three months of your arrival in France, you will need to apply for a long-stay visa for minors. Make it clear to the person at the French consulate/embassy that you need a **Visa « D » MINEUR SCOLARISE with MULTIPLE ENTRIES**. This will allow you to enter and leave France as often as you wish and will be valid until you turn 18, when you will then be required to apply for a *Carte de Séjour*.

## 02

## Money

## Matters

## Financial Planning

Paying for a university education involves significant advance planning. This section provides information you will need to develop your budget, which covers either a nine-month academic year or a four-month semester, whichever suits your educational plans. **Graduate students must refer to the tuition and costs page within their program's website.** Should you need additional information, contact your Admissions Counselor.

All tuition and fees must be paid in Euros and a minimum of the first monthly payment must be made before students can register for classes. Complete details will be sent with the first invoice shortly before you enroll. Tuition covers four courses per semester. Credits taken beyond the four courses will be charged at the part-time tuition rate.

Note: For important information about opening a bank account and initial living expenses upon your arrival in Paris, please refer to page 18.

## Required Fees & Other Essential Expenses

Required fees include tuition, confirmation fee (non-refundable and applied towards tuition), Orientation fee (for the first semester only), health insurance, and housing insurance. For details on housing insurance\* refer to the following page.

Tuition and Costs (in Euros)	Academic year (9 months)	Semester (4 months)
Tuition	24 490	12 245
Health insurance*	940	610 or 627**
Housing insurance* (one room)	80	40
Orientation fee**	510	510
Subtotal	26 020	13 405 or 13 422
<b>Other Essential Expenses</b>		
Books (approximate)	1 200	600
Rent (average)	5 400	2 700
Phone (average year contract)	500	250
Transport (annual pass)	290	260
Groceries/Meals	2 700	1 350
Total	10 090	5 160

\* Waiver possible for visiting students upon receipt of proof of valid insurance.

\*\* depending on your status. Please check billing on MyAUP



## Books

The amount spent on books per year can vary considerably according to the classes in which you are enrolled. For two full-time semesters, with four classes per semester, books can cost between 600 € and 1,000 €.

## Housing Insurance

French law stipulates that all students living in rented accommodation must have housing insurance. All students lodged through the AUP Housing Office are required to subscribe to the University's housing insurance policy. Students who find their own apartments may choose to sign up for the AUP policy as well.

Details of the housing insurance coverage are provided at Orientation and are available in AUP Housing – The Ultimate Guide available online on MyAUP at <http://my.aup.edu/departement/housing>.

## Legal Residence Application

(This concerns non-European Union nationals)

Your application for a medical visit will incur some expenses: expect to pay for a 5 € postal stamp, passport photos, and a 55 € tax stamp. Your application for legal residence must be submitted before leaving for summer break. It will require a 30 € tax stamp.

## Discretionary Expenses

### Personal Expenses

Students' personal expenses will vary; however, we suggest budgeting at least an additional 200–250 € per month.

### Restaurants

Paris has a wide selection of wonderful restaurants that feature budget menus and cuisine from around the world. Fixed price meals (a starter, main dish and dessert) can cost as little as 12 €, and go up to 30 € or more.

## Travel/Study Trips

In addition to your personal travel you should budget around 650 € per study trip that you choose to participate in. The total amount per year will vary depending on how often you take part in study trips.

Study trips and excursions arranged through AUP's Cultural Programs Office are an integral part of the curriculum for some courses, and are highly recommended by several departments. For a full list of trips and prices for the current semester, see: <http://my.aup.edu/student-life/cultural-program>.

For those students who plan to return home for the long school breaks, we recommend that you look into fares and reservations well in advance of the departure date. The Cultural Programs Office can provide you with a list of discount travel agencies in Paris.

## Sports

AUP's Sports Program has several sports teams in competition and offers recreational sports activities as well.

While most sports at AUP are offered for free (list of sports activities and further information at [my.aup.edu/departement/athletics](http://my.aup.edu/departement/athletics)), the following activities require a small financial contribution from students (prices vary per semester): Equestrian (70 €), Yoga (70 €), Aerobics (70 €) and Self Defense (35 €). Students who want to join a gym should budget approximately 350 € for a six-month membership, or 600 € for a year's subscription. Club membership in Parisian clubs for other sports not offered by the Sports Program vary between 200 – 250 € per year.

Subscribing to AUP health insurance facilitates participation in sports activities at AUP. Anyone who would like to participate in a sport is required by French law to consult a doctor beforehand to certify that there is no danger in participating in the sport in question. This certificate is valid for the season and can cost between 25 € to 50 €, which is fully reimbursed by the AUP Health Plan.

## Tuition Payment Plan Options

Tuition is a comprehensive fee, and must be paid before students can register for classes.

The American University of Paris is sensitive to the financial pressure that may arise over the payment of each semester's tuition. As a result, the University has developed three payment plans to meet different students' needs.

**These options are available only to full-time students.**

### Yearly Payment Plan

Students may choose to pay tuition for the full academic year before Fall registration. These students will receive a reduction in tuition. The reduction for the 2010/11 academic year is 540 €. This reduction is **not** available to financial aid recipients. The yearly plan is not available for students entering in the spring semester.

### Semester Payment Plan

Under this plan, students pay one-half of the annual amount of tuition prior to the start of each semester.

**Note:** Students who do not pay the entire semester's tuition and fees at the beginning of the semester will automatically be enrolled in the monthly payment plan.

### Monthly Payment Plan

Students may select the monthly payment plan which is divided into four monthly installments per semester. There is a service charge of 58 € per monthly payment. All non-tuition fees (orientation, health insurance, etc.) are due in full, as part of the first month's payment.

**Tuition grants/Financial aid:** If you choose the monthly payment plan and you are receiving a university grant and/or academic scholarship, you should divide the total of your semester's financial aid by four (the number of monthly payments) and subtract this amount from each of your monthly payments per semester.

Likewise, loan checks must be first divided into four equal amounts before being used as part of the monthly payment plan.

### Monthly Payment Plan Installments

	N°1	N°2	N°3	N°4
<b>Fall:</b>	Upon Receipt of Invoice	Sept. 1	Oct. 1	Nov. 1
<b>Spring:</b>	Upon Receipt of Invoice	Feb. 1	Mar. 1	Apr. 1

## Payment Plan Totals

**Yearly Payment Plan** —(Fall registrants only)—Due upon receipt of invoice

	Euros
Tuition	24 490
Orientation Fee (one time)	510
Health Insurance	940
Housing Insurance (1 room)	80
<b>Less: Yearly reduction*</b>	(490)
Confirmation Deposit	(350)
<b>Total</b>	<b>25 180</b>

\* Not available to financial aid recipients.

**Semester Payment Plan** —Due upon receipt of invoice

	Euros
Tuition	12 245
Orientation Fee (one time)	510
Health Insurance	
Degree seeking Fall semester (covers both Fall and Spring semesters)	940
<b>Or</b> Degree seeking Spring semester (covers Spring semester only)	610
<b>Or</b> Visiting students (covers one semester only)	627
Housing Insurance (1 room)	40
<b>Less: Confirmation Deposit</b>	<b>(350)</b>
<b>Total</b>	<b>13385 / 13 055/ 13 072</b> (depending on health insurance)

**Monthly Payment Plan** —Four payments each semester

First month — due upon receipt of invoice	Euros
Tuition	3 062
Orientation Fee (one time)	510
Health Insurance	
Degree seeking Fall semester (covers both Fall and Spring semesters)	940
<b>Or</b> Degree seeking Spring semester (covers Spring semester only)	610
<b>Or</b> Visiting students (covers one semester only)	627
Housing Insurance (1 room)	40
Service Fee	58
<b>Less: Confirmation Deposit</b>	<b>(350)</b>
<b>Total</b>	<b>4 260 / 3 930/ 3 947</b> (depending on health insurance)

**Remaining 3 months**

(See above for installment due dates)	Euros
Tuition	3 061
Service Fee	58
<b>Total</b>	<b>3 119</b>

## Financial Aid

### University Tuition Grants

University tuition grants are awarded on the basis of both a student's academic strength and their family's financial circumstances. University tuition grants are equally disbursed, half in the Fall semester and half in the Spring semester, after the second week of classes (credited to the student's account as a tuition reduction).

All recipients may deduct the amount of the semester grant from the tuition to be paid at the beginning of the semester, according to the payment plan chosen.

### University Academic Scholarships

Students who have been awarded an academic scholarship may deduct the amount of their academic scholarship from their tuition.

## U.S. Based Loans

American students may apply for U.S. based loans that require certification by the University. However, certification of loan eligibility by the Financial Aid Office does not guarantee the loan. If a loan covers the entire semester's tuition and fees, but is not guaranteed at the time of registration, a minimum payment equivalent to the first monthly payment (under the monthly payment plan) must be paid to the Bursar's Office in order to register for classes. Students who have applied for loans that require certification by the University may also subtract that

amount (minus insurance and processing fees) from their semester invoice if the loan has been guaranteed by the bank or lending agency making the loan.

**Please note:** Students may not receive loan money for living expenses until their tuition and other related fees have been fully paid.

### U.S. Citizens

The following loans are available for American students: Stafford, PLUS (both federal) and Smart Option (private). To apply for federal loans, please visit [www.studentloans.gov](http://www.studentloans.gov). To apply for the Smart Option loan, please visit [www.salliemae.com](http://www.salliemae.com).

For more details on loans at AUP, please contact your Admissions Counselor.



## 03

## Bursar

## Policies &amp;

## Information

\* If you are making a large online tuition payment, please contact your bank in advance with the details of the amount in order to clear the payment.

### Financially Responsible Person (FRP)

The person (sponsor) who is financially responsible for your university expenses will receive all invoices and financial notices and remains liable for all fees. If you change your Financially Responsible Person before you arrive at AUP, please inform your Admissions Counselor; following your arrival on campus, inform the Bursar's Office.

### Currency of Payment

All tuition payments must be made in Euros **ONLY**.

### Methods of Payment

Once you have confirmed your intention to enroll, tuition fees may be paid online as well as by personal check, bank check, wire transfer, money order, travelers checks, cash, or credit card (Visa, MasterCard, or American Express). Credit card payments may also be made by calling or faxing the Bursar's Office.

### Online Payments

You can make payments online at <http://my.aup.edu/payment>. Note that you will be required to log in with your NetID which was provided to you via email from our MyAUP service.

**Wire transfers must be sent to:** Société Générale  
St Dominique 75007 Paris France

Account Name: The American University of Paris  
Bank Number: 30003  
Branch Number: 03290  
Account Number: 00037266521  
Clé R.I.B. 87  
BIC: SOGEFRPP  
IBAN code: FR76 3000 3032 9000 0372 6652 187

Please include student name and number with your payment. Once the transfer has been validated by your bank, please fax the bank receipt to the Bursar's office

### Bursar Fees & Services

#### Collection Check Fee

There will be a 35 € collection fee charged for any Euro check payable on a bank outside of France or any U.S. Dollar check payable on a bank outside of the U.S.

#### Returned Check Fee

Checks which are not honored by the issuing bank will be subject to a 40 € fee.

#### Emergency Cash Fund

The Bursar's Office maintains an emergency fund for students in need of a small loan. Students whose accounts are in good standing may borrow up to 100 € in cash. Emergency Cash Fund loans not repaid in cash within two weeks incur a 1 € per day late charge.

Note: The Emergency Cash Fund service stops three weeks before the end of the semester and is not available during the summer.

#### Emergency Loan

For unexpected situations or emergencies requiring more funds than the 100 € Emergency Cash Fund, The Dean of Students can authorize emergency loans paid directly to the student and charged to the student's account. To receive an emergency loan, a student's account must be in good standing, and their FRP (Financially Responsible Person) must also submit a letter or fax authorizing the loan.

#### Change & Collection Office

Checks made out to Change & Collection may be cashed at the University's Change & Collection office. There is a service fee of approximately 15.20 € per check.

**Note:** The countersigning service stops three weeks before the end of the semester and is not available during the summer.

#### Withdrawals and Refunds

If you withdraw from the University, deadlines and corresponding refund percentages are strictly applied. Details are outlined in the University course catalog.

# 04

## Travel

### To

## Paris

Travel plans should be made well in advance of your departure date, and we would advise **ONLY** once you have obtained your visa (if required).

### From the U.S.A. and Canada

There are a number of reduced-rate travel possibilities available to you as a university student. Among the many agencies that arrange student charters is Council Travel, a division of the Council on International Educational Exchange (CIEE). They have several offices in the U.S.A. and around the world. To obtain the telephone number and address of the office nearest you, contact them toll free in the U.S.A. at 1-800-226-8624. Another discount travel agent for students is STA. They have a number of offices in the U.S.A. and can be reached at 1-800-781-4040.

### From Other Countries

If you are coming from other parts of the world, you should consult local airlines directly for information on youth and student reductions. A number of discount travel agents exist in Europe. Some of the most popular with students are Council Travel, USIT, CTS, and STA.

Most European countries participate in an international network of student flights under the aegis of the Students Air Travel Association. The Student Air Travel Association is an association of member organizations that specialize in the development of air travel opportunities for students and young people. The fares on SATA flights are normally

40% lower than commercial fares. More information is available from the national student association of your country of residence. They can also supply you with information on special student train fares.

If you live in Europe and intend to travel by train, the SNCF (French National Railway) offers a number of reductions to students under 26 years of age: [www.voyages-sncf.com](http://www.voyages-sncf.com).

### Airport shuttle

AUP organizes free of charge shuttle service from the Charles de Gaulle Airport to the FIAP (Orientation center) for students who have reserved ahead of time on the pre-arrival page of MyAUP: <http://my.aup.edu/pre-arrival>.

This service is only available on the day of Orientation check-in. If you plan to arrive at the Orly Airport or at a Paris train station, an AUP student will meet you at your arrival gate, but you will be responsible for transportation to the FIAP (Orientation center). Please be aware that we will **NOT** be able to accommodate students who have failed to complete the request form.

### Useful Tips

- The electrical current in France is 220 volts; transformers that correct voltage differences can be purchased locally.
- Temperatures may dip to near 0° C (32° F) in the winter months. Bring some warm clothing and a heavy coat.
- Students taking prescription medication should bring at least one month's supply with a written prescription, and take note of the medication's pharmaceutical name.
- Be aware that shipping can be expensive and may involve customs delays. It is best to travel with all of your belongings, and pay an excess luggage fee.



# Part Two

# Upon Your

# Arrival

# in Paris



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05

Your

First

Week in

Paris

## Orientation and Registration

Orientation at The American University of Paris is **mandatory** and takes place the week before the start of classes. It is an integral part of your academic journey at the University and vital to your integration, both academically and socially.

During Orientation week, you will:

- Meet your **Student advisor**
- Take part in **obligatory testing** for English, French and Mathematics (for undergraduate students only)
- Attend **information sessions** on Paris, student life, academic policies, health insurance, MyAUP and many other topics designed to ensure a positive first semester.
- Initiate the process of **formalizing your legal status** in France with AUP's *Carte de Séjour* office (not required for European Union nationals). Students will also enroll in French Social Security with the Health Plan Coordinator.
- Visit and choose your **Housing** with the assistance of an AUP Housing Advisor
- Benefit from **Academic Advising**
- **Register** for your classes
- Get to know other **students from around the world**

You will obtain more detailed information about Orientation once you have confirmed your intention to attend AUP.



## Applying for Legal Residence in France — *Carte de Séjour* Office

(This section does not apply to one-semester visiting students)

Since the summer of 2009, non-European Union nationals do not apply for a *Carte de Séjour* in their first year of study in France. According to the law, they are required instead to submit an application for a medical visit with the French authorities, which will validate their legal residence in France.

### AUP Assistance

When you arrive in Paris, AUP's *Carte de Séjour* office will help you to comply with requirements for the *Carte de Séjour* application. This assistance will be offered to you during Orientation, and continue throughout your career at AUP.

Your legal status must be renewed regularly. Upon expiration of your visa, you will need to apply for a *Carte de Séjour* (residence card).

This card will have to be renewed every fall when you return to AUP. Pay close attention to the documents that you will have to present. **Originals are often required.**

What documents are necessary to apply for the medical visit?

- your passport, which must be valid for at least six months from the day you arrive in France, with the student visa that has been issued to you, and the original OFII form returned to you stamped by the consulate.
- a photocopy of your birth certificate that must include your parents' names, places and dates of birth. If the birth certificate is in any language other than French or English, you must also provide a photocopy of the certified translation required by the Health Care Coordinator.
- All students entering France with a student visa and planning on staying at least two semesters at AUP are required to open a local bank account. Proof of funds will be required when applying for the *Carte de Séjour*.

**Please Note:** There are regular ID controls in public areas in France and failure to provide proof of residence can result in difficulties and the possibility of being expelled from the country.

For more information about the *Carte de Séjour* go to <http://www.aup.edu/cartedesejour>



## 06

## Banking

If you plan to attend AUP for more than one semester, you must open a French bank account to guarantee easy access to funds and allow you to receive wire transfers and deposit checks. Having a bank account also allows you to deposit Euro checks which cannot be cashed or endorsed for payment to another party.

**Note: French banks do not allow overdrafts unless specifically arranged, and there can be very serious consequences for overdrawing an account or bouncing checks. Keep sufficient funds in your account to cover your monthly expenses.**

### Opening a Bank Account

The University recommends that you pre-open your bank account and has established agreements with several local banks, all within walking distance of AUP facilities. **When you have confirmed your attendance, you will receive an email providing details about each bank, together with instructions on how to pre-open and activate your account before arrival.** This enables you to take advantage of wiring funds ahead of time and you will be able to collect your debit card (*carte de retrait*) at Orientation. Our participating banks will also have representatives available during Orientation for those students who would prefer to open an account after their arrival. Opening an account at Orientation will result in a delay of a week to 10 days before you receive a checkbook and debit card. Keep in mind that you will need a bank account to pay for your first month's rent and deposit, to subscribe to a monthly phone plan, and to take advantage of discounted student *métro* passes.

Participating banks that welcome AUP students:

**LCL Crédit Lyonnais:** 2 bis, avenue Bosquet  
Tel: 01 44 11 30 07

**Société Générale:** 106 rue St. Dominique  
Tel: 01 47 53 55 12

**BNP Paribas:** 37, avenue Bosquet  
Tel: 01 44 11 03 42

For more information about AUP's participating banks and for an application form, see: <http://www.aup.edu/banking>

### Bank Transfers from Abroad

Funds can be transferred to France from abroad using one of two methods:

- Bank transfers to your French bank account: once you have opened a bank account, anyone may transfer money to the account. This normally takes 2-5 days, but can sometimes take longer so plan ahead.

Bank transfers to American Express, Thomas Cook, or Western Union:

- Anyone with an American Express card or access to a Thomas Cook agency can have money transferred instantly to the American Express or Thomas Cook offices in Paris. Funds can also be sent through Western Union to selected post offices in Paris.

**Note: Do not come to Paris with a check drawn on a foreign bank.** The slowest way to receive money from abroad is to deposit a check in any currency (including Euros) that is drawn on a bank outside of France. It can take from four to six weeks for these checks to be credited to your account, resulting in serious delays and high service charges.

### Automatic Teller Machines (ATMs)

Students frequently rely on bank or credit cards to withdraw cash from Automatic Teller Machines. This is very convenient, but be aware that there are often daily or weekly limits to the amount you can withdraw. We recommend that you contact the bank or company that issued your card to:

- verify that your card is an international card and can be used in Paris—secure a 4-digit pin code (not letters) for your card. Only cards with 4-digit numerical codes can be used in French ATM machines.
- determine whether or not there are daily or weekly limits.
- verify whether your bank or credit card company charges for individual transactions at ATMs; if so, you will want to make fewer but larger withdrawals.

### Travelers Checks

Travelers checks can be cashed at any foreign exchange office, or in most banks in Paris, but there is always a service charge. Students arriving for Orientation will be directed to reliable agencies for cashing travelers checks and for exchanging cash. Because of the fees and fluctuations in exchange rates, it is preferable, and much safer, to open a bank account and transfer money from abroad.

### Initial Living Expenses

Plan to arrive in Paris with enough funds for the first month's expenses including the first month's rent, one month's security deposit, miscellaneous startup expenses, and daily living expenses (we suggest about 1500 €). Ideally, we also suggest that you arrive with some cash (about 250€) and a credit card (with a PIN number) for withdrawing additional funds. Do not come to Paris with a check drawn on a foreign bank.

# 07

## Housing

The AUP Housing Office helps you find safe and comfortable accommodations, within easy commuting distance from campus. If you have requested AUP housing assistance, we will help you find a permanent place to live during Orientation week (refer to the confirmation of attendance form for this option).

**If you would like to be housed during Orientation, you must fill out the online accommodation request form available on MyAUP.** Please be aware that students who opt to be housed by AUP are guaranteed temporary accommodation until they are permanently housed. Students who choose to find housing on their own will have to vacate temporary accommodation as of Monday morning of the week of Orientation.

Following your housing interview, your Student Advisor will accompany you on a visit to a permanent housing option that best suits your personal requirements, interests and budget. For more information, please refer to the AUP Housing —The Ultimate Guide online at: <http://my.aup.edu/student-life/housing>.

### Independent Rooms

Also known as *chambres de bonne*, these small, furnished, converted maids' rooms are usually located at the top of classic French apartment buildings.

### Living with a French Family (Homestay)

Living with a French family is an excellent opportunity to improve your French and immerse yourself in French culture.

### Studios and Apartments

A limited number of larger studios and apartments are available, but priority is given to returning senior students.

### Dorms

Beginning in the fall of 2011, AUP will be able to offer students the option of accommodations in a dormitory.

The Campuséa Residence option, as it our dorms are called, gives AUP students the opportunity to live in a secure, high-quality environment where they can interact with other AUP students as well as French students. This brand new residence offers an attractive all-included option, and reduces administrative processes to the bare minimum.

All rooms are singles and are completely furnished, and students have access to a fitness room, private gardens and a common room equipped with wireless facilities.

There are four categories, all in limited numbers, which vary in price as in size. The costs range from 828€ to 1083€ per month, but there are some factors which may contribute to lowering the cost.



## 08

## Health

## Insurance

The American University of Paris offers its students a comprehensive Health Care Plan which guarantees excellent medical coverage, helps integrate students into French society and supports the University's academic mission.

It is a French government requirement that all students have health insurance. All full-time students are automatically enrolled in the AUP Student Health Care Plan at the beginning of each semester. For new students, coverage begins the first day of Orientation and lasts until the beginning of the following semester. The policy is automatically renewed for continuing students during the second semester and the summer.

The cost of the health care plan will be charged directly to your student account, and payment is due for new students when they register for classes. Health care plan details can be found online on MyAUP at:

<http://my.aup.edu/healthcareplan>.

The plan consists of the following:

- **French Social Security:** Students are registered with French Social Security at Orientation and receive a *Carte Vitale* during their first semester. French Social Security is a prerequisite for medical coverage and allows students to more fully integrate into French society. With a social security number, for example, international students can work part-time during the academic year and summer.
- **Full Medical Coverage:** Beyond French Social Security, the University has contracted with a private company to cover many important costs other student health care plans in France do not, including reimbursement for all of the following (and more): eye glasses and contact lenses, preventive dental treatment, alternative medicine such as chiropractic care, doctors who make house calls (SOS Médecins) and up to fifteen sessions a semester with a psychologist. See the Student Health Care Handbook for full details of coverage (<http://my.aup.edu/healthcarehandbook>). A full-time staff member is available in The Office of Student Affairs to assist students with questions regarding social security and supplemental insurance as well as to help with filing claims.
- **Counseling Services:** Individual counseling appointments are available for free throughout the week with an off-campus clinical social worker as well as with an off-campus psychologist. Students may also meet with an on-campus Student Affairs Guidance Counselor throughout the week. In addition, The Office of Student Affairs provides a range of health and wellness support and prevention tools and workshops throughout the year.
- **Emergency Support:** An emergency response team is available 24 hours a day for psychological crisis or psychiatric or medical emergencies.

The AUP Student Health Care Plan is mandatory and available in several packages depending on your status (see table on the opposite page).

New degree-seeking students	Students under 20 during academic year already covered by parents' French Social Security*	Visiting students (one semester or a year)
<b>Package A</b> (including French Social Security and supplemental coverage with the AXA Group): € 610 a semester or € 940 for the year	<b>Package C</b> (including supplemental coverage with the AXA Group): € 407 a semester or € 737 for the year	<b>Package D</b> (including full insurance with Axa Group): € 617 a semester or € 1 177 a year
	Opt out of Student Health Care Plan entirely**	Opt out of Student Health Care Plan entirely***

\*Only possible for students who DO NOT turn 20 during the academic year. In this case students must provide proof that they are covered by their parents' French Social Security (*Attestation d'ayant droit*).

\*\*Proof of alternate supplemental coverage (*mutuelle*) must be provided to The Office of Student Affairs NO LATER than Orientation check-in. The student will otherwise be enrolled in The AUP Student Health Care Plan (Package C) - no exceptions will be made. See your Admissions Counselor for details.

\*\*\*Only possible for visiting students already covered by private comprehensive health insurance valid in France that includes medical coverage equivalent to AUP's Student Health Care Plan. A signed certificate by the representative of the health insurance provider (provided in your acceptance pack) must be submitted to The Office of Student Affairs NO LATER than Orientation check-in. The student will otherwise be enrolled in The AUP Student Health Care Plan (Package D) - no exceptions will be made. See your Admissions Counselor for details.

### What do I need to provide to AUP Health Plan Coordinator?

Most students will be registered with the French Social Security for the first time (refer to first column below) and must provide the documents required by the French Social Security. Students who already have a French Social Security number and students under 20 covered by their parents' French social security do not need to provide a birth certificate.

Visiting students do not need to provide any documents unless they choose to opt out of the AUP Health Care Plan, in which case they must provide proof of alternate insurance.

All documents must be provided to the Health Plan Coordinator NO LATER than Orientation check-in.

See MyAUP for full details and the latest updates about the AUP Health Insurance Plan: <http://my.aup.edu/group/health-and-wellness>.

First Time Applying for a French Social Security Number	Already Have Your Own French Social Security Number	Students Under 20 Covered by Parents' French Social Security	Visiting Students
One certified copy of your birth certificate including your parents' names, date and place of birth (ORIGINAL document issued by the authorities that recorded the birth - It will not be returned)	A copy of your <i>Carte Vitale</i>	A copy of your <i>Carte Vitale</i>	Nothing to provide if you enroll in Package D
If the certificate is not in French, one AUTHORIZED translation into French (See your local French Consulate for a list of authorized translators)	A Social Security " <i>attestation de droit</i> " certificate	A Social Security " <i>attestation d'ayant-droit</i> " certificate	
One photocopy of your visa (or proof of legal residency). If you are an EU citizen: a copy of a passport/ID	One photocopy of your visa (or proof of legal residency). If you are an EU citizen: a copy of a passport/ID	One photocopy of your visa (or proof of legal residency). If you are an EU citizen: a copy of a passport/ID	
Must Enroll in Package A	Must enroll in Package A*	To opt out of the AUP Health Care Plan entirely, you must provide proof of supplemental health insurance ( <i>mutuelle</i> ).	To opt out of the AUP Health Care Plan entirely, you must provide proof of alternate health insurance.

\*In some cases, a student working at least 60 hours a month during the entire school year may opt out of the AUP's health insurance plan. See the Health Care Coordinator for details.

## French Consulates & Embassies

For a complete list of French consulates and/or embassies around the world, please visit the following web sites:

### United States

[www.ambafrance-us.org](http://www.ambafrance-us.org)

### Other Countries

[www.expatries.diplomatique.gouv.fr/annuaire/repdipet.asp](http://www.expatries.diplomatique.gouv.fr/annuaire/repdipet.asp)

## AUP Contacts

### Admissions Office

6, rue du Colonel Combes  
75007 Paris  
France

Tel: +33 1 40 62 07 20  
Fax: +33 1 47 05 34 32

Undergraduate Admissions  
Email: [admissions@aup.edu](mailto:admissions@aup.edu)

Graduate Admissions Email:  
[graduateadmissions@aup.edu](mailto:graduateadmissions@aup.edu)

### United States Contact

700 North Colorado Bd. # 502  
Denver, Colorado, 80206  
U.S.A

Tel: + 1 303 993 4326  
Email: [usoffice@aup.edu](mailto:usoffice@aup.edu)

### Bursar's Office

102, rue Saint Dominique  
75007 Paris - France

Tel: +33 1 40 62 07 11  
Fax: +33 1 47 53 88 03  
Email: [violet.vaicie@aup.edu](mailto:violet.vaicie@aup.edu)  
[sally.overton@aup.edu](mailto:sally.overton@aup.edu)

### Student Affairs Office

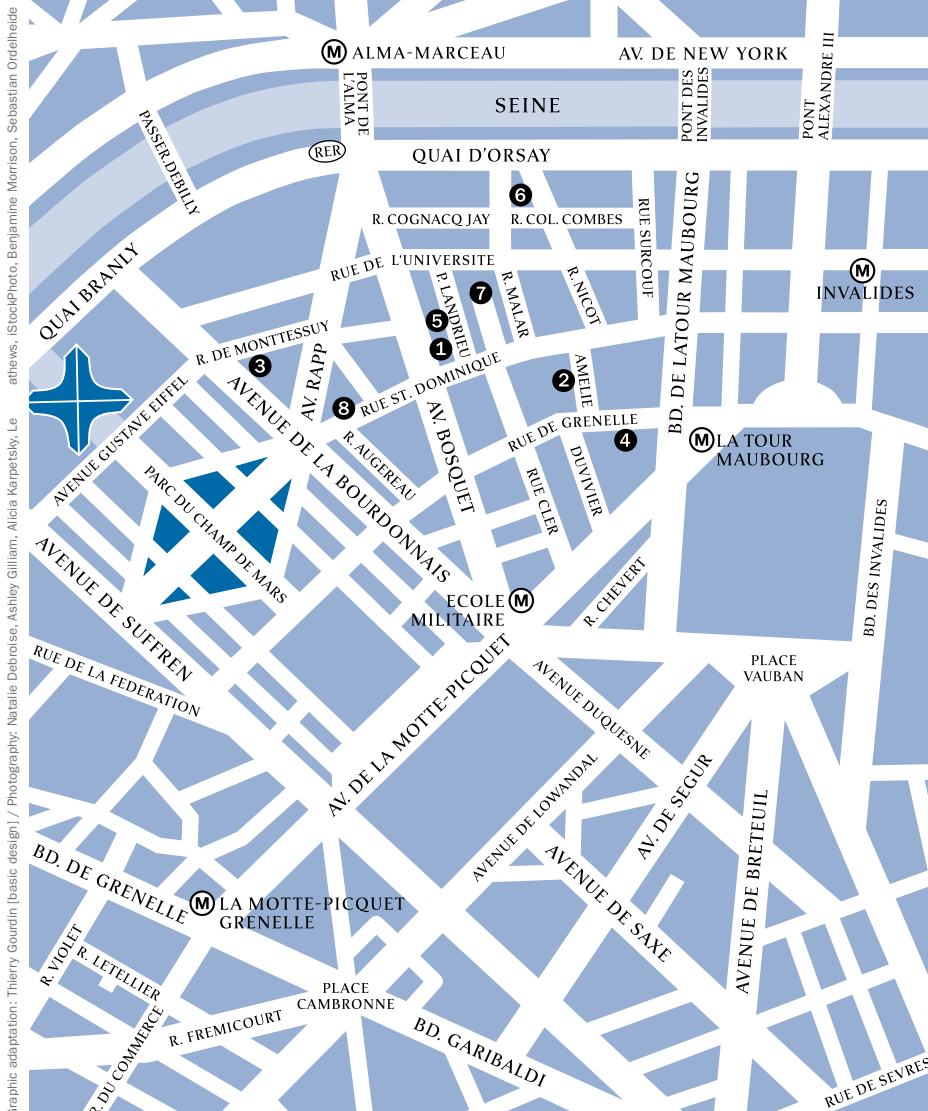
31, avenue Bosquet  
75007 Paris - France

Tel: +33 1 40 62 06 43  
Fax: +33 1 47 05 33 49  
Email: [studentaffairs@aup.edu](mailto:studentaffairs@aup.edu)

### Student Government Association

Email: [sga\\_info@aup.edu](mailto:sga_info@aup.edu)  
Web: [www.sga.aup.edu](http://www.sga.aup.edu)

## AUP Facilities



Graphic adaptation: Thierry Gourdin [basic design] / Photography: Natalie Debroise, Ashley Gilliam, Alicia Karpetsky, Leathews, iStockPhoto, Benjamin Morrison, Sebastian Ordelheide

- 1 31, avenue Bosquet  
Academic Affairs, Classrooms, Registrar, Student Affairs, Student Café, Student Government Association, Student Lounge
- 2 10 bis, rue Amélie  
Bookstore, Classrooms
- 3 9, rue de Montessuy  
AUP Library
- 4 147, rue de Grenelle  
(behind Eglise St. Jean)  
Academic Resource Center (ARC), Classrooms, Computer Services, Faculty Offices, Student Lounge, The Andrew Batinovich Trading Room and Research Center, Writing Lab
- 5 102, rue St. Dominique  
(entrance 16, Passage Landrieu)  
Academic Advising, Bursar, Cultural Programs, Finance and Administration, Human Resources
- 6 6, rue du Colonel Combes  
Admissions, Classrooms, AUP Fine Arts Gallery, Faculty Offices, President's Office, Student Finance Center, Student Lounge, Summer Term Office
- 7 11, rue Pierre Villey  
Classrooms, Faculty Offices
- 8 118, rue St. Dominique  
Alumni Affairs, Communications, Institutional Research, Internship/Career Services, Public Relations, University Advancement