

**1<sup>ST</sup> EDITION**  
**CONFERENCES TO PREPARE FOR**  
**YOUR STAY TO FRANCE**





# INTRODUCTION

## A word of welcome

**Congratulations!**

# Présentation

## Aix-Marseille Université

9 cities, 4 department in the Southern region

18 Departments

80,000 students, including 10,000 international students,  
3,500 new students each year from 80 different countries

## International Relations Department

To promote the international dimension of the University.  
The department is responsible for welcoming international students in exchange programs or individual mobility.

## DRI Central

Campus Aix  
Bâtiment porte,  
29 ave r. Schuman,  
13621 Aix-en-Provence

Campus Marseille Centre  
Espe canebiere,  
63 La Canebière,  
13001 Marseille

## DRI Campus

Campus Aix  
Bâtiment Pouillon,  
5 Avenue Robert Schuman,  
13628 Aix en Provence Cedex 01

Campus Marseille Saint-Jérôme  
52 Avenue Escadrille Normandie Niemen  
13013 Marseille

Campus Marseille Luminy  
Bâtiment Hexagone  
163 Avenue de Luminy  
13009 Marseille

Campus Marseille Saint-Charles  
Bâtiment 4  
3 Place Victor Hugo  
13003 Marseille



# International student department presentation

## Our mission

To welcome and accompany you with your administrative procedures

Conferences to help  
prepare you for your  
arrival in France  
« AMU prep'Days »

Welcome desks at the  
beginning of the  
academic year

Integration week

Welcome party

## International student division key contacts

### **Emilie FARFOUILLON**

International students manager

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### **Adelina PAGANELLA**

International students officer – Marseille

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# Presentation of the 'AMU PREP' DAYS' programme

**Objective: the University will help you prepare for your arrival in France**

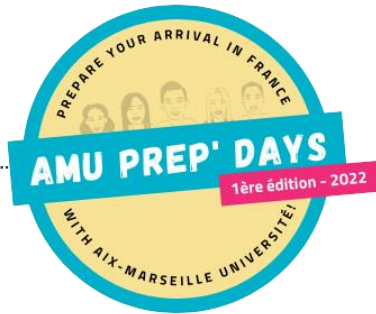
**Friday 03/06**  
Conference 1 :  
HOUSING  
/ VISA

**Friday 10/06**  
Conference 2 :  
BANK / INSURANCE /  
HEALTH

**Friday 17/06**  
Conference 3 :  
SOCIAL AIDS / WORK

**Friday 24/06**  
Conference 4 :  
UNIVERSITY /  
PRACTICAL LIFE





# CONFERENCE 3

## WORK, INTERNSHIPS, VOLUNTEERING and SOCIAL HELP

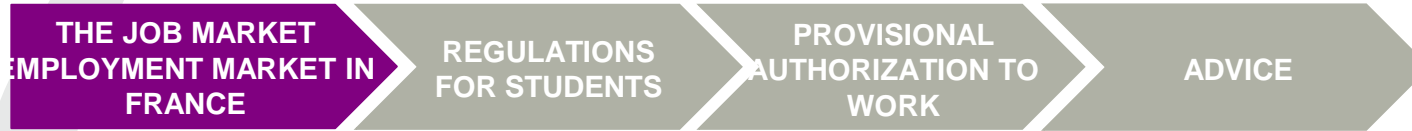


# PARTIE 1: Work





# Part 1 : Work



	CONDITIONS AND SPECIFICS	Exemples
<b>PRIVATE LAW CONTRACTS (private company)</b>	Full or part-time work (Fixed term or permanent contract)	<ul style="list-style-type: none"> <li>• Waiter in a restaurant</li> <li>• Sales assistant in a store</li> </ul>
<b>STUDENT WORK STATUS</b>	Max 670H September 1st and June 30th Max 300H July 1st and August 31st (8H / day, max 67H / month)	Work within the University <ul style="list-style-type: none"> <li>• Temporary students on events</li> </ul>

GOOD TO KNOW

Employment sectors in the Provence-Alpes Côte d'Azur region

Guaranteed legal minimum wage (SMIC: Salaire Minimum Interprofessionnel de Croissance) :

**10,57€ / hour GROSS or 8,37€ / hour NET**

# Part 1 : Work



All foreign students, even minors\*, have the right to work in France during their studies under certain conditions:

**964H / year of work (20 hours per week or 80 hours per month)  
(60% of the legal working time)**

Special cases:

## Algerian students

Franco-Algerian  
agreement of 27  
December 1968

Temporary work  
authorization  
Half-time work (850  
hours/year)

## Minors

Work permit or have a  
residence permit valid  
as a work permit.

The rules are different  
depending on age.

# Part 1 : Work

THE JOB MARKET  
EMPLOYMENT MARKET IN  
FRANCE

REGULATIONS  
FOR STUDENTS

PROVISIONAL  
AUTHORIZATION TO  
WORK

ADVICE

Do you want to work more than 20 hours a week?  
You are of Algerian nationality?  
Are you a minor?  
→ Application for Authorisation to Work (ATP)

## What is an ATP?

Document issued to the student allowing him/her to work in France.  
Duration : 12 months max

## Countries that are not concerned by the ATP application

European Economic Area, Switzerland, Monaco, Andorra, Saint-Martin

## What is the process?

It is your future employer who must make the request before the beginning of your activity.  
Or apply on behalf of the employer.

## SUPPORTING DOCUMENTS

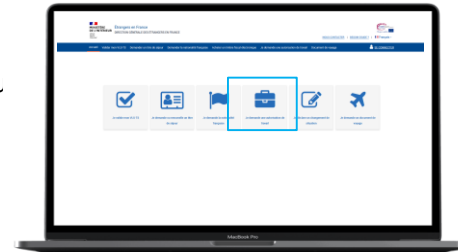
(non-exhaustive list)

Copy of residence permit

Work contract

Valid student card or  
school certificate

Model of mandate  
(if you are applying for a  
temporary work permit in  
place of your employer)



# Part 1 : Work



## HELP

[ATELIERS ET  
CONFÉRENCES SUIO](#)

[CONSEILS REDACTION CV  
Conseils de RégionsJob](#)

[OUTILS MISE  
EN FORME](#)

## TRACKS FOR LOOKING FOR A JOB

[Pôle Emploi](#)

[Offres AMU](#)

[CROUS  
emploi](#)

[Indeed](#)

[APEC](#)

[MONSTER](#)

## EREPUTATION

[\*\*Linked\*\*in<sup>®</sup>](#)

## JOB FAIRS

**Salon Jeunes d'Avenirs  
septembre 2022**  
Parc Chanot, Marseille  
(16 à 25 ans)

**Salon Euromedtier  
octobre 2022**  
World Trade Center  
Marseille

**Salon Autonomic  
23 et 24 novembre 2022**  
Parc Chanot, Marseille  
l'emploi aux personnes  
handicapées.



**QUESTIONS ?**

# PART 2: INTERNSHIPS

REGULATIONS

PROCESS

# Partie 2 : Internships

REGULATIONS

PROCESS

## DEFINITION

Internship: period of activity during which the student applies the theoretical teachings in the framework of a project carried out in a host organization

## TYOLOGIES

### **Mandatory**

Required by the diploma regulations

### **Optional**

Either an internship or a research paper

### **Optional or voluntary**

At the initiative of the student to enhance his/her curriculum

## DURATION

Maximum duration of 6 months

## FREE OF CHARGE

Obligation of gratification for an internship of more than 2 months  
3,90€ / hour

GOOD TO KNOW

Internship Guide of  
the Ministry of  
Higher Education  
and Research and  
Innovation

# Partie 2 : Stages

REGULATIONS

PROCESS

## INTERNSHIP AGREEMENT

Document that establishes the obligations of the parties (institutions, host organization and student) in accordance with the legalization in force

## APPLICATION FOR AN INTERNSHIP AGREEMENT



The student is looking for an internship:

- The internship is found, the student contacts his pedagogical manager
- The person in charge of education agrees to the choice of the internship
- The student can go to the "internships" icon on the ENT and fill out the "internship authorization request" form
- Entering this form sends a notification to the educational manager.
- The educational manager validates and the internship agreement is triggered.

## SIGNATURES

The agreement must be completed and signed by 1. the educational institution, 2. the host organization, 3. the trainee or his/her legal representative, 4. the referent teacher 5. the internship tutor.





**QUESTIONS ?**

# PARTIE 3: VOLUNTEERING

DEVICE  
PRESENTATION

BONUS CATEGORIES

# Partie 3 : Bénévolat

DEVICE  
PRESENTATION

BONUS CATEGORIES

**Aix-Marseille University values student commitment by offering bonuses**

## THE PRINCIPLE

The student enrolls in enhanced elective activities to improve their semester average

## WHO BENEFITS?

All students in Licence + Master 1

## HOW MUCH DOES IT PAY?

Depending on bonus category and student investment

+0.20 +0.25 +0.35 +0.50 points

It is possible to accumulate bonuses, up to a limit of +0.50 points on the overall average

SPORT

STUDENT  
ENGAGEMENT

DEEPENING OF  
KNOWLEDGE

CULTURE

CREATIVITY  
AND  
ENTREPRENEURSHIP



**QUESTIONS ?**

# PART 4: AIDES SOCIALES

DEFINITION

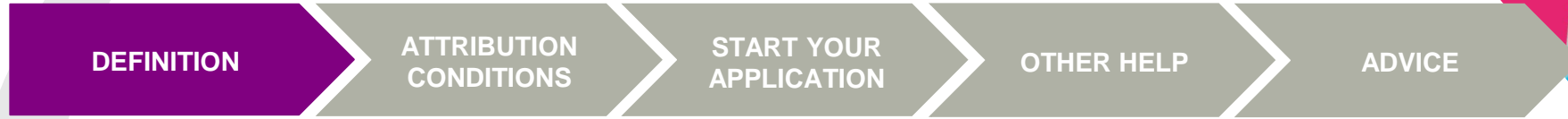
ATTRIBUTION  
CONDITIONS

START YOUR APPLICATION

OTHER HELP

ADVICE

# Part 4 : Social help



SANTE  
CPAM

VIEILLESSE  
Retraite

FAMILLE  
CAF

URSSAF  
Collecte

## What is CAF?

The Caisse d'Allocations Familiales is a component of the Social Security

## Who can benefit from this help?

Les étudiants internationaux résidant en France

Students from outside the European Union\*, the European Economic Area\*, Switzerland and the United Kingdom: provide the CAF with a valid residence permit.

\* **Countries concerned:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

GOOD TO KNOW

Online simulation

# Part 4 : Social help

DEFINITION

ATTRIBUTION  
CONDITIONS

START YOUR  
APPLICATION

OTHER HELP

ADVICE

## What are the conditions of attribution?

- Actual occupancy of the home as a principal residence
- Payment of a housing charge
- Habitability of the dwelling (decency)
- Household resources
- Under 28 years of age
- Studying at AMU

## What is the amount of assistance?

The personal housing allowance is calculated on the basis of several factors:

- your family situation
- the number of dependents
- the nature and location of the accommodation you occupy
- the amount of rent
- your income
- your status as a scholarship holder.

**In the case of a shared flat**, you can get housing assistance.

The rent used to calculate the assistance is then divided according to the number of roommates.  
Each roommate must apply for their own housing assistance.

# Part 4 : Social help

DEFINITION

ATTRIBUTION  
CONDITIONS

START YOUR  
APPLICATION

OTHER HELP

ADVICE

To apply for the APL, you must be in possession of your school card, so you must be **REGISTERED** at the University

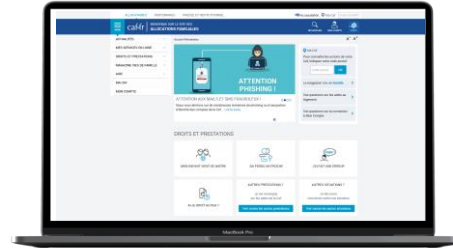
## STEP 1

### Prepare your valid supporting documents

- Identity and residence documents
- European students
  - Copy of the European Health Insurance Card
  - Copy of identity card
  - Copy of birth certificate (original + French translation)
- Students from outside Europe
  - Copy of birth certificate (original + French translation)
  - Copy of passport and residence permit
  - Rental contract OR completed proof of residence (CROUS residents)
  - Bank statement (RIB)
  - Lessor's details + rent amount
  - School certificate
  - Income from assets (attestation of financial resources)

## STEP 2

Create an account on Caf.fr,  
and upload the supporting documents



## STEP 3

Study and validation  
of the file

Receipt of the  
beneficiary number  
(identifiant)

I apply in  
in August

I pay the September rent

My September aid will be  
paid in October



# Part 4 : Social help

DEFINITION

ATTRIBUTION  
CONDITIONS

START YOUR  
APPLICATION

OTHER HELP

ADVICE

## Action Logement

- **Mobili-Jeunes** (alternants) : Coverage of a portion of the rent each month for 1 year
- **VISALE** : Government vouchers for student housing
- **Loca-pass** : credit granted to all young people at 0 rate to advance the security deposit (deposit to the landlord)

## FSL - Fond de Solidarité Logement

Assistance for people in need in the form of loans or grants.

The student contacts his or her borough hall

[fsl@ampmetropole.fr](mailto:fsl@ampmetropole.fr)

## Aides de la région SUD

Travel (ZOO card), access to culture, health...

## ADIL 13

Assistance in landlord/tenant relations

Free legal assistance for the tenant to assert his rights (insalubrity, indecency...) Sending model letters, advice...

## Aides sociales CROUS

[service.social@crous-aix-marseille.fr](mailto:service.social@crous-aix-marseille.fr)

Tel : 04 42 91 30 20

# Part 4 : Social help

DEFINITION

ATTRIBUTION  
CONDITIONS

START YOUR  
APPLICATION

OTHER HELP

ADVICE

## What can I do to avoid having my aid interrupted?

I declare immediately to the CAF the changes in my life

I regularly check that my situation is up to date in the My Account area → My Profile

I declare the changes (I found a job, I moved, I now live in a couple\*, etc.)

- declare a marriage, a pacs or a marital life

## I correct my mistakes as quickly as possible:

If my error concerns my personal life (couple, children, housing...) or my professional life (new job, loss of job...): My Account area > Declare a change section.

If my error concerns my resources: Espace Mon Compte > Contact my Caf > Send an email.

## What should I do if I change my accommodation?

I make a new request for my new address in the My Account area → Simulate or request a benefit. The file will be transferred to the new Caf.

The identifiers are not modified.

# RECAP

## 1/ WORK

I work in France to finance my daily life

### HOURLY BASIC

964h/year or 20h/week  
(60% of the legal working time)

### BASIC SALARY

10,57 / hour (gross)  
8,37€ / hour (net)

### TEMPORARY WORK PERMIT

- ✓ Algerian students
- ✓ Minors
- ✓ Working beyond the 964h/year



## AVENUES OF RESEARCH

[Pôle Emploi](#)  
[Offres AMU](#)  
[CROUS](#)  
[emploi](#)  
[Indeed](#)  
[APEC](#)  
[MONSTER](#)

## 2/ INTERNSHIP

I make an internship agreement on Ipro

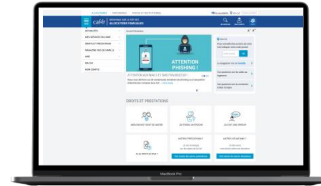


## 3/ VOLUNTEERING

I become a volunteer at the University

## 4/ SOCIAL HELP

I can apply for help



## 4/ Checklist des documents to have on you (paper + digital)

- IDENTITY DOCUMENTS (en cours de validité)
  - Identity card
  - A proof of civil status
  - Passport with VISA
- SCHOOL DOCUMENTS
  - Attestation de scolarité en cours
- BANK DOCUMENTS
  - French RIB or IBAN
- PERSO
  - Email address

### SPORT

### STUDENT ENGAGEMENT

### DEEPENING OF KNOWLEDGE

### CULTURE

### CREATIVITY AND ENTREPRENEURSHIP

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**Friday 24/06**  
Conference 4 :  
UNIVERSITY /  
PRACTICAL LIFE



**Join the community!**



## **International student welcome desk** **29 August - 02 September 2022**

Campus Aix Schuman – Le Cube  
Campus Saint-Charles – Espace Pouillon  
Campus Saint-Jérôme – Salle des Actes  
Campus Luminy – Hexagone  
Campus Timone – Hall Faculté de Médecine