

You were chosen to study at the University of Bordeaux for 1 semester or 1 year,  
*Congratulations !*

The majority of the administrative procedures will be dealt with by the central administration of the International Relations Office (IRO) of the University of Bordeaux (UBx). Your stay will be dealt with by the IUT, located on the **Bastide campus**.

**1. Application**

Our online application form is now available :

-in French : <https://ubx.moveon4.com/locallogin/56dd56c33d5d66c137a6bc12/fra>

- in English : <https://ubx.moveon4.com/locallogin/56dd56c33d5d66c137a6bc12/eng>

Please read the information below before completing your application :

<http://www.u-bordeaux.fr/International/Venir-a-Bordeaux/Etudiants-etrangeurs/Mobilite-en-programme-d-echange>

*At section « faculty », select the correct option:*

**-IUT de Bordeaux, Campus Bastide** if you apply for an exchange within the agreement signed with the IUT  
(<http://techdecobordeaux.fr>)

**Language requirements** : all exchange students, even those who intend to take courses taught in English, have to provide a certificate proving

- a B1 level in French
- a B2 level in English for programs offered in English

Even if you intend to take courses in English, a good command in French is highly recommended. It enables you to understand easily the information provided by the different administrative staff of the UBx and French bureaucracy in general.

Unofficial certificates provided by language teachers are accepted.

• Please note you can send all **the required documents**<sup>1</sup> by post or by e-mail to the central administration of the International Relations Office (IRO). [See contacts details below](#)

Deadlines to send your application to the IRO by mail or by post :

- For arrival on September (Semester 1 or 3): May 1st
- For arrival on January (Semester 2 or 4): November 1st

**Your main contact:**

Magalie Lopez (central international office)  
[incoming-pessac@u-bordeaux.fr](mailto:incoming-pessac@u-bordeaux.fr)  
16, avenue Léon Duguit/CS 50057  
33608 Pessac Cedex

Once your application has been submitted, the **IRO** will send you your letter of admission, along with all the information you need to prepare for your arrival at our university.

<sup>1</sup> **List of required documents** : a photo, a copy of your identity card/passport, a certificate proving your B1 level in French and in English (unofficial accepted), your learning agreement (approved by your home coordinator- contact tutors at the IUT).

## 2. Term dates

Each faculty or school has its own regulations about courses and examination periods.

For the students who will study at the IUT of Bordeaux, the tutors responsible for exchange students in each relevant department will send the academic calendar to you with the attempt dates for your arrival.

In general the periods available for exchanges at the IUT are :

- Autumn Term (equivalent to semester 1 or semester 3): September-December (orientation week in September)
- Spring/ Summer Term (equivalent to semester 2 or semester 4): January –May (orientation week in January)

Exam periods : semester 1 and semester 3 in December / semester 2 and semester 4 in May

**No retake session at the IUT**

## 3. Learning agreement/Courses

Each faculty or school has its own regulations about courses and exams for exchange students.

**Please contact the tutors responsible for exchange students in each relevant department on page 3** to receive the rules and catalog courses related to your faculty/school and establish your learning agreement.

Please note that your registration into modules **may not be confirmed before your arrival**.

## 4. French classes (French as a Foreign language)

Most of the classes are taught in French and the majority of the administrative staff speak French, that's why we advise all international students to have basic knowledge before their arrival.

In order to help you feel at ease at the university, free French classes are offered to all exchange students during the academic year.

The classes are offered on 2 different campuses according to the availabilities (Pessac or Victoire).

The **IRO** will send you by email more information about the organization of the French lessons later in June.

☞ Visit the blog of our French teachers : <https://mariesfle.wordpress.com/>

## 5. Accommodation

**IMPORTANT : Please note that the IUT is located in la Bastide, and the only CROUS Hall of Residence in this area is “Coeur de Bastide”. The other Halls of Residence are 1 hour away. Private accommodation can be a good option. (see map p.4)**

To book a room in one of the halls of residence, precise your choice on the online application form and apply at the same time on the CROUS website, the national organisation for students residence : <http://www.crous-bordeaux.fr/international/les-etapes-pour-effectuer-votre-demande/> This registration is mandatory if you wish to have a room.

*(Please don't pay attention to the deadline of May 31st; it's only for national students).*

**IMPORTANT: applying for a student room doesn't mean you will have a room. We have a limited number of student rooms reserved for our exchange students.**

Once your application is registered on our system, the IRO will send you an information sheet to help you complete your application for student housing. The IRO will send you then your housing certificate in June if you obtain a room. Students will be required to show the proof of final reservation upon their arrival at the hall of residence.

☞ Please visit the CROUS website to have an idea of the offered rooms/flats and prices before applying : <http://www.crous-bordeaux.fr/logements/logements-propose/>

☒ **Be careful** : rooms in hall of residence are generally rented **EMPTY**, don't forget to bring with you the essentials !

☞ If you prefer to be in a private flat, the student life division may help you.

## **6. Visa, insurance and all useful Information**

Our website :

- In English : <http://www.u-bordeaux.com/Welcome-to-Bordeaux/Before-your-arrival>

In French : <http://www.u-bordeaux.fr/Formation/Admission/Etudiants-etranagers>

The French insurance is mandatory for non-European students (about 200€).

## **7. Registration at the IUT (<http://techdecobordeaux.fr>) - Bordeaux Bastide Campus Tramway Ligne A stop Jardin Botanique (<http://www.infotbm.com/>)**

On your arrival at the IUT Bordeaux Bastide, please bring along with you:

- Your learning agreement signed by yourself and your university (hard copy)
- The electronic version of your learning agreement (USB)
- Your printed certificate of arrival so we can sign it
- 3 ID photos
- Copy of your European Health Insurance Card
- Assurance responsabilité civile (compulsory insurance in France, will cost you around €15, you can get it from VITAVI – 65, avenue Thiers, just opposite the tram stop Jardin Botanique)

A French student card as well as a scholar certificate will be delivered to you with log in & password to connect to the ENT (Espace Numérique de Travail).

A calendar for the Fall Semester or the Spring Semester will be sent to you (in June for a Fall semester/ in December for a Spring semester) according to the classes you will have chosen on your Learning Agreement and according to the semester you will have chosen.

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## **Contacts UNIVERSITY OF BORDEAUX:**

### **➤ CENTRAL ADMINISTRATION - PESSAC CAMPUS :**

- *Magalie and Vanessa at the IRO* : [incoming-pessac@u-bordeaux.fr](mailto:incoming-pessac@u-bordeaux.fr)
- *Karine and Nicolas at the Student Life Division*: [bve.pessac@u-bordeaux.fr](mailto:bve.pessac@u-bordeaux.fr)

↪ <http://www.u-bordeaux.com/Education/Welcome-contacts/Pessac-Campus>

### **➤ IUT BORDEAUX BASTIDE CAMPUS ([claire.lartigaud@u-bordeaux.fr](mailto:claire.lartigaud@u-bordeaux.fr) – office B215)**

*Tutors in charge of mobility programmes in the 3 departments:*

- **Business and Marketing Techniques Department** : <http://techdecobordeaux.fr/relations-internationales/exchange-students/>

*Sylvie Castets (Office B312)*

*Diana Sarrade-Cobos (Office B313)*

[relations.internationales.techdecobordeaux@u-bordeaux.fr](mailto:relations.internationales.techdecobordeaux@u-bordeaux.fr)

- **Logistics, Management and Transport Department :**  
Arnaud Schmitt [arnaud.schmitt@u-bordeaux.fr](mailto:arnaud.schmitt@u-bordeaux.fr)
- **Business Administration and Management Department :**  
Barbara Kowalzsuch : [barbara.kowalzsuch@u-bordeaux.fr](mailto:barbara.kowalzsuch@u-bordeaux.fr)

*We will send out more information on Welcome Week and orientation in September to all successful applicants !*

## THE UNIVERSITY OF BORDEAUX –CAMPUS MAP

