



## **Orientation Guide**

**Everything an international post-doc and contract worker needs to know  
before arriving in Toulouse**



**Leaflet for foreign nationals /aliens**

<b>Most frequent cases</b>	<b>People involved</b>	<b>Follow up</b>
<p>Alien not already on French soil 1st application</p>	<p>The human resources department sends the compact to the “préfecture”, then forwards it to you by chronopost together with the invitation letter and the OFII form so that you can make an appointment to the embassy/consulate to get your entry visa</p>	<p>Before coming to France, you must have by you the original compact together with a copy of your passport including a long stay visa - residence permit and hand them over to the Human resources department.</p> <p>Within 3 months of your arrival, a copy of the OFII sticker affixed to your passport must be forwarded to the Human Resources Department.</p>
<p>Alien with a long stay visa - residence permit</p>	<p>2 months before of your long stay visa - residence permit expires, you must apply its for renewal using the electronic procedures (see link to the préfecture)</p> <p>Download the compact and forward it to the Human Resources Department for signature.</p>	<p>Upon reception of the receipt and then of the residence permit, copies must be sent to the Human Resources Department.</p>
<p>Renewal of a residence permit</p>	<p>2 months before of your long stay visa - residence permit expires, you must apply its for renewal using the electronic procedures (see link to the préfecture)</p>	<p>Upon reception of the receipt, and of the residence permit, copies must be sent to the Human Resources Department.</p>

	Download the compact and forward it to the Human Resources Department for signature.	
Change of status	You must notify the bureau for aliens at the “préfecture” about any change of status and arrange for an appointment on Monday from 9 am to 3 pm	Upon reception of the receipt, and of the residence permit, copies must be sent to the Human Resources Department.
Amendment of your residence permit following a change of address	You must notify the bureau “retrait” at the “préfecture” about your residence permit following a change of address, from Tuesday to Friday from 9 am to 3 pm and arrange for an appointment.	Upon reception of the receipt, and of the residence permit, copies must be sent to the Human Resources Department.

\*VLS-TS : visa long séjour - titre de séjour - **long stay visa - residence permit**

\* OFII : office français de l’immigration et de l’intégration - **French agency in charge of migration and welcoming foreign people.**

Link to the Home Office Local Branch (Préfecture) : <http://www.haute-garonne.gouv.fr/Demarches-administratives/Immigration-et-integration/Immigration/Sejour-des-etrangers>

Link to OFII: <http://www.ofii.fr/>

Link to the Kastler foundation : <https://www.fnak.fr/>

The Kastler foundation is to improve conditions of foreign scientists and academics arriving in France and to help them to keep in contact following their return home.

## **Accommodation**

New comers/ New staff must make their own arrangements towards accommodation prior or upon their arrival in Toulouse.

Accommodation for a duration of one month on the MF campus will be possible subject to availability and approval by the managerial team.

web sites of real estate agencies:

<http://www.orpi.com/agence-immobiliere/haute-garonne/toulouse/agences-immobilieres-toulouse.html>

<http://www.adl-immmo.fr/agence-immobiliere-toulouse.html>

[http://fr.foncia.com/agence-immobiliere/Toulouse/Foncia\\_transaction\\_location-1613.php](http://fr.foncia.com/agence-immobiliere/Toulouse/Foncia_transaction_location-1613.php)

<http://www.century21.fr/>

For those of you on a tight budget, there is always the possibility to share a flat or rent a room with locals. Most commonly, 2 to 4 people share a Self-contained flats with use of a common kitchen, dining room and bathroom are typically shared by between 2 to 4 people. Prices range from between 200€ - 450€/month, depending on its dimension, the number of flat-mates and how close it is to the town centre. Those interested should register on the following sites and be proactive about following up and contacting the available listings:

[www.appartager.com](http://www.appartager.com)

<http://www.e-colocation.fr/>

[www.crij.org/annonces-logements](http://www.crij.org/annonces-logements)

A guarantor (French Garant) is someone who stands security and promises to pay the rent if the person who should pay it does not. The guarantor must also sign the lease. More often than not, owners or real estate agents require that the guarantor be working and living in France.

## **To pay a deposit against unpaid rent**

Should you have no relative who can stand security for you, there are agencies that can act as guarantee.

In Toulouse, one may apply to Garantie Midi-Pyrénées, Loca-Pass and soon Garantie CLE.

Loca-Pass is available only to scholarship students from CROUS, some trainees and employees who reside in student or council flats and have been granted housing benefits (APL). More information from CRIJ.

Garantie Midi-Pyrénée and Garantie CLE offer a wider range of housing without resources conditions.

Garantie Midi-Pyrénée: information from Université de Toulouse (manager of the Toul'Box)

Garantie CLE: information from CROUS and the web site Lokaviz.

Home insurance:: ([https://toulbox.univ-toulouse.fr/packs/pack-bienvenue/fiches-informations/#Souscrire\\_une\\_assurance-habitation](https://toulbox.univ-toulouse.fr/packs/pack-bienvenue/fiches-informations/#Souscrire_une_assurance-habitation))

Civil liability is compulsory, can be taken out together with a home insurance or sometimes with a credit card.

## **Health insurance**

### **General Medical Information**

Regardless of citizenship, every one must be registered with the National Health Service. The Head of HR Department will ensure that forms are properly filled in, and will forward them to the NHS Department. Aliens must provide a birth certificate translated into French. Once registered with the NHS, one is expected to look for a GP (médecin traitant). On one first visit, a patient form is fill in which has to be sent to the NHS Department together with banking details (RIB/RIP) to ensure the reimbursement of GP's fees and medication. After payment of one's GP or specialist's fee, forward the form to the NHS for reimbursement which can take up to 6 weeks. Once is free to choose any GP one likes, a list can be found on google map under the heading médecin traitant. A GP's fee is 23,00€, 30,00€ for a specialist. NHS refunds 21,00€ and 27,00€ respectively. It is paramount that the GP's health form should be duly completed, without which the NHS will refund less than the customary amount.

### **Caisse primaire d'assurance maladie (CPAM)**

[www.ameli.fr](http://www.ameli.fr)

## Weather:

During the winter months, the average temperatures range from 0 to 5°C (32° - 42°F). It seldom snows in Toulouse but when it happens, it creates havoc. The average temperatures in Summer typically range from 20° to 30°C (68° - 86°F), heatwaves are not uncommon. Do not expect air conditioning in flats.

A rain coat and an umbrella is never a bad idea!



## **Toulouse transportation**

### **By plane :**

Toulouse Blagnac Airport is 8km from the city centre and most international airlines fly into this airport.

[www.toulouse.aeroport.fr](http://www.toulouse.aeroport.fr)

Getting to and from Blagnac Airport is relatively easy. The airport shuttle, Flybus (La Navette Aeroport) runs between the central train station, Gare Matabiau, and the airport every 20 minutes, stopping at three different tube stops on the way. A one-way ticket costs 5 euros and takes about 30 minutes.

<http://www.tisseo.fr/en/airport-shuttle>

Some budget airlines such as Ryanair fly into Carcassonne International Airport and there are several direct trains between Carcassonne and Toulouse each day operated by SNCF.

<http://www.aeroport-carcassonne.com/en>

### **By Train:**

The central train station in Toulouse is Gare Matabiau - SNCF and is located next to the tube stop Marengo-SNCF.

[www.sncf.com](http://www.sncf.com)

### **By Bus or Tube:**

Toulouse has two convenient tube lines that run through the centre of the city, and an extensive bus system connecting the city centre to nearby suburbs. A standard one-way trip costs 1,40€, but students under 26 can apply for a "moins 26" Tisseo card. With this card, students have 10 rides for 4€. Students 26 and older can apply for a student card, and can have 10 rides for 8,50€. Monthly

passes are also available to students under 26 years for just 10€ per month. More information about how to apply for a discount Tisseo card can be found at:

<http://www.tisseo.fr/en/tickets-price> (or download the TISSEO application)

### **By Bike:**

VélôToulouse is a very convenient and easy-to-use bike system with bike stations

located throughout the city. For 1€ a day or 20€ a year, students can borrow a bike from any station, and return it to any other station. VélôToulouse has become extremely popular over the past year and is now a common mode of transportation for getting to and from the university during the day, or out to the bars late at night. The system runs until 2 am every morning.

[www.velo.toulouse.fr](http://www.velo.toulouse.fr)





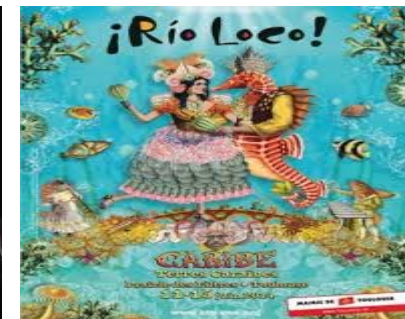
## Toulouse information

### National Holidays

November 1	All Saints Day (La Toussaint)
November 11	Armistice Day (Jour d'Armistice)
December 25	Christmas Day (Noël)
January 1	New Year's Day (Jour de l'an)
April 5	Easter (Pâques)
April 6	Easter Monday
May 1	Labour Day (Fête du travail)
May 8	WWII Victory Day (Fête de la Victoire 1945)
May 14	Ascension (l'Ascension)
May 24	Whitsun
May 25	Whitsun Monday
July 14	Bastille Day (Fête nationale)

### Festival and Concerts

September :	Piano aux Jacobins
October :	Festival Cinespana
December :	Christmas Market
January :	C'est de la Danse Contemporaine
March :	Rencontres Cinémas d'Amérique Latine
April :	Festival Flamenco
May :	Fêtes des Berges et du Vélo
June :	Marathon des Mots, Rio Loco, Fête de la Musique
July :	Danse à Toulouse
August :	Toulouse d'Eté



## **Important phone numbers**

### **Emergency:**

Police: 17

Fire department: 18

SAMU (Emergency medical services): 15 or +33 (0)5 34 39 33 33

European emergency number: 112

### **Utilities:**

[www.edf.fr](http://www.edf.fr)

[www.gdfsuez-dolcevita.fr](http://www.gdfsuez-dolcevita.fr)

TV license: [www.impots.gouv.fr](http://www.impots.gouv.fr)

### **Medical:**

SOS Médecins: +33 (0)5 61 33 00 00

SIMPPS

(Inter-university Department for preventive medicine and promoting health):

+33 (0)5 61 63 37 25

Vaccination centre: +33 (0)5 61 22 23 46 - 17 place de la Daurade

All night pharmacy / drugstore: +33 (0)5 61 62 38 05

76 allées Jean Jaurès

Family planning: +33 (0)5 61 25 54 17 - 95 Grande rue Saint Michel

Red Cross hotline: +33 (0)8 00 85 88 58

Drugs / alcohol / tobacco info services: +33 (0)8 00 23 13 13

AIDS information service: +33 (0)8 00 84 08 00

### **General:**

Central Post Office: +33 (0)8 99 19 52 37 - 9 rue Lafayette

Lost and Found: +33 (0)5 62 27 63 00

Lost credit cards: +33 (0)8 92 70 57 05

Telephone numbers: [www.pagesjaunes.fr](http://www.pagesjaunes.fr)

## French bank accounts

Almost all students open a bank account upon arriving in France since a bank account is essential for receiving and making bank deposits (rent, CAF, medical reimbursements, etc.). Also, with a bank account, students receive a Carte Blue, which is necessary for online purchases, recharging a student Moneo account, and for renting a bike with VélôToulouse.

Documents required to open an account:

- passport
- proof of address
- student card or proof of enrollment in a university.

Business hours for most banks:

Monday - Friday or Tuesday - Saturday morning

8:30 -12:00/12:30 and 13:00/13:30-17:00

Banks with several locations and debit machines throughout Toulouse:

HSBC: [www.hsbc.fr](http://www.hsbc.fr)

Banque Populaire: [www.banquepopulaire.fr/](http://www.banquepopulaire.fr/)

Credit Mutuel: [www.creditmutuel.fr/](http://www.creditmutuel.fr/)

BNP Paribas: [www.bnpparibas.com/](http://www.bnpparibas.com/)

Credit Agricole: [www.credit-agricole.com/](http://www.credit-agricole.com/)

LCL: [www.lcl.com/fr/](http://www.lcl.com/fr/)

Caisse d'Epargne: [www.caisse-epargne.fr/](http://www.caisse-epargne.fr/)

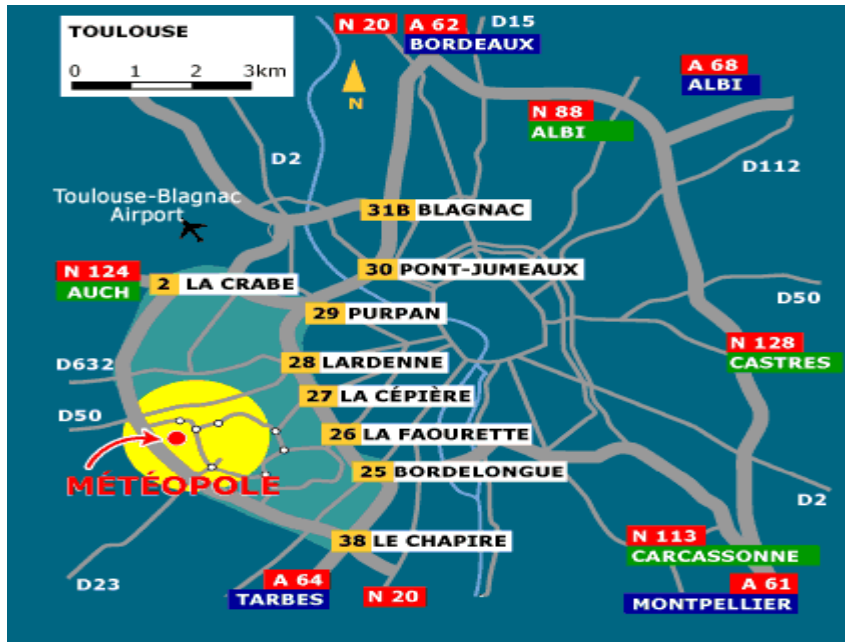


**Useful maps**



## Useful maps

How to reach the CNRM



CNRM

42, Avenue Gaspard Coriolis

31057 Toulouse Cédex1

### By road

- From the motorway "Paris-Bordeaux", follow "Foix-Tarbes" direction; you are on the ring. Take Exit 27 "La Cépière". Follow "Cugnaux", then "Les Pradettes" and "Météo-CERFACS".

From the motorway "Montpellier-Carcassonne", follow "Aéroport de Blagnac" (airport sign). On the ring take EXit 27 "La Cépière/Cugnaux" and then, as above.

### By air

- A taxi can drive you to Meteopole in about 15 minutes. It should cost around 25 €. You can also take the airport shuttle to the stop "Allées Jean-Jaurès" downtown, and then the underground (see below).

### By underground

Take the subway to the last stop "Basso Cambo", then catch a bus on line number 8, check that the direction at the front of the bus is "Cité scolaire Rive-gauche", then get off at stop "METEO-FRANCE". A subway+bus ticket will cost around 1,40 €. From "Gare Matabiau" to Météo-France it takes around 30 minutes.

**Map of the campus**

