

WELCOME BOOK OF THE UNIVERSITY OF TOULON



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This Welcome Book will help you find your way around when you arrive at the University of Toulon!

It contains much information that will help you to make the most of your year(s) at the University of Toulon.

We have tried to make this Welcome Book as complete as possible so that your stay in the South will be as pleasant as possible. Think of it as our way of welcoming you to the University of Toulon !



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PREPARING FOR YOUR DEPARTURE

❑ THE SOUTHERN REGION

The sunny holiday destination “par excellence”, the Southern Region shines all over France and the rest of the world with its gorgeous panoramas and pleasant climate. Bathed in light by the Mediterranean Sea and rich in traditions from French villages and neighboring countries, the Southern Region has the largest expanse of non-urbanized natural areas among the French regions.

In addition, the Southern Region is considered, after Île-de-France, to be the region of culture. Endowed with an exceptional historical heritage, it hosts more than 350 of the greatest festivals, such as the internationally known and praised Cannes Film Festival.

For more information, do not hesitate to consult the website of “le Comité régional du Tourisme Sud” (Regional Tourism Committee of the South):
<https://provence-alpes-cotedazur.com/>

❑ LA GARDE, A HAPPY AND UNITED TOWN

A Provencal city near Toulon, La Garde conjugates with success tradition and modernity. Spread over more than 1500 ha between the Coudon Mount and the Mediterranean, the city with the Roch welcomes more than 27 000 inhabitants. It cultivates an identity forged throughout the times.

More information : <https://www.ville-lagarde.fr/ma-ville/decouvrez-la-garde/>

❑ TOULON OR THE CITY OF THE SOUTH

Situated between sea and mountains, Toulon is established on the shores of the Mediterranean Sea, along the bay of Toulon. Its sand and pebble beaches run along the Mediterranean coast, making it the major harbor city in the Southern Region, with the largest military naval base in France, called the “Arsenal” (Toulon is the main French «Defense Base»). In addition, Toulon is surrounded by mountains and hills. Wishing to preserve the natural biodiversity that makes it so charming, the city of Toulon is committed to an ambitious policy of environmental protection and sustainable development, with a view to improving the quality of life.

Toulon is also a very dynamic city. Commerce, administrations, employment and research play an important role in the city’s economic activity.

Moreover, Toulon is a cultural center with a regional dimension. It has in particular an opera house, a regional National Conservatory, several museums, concert halls (for instance the Zénith-Oméga), and the Théâtre Liberté.

For more information, do not hesitate to consult the website of “l’Office de Tourisme de Toulon” (Toulon Tourist Office):
<https://toulontourisme.com>



❏ VISA, PASSPORT AND RESIDENCE PERMIT

■ PASSPORT

All foreign students must be in possession of a valid passport to come and study in France. For students from the European Union, the Identity Card is sufficient.

■ VISA

Which type of visa do I have to choose?

There is an official website that explains in detail all the formalities for obtaining visas for France. Do not hesitate to consult it for any information to prepare for your academic stay in France:

<https://france-visas.gouv.fr/web/france-visas/accueil>

Application procedure

You can apply for a student visa at the French Consulate nearest to your place of residence, or even at the French Embassy.

The documents to provide for the visa application

- The visa application form filled in beforehand.
- Recent passport-sized identity photos
- A valid passport
- A photocopy of the main pages of the passport
- Proof of travel insurance
- A financial guarantee covering the entire stay
- Documents proving your enrolment at the University of Toulon

More information : <https://www.campusfrance.org/fr/visa-etudiant-pour-la-france-connectez-vous-a-france-visas>

■ VALIDATE YOUR VISA

As soon as you arrive in France, you have to validate your VISA (you only have 3 months to do it from your arrival).

More information : <https://administration-etrangers-en-france.interieur.gouv.fr>

The OFII may ask you to undergo a compulsory medical examination if it has not been carried out beforehand, either in your country of origin or during a visit to your host country. You can make an appointment at the University Health Center located in La Garde to carry out this medical check-up.

■ DOCUMENTS YOU HAVE TO BRING WITH YOU :

See page 12



■ ACCESS TO HEALTHCARE

Signing up for “la Sécurité sociale” (the French healthcare system):

In order to be entitled to French healthcare, you will have to go through a few formalities depending on your country of origin.

- If you are a student from a European Union country, Iceland, Lichtenstein, Norway or Switzerland, you will need to obtain a European health insurance card. If you already have this card, you will be able to have access to healthcare in France without having to take any further steps.
- If you are a student from a non-European Union country, and will be arriving in France for the next academic year, you will need to register with “la Caisse Primaire d’Assurance Maladie” (CPAM) (local health insurance office) via the website: <https://etudiant-etrananger.ameli.fr>

There are a few special cases to be taken into account during your application process:

- If you are a Canadian student from Quebec, you do not need to register at the Caisse Primaire d’Assurance Maladie (CPAM). However, you must be in possession of form SE 401-Q-102 bis or SE 401- Q-106 in the case of an inter-university exchange program. All you have to do is show this document when you do your administrative registration. If you do not have this document, you will have to be affiliated with the student health insurance for foreigners like any other non-European student.

Be careful : The European health insurance card cannot replace a private travel insurance (rescue and repatriation).

- If you receive a scholarship from the French government, you are automatically affiliated with the student health insurance. You do not have to pay the corresponding contribution.
- If you are enrolled in several institutions for the same academic year, you need only one affiliation to the student health insurance.

Once these steps have been completed, the reimbursement of your medical consultations and procedures by the insurance varies between 30 and 70% of medical expenses. You can keep track of your reimbursements and obtain important information by creating an account at <https://www.ameli.fr>

Here are the essential telephone numbers you have to know :

112: the European emergency number
15: the number of the SAMU (Service d’Aide Médicale Urgente) (emergency medical assistance service)
18: the number of the fire brigade
17: the number of the police
36 24: the emergency number for a doctor to come to your home if you are too ill to go out. This is a 24/7 service.
114 : Emergency number for the deaf and hard of hearing

For more numbers, check page 31

■ OBTAINING A COMPLEMENTARY HEALTH INSURANCE :

For French and international students, it is possible to subscribe to a complementary health insurance. Mutual insurance companies are optional but highly recommended, and are intended to reimburse costs not covered by the student’s compulsory health insurance. It is up to you to choose between all the existing complementary health insurance.

You can check if you are eligible to the « complémentaire santé solidaire » :

<https://www.complementaire-sante-solidaire.gouv.fr/>



Good to know :
You can declare the University Doctor as your « médecin traitant » (referring practitioner).
Voir page 22



STUDYING AT THE UNIVERSITY OF TOULON

THE UNIVERSITY OF TOULON

The University of Toulon has been present for more than 40 years in the heart of the Var department which is France's leading tourist destination thanks to its unique climate and position on the Mediterranean coast.

The University of Toulon is divided into four university campuses.

THE LA GARDE CAMPUS

The La Garde campus is the first campus of the University of Toulon. Over the last 53 years, it has gradually expanded as the University of Toulon was developing.

Situated near a commercial and business zone, the campus now extends over a 35-hectare tree-planted park spreading over the towns of La Garde and La Valette-du-Var.

The La Garde campus is home to the university's headquarters and hosts the Presidency, the General Direction of Services and the various central services as well as the research, student life and **international relations departments**

The La Garde campus brings together different training disciplines:

- UFR Lettres, Langues et Sciences Humaines (Faculty of Arts, Languages, Social Sciences and Humanities)
- UFR Sciences et Techniques (Faculty of Science)
- UFR Sciences et Techniques des Activités Physiques et Sportives (STAPS) (Faculty of Sports and Physical Activities)
- 6 departments of "l'Institut Universitaire de Technologie" (IUT) (University institute of Technology): TC, GEA, GIM, GMP, GEII and Bioengineering
- The SeaTech Engineering School
- Direction de la Formation Professionnelle et de l'Alternance (Continuing Education Department)
- The «Sea and Sciences» PhD School

In the field of research, the La Garde campus brings together the science and technology laboratories and the laboratory attached to the UFR Lettres et Sciences Humaines (BABEL).



■ THE TOULON - PORTE D'ITALIE CAMPUS

The Toulon campus has been located in the east of the city since 1995 with the creation of the Faculty of Law near the Porte d'Italie.

Since the start of the 2014 academic year, a new building at the cutting edge of innovation in the field of communication and transmedia has existed in this area. This new building, called the Pi building, welcomes nearly 3,000 students each year in the following disciplines:

- UFR Droit (Faculty of Law)
- UFR Sciences Economiques et de Gestion (Faculty of Economic and Management Sciences)
- UFR Ingémédia (Faculty of Information and Communication Sciences)
- Toulon MMI-IUT Department
- Institut d'Administration des Entreprises (IAE) (Institute of Business Administration)
- PhD School - Mediterranean Societies and Humanities

In the field of research, the Toulon - Porte d'Italie campus brings together the Economic Law, Management, Humanities and Social Sciences laboratories. The campus also hosts the technical platforms and the Télomédia department, halfway between training and research activities.



■ THE DRAGUIGNAN CAMPUS

The Draguignan campus is made up of two sites:

- the Faculty of Law branch,
- the GEA department of the IUT.

The Draguignan Faculty of Law branch welcomes nearly 350 students each year, at the bachelor and master levels, and the Gestion des Entreprises et des Administrations (GEA) (Business and Administrative Management) Department of the IUT welcomes nearly 120 students each year.



❏ HOW TO GET TO TOULON AND TO THE UNIVERSITY ?

▪ FROM NICE AIRPORT

There are shuttles and tramways from Nice Airport to the Nice railway station where you can take a train to Toulon. (It is also possible to go to Terminal 1 to take the «Cars Phocéens de Nice à Brignoles» (Nice to Brignoles bus service). Line 20 of these buses leads from Nice to Aix-Marseille, with departures scheduled every day at 7:50 a.m. and 12:00 noon. In this case, we advise you to get off the bus in Brignoles where you can take a connection to Hyeres (line 2) and Toulon (line 7). It will take you two hours to get your connecting bus in Brignoles.) The train might be easier.

▪ FROM MARSEILLE PROVENCE AIRPORT

Once you arrive at Marseille airport, you will need to take a shuttle bus to the Marseille railway station and take a train to Toulon. Be careful, there is no direct bus to Toulon from Marseille. However, you can take a shuttle to Aix-en-Provence where you will find buses to Toulon.

▪ FROM HYÈRES AIRPORT

From Hyères Airport, you will have to take the line 102 shuttle bus towards the Toulon bus station.

❏ HOW TO GET TO THE UNIVERSITY FROM TOULON ?

See page 20

▪ FROM THE TOULON TRAIN STATION AND THE CITY CENTER

To get to the University of Toulon from the Bus station, take the 29 bus towards La Garde (Université Sud stop) or the 103 bus. You can also take the 191 bus and the line U from Place de la Liberté towards La Garde (Campus La Garde/La Valette stop). To go to the Toulon Campus – porte d'Italie, you can take the 103, the line U, the 191 et other bus and stop at campus porte d'Italie.

▪ FROM THE TOULON - PORTE D'ITALIE CAMPUS TO LA GARDE CAMPUS

The Line U, line 103, 191, connects the Toulon campus (Bir Hakeim stop) with the La Garde campus (Campus La Garde/La Valette stop).

Between buses, boats, trains, carpooling..., you have plenty of ways of going from one campus to the other. You can also use greener means of transportation: walking or cycling.

MEANS OF TRANSPORTS : (check page 20 for more informations)

- **SNCF (Train company in France)** : <https://www.sncf-connect.com/>
- **Mistral (to take the Bus in Toulon and la Garde)** : www.reseaumistral.com
- **Shuttles from Marseille Provence Airport** : <https://www.marseille.aeroport.fr/parkings-et-acces/acces/bus/marseille-gare-st-charles>
- **From Nice airport** : <https://www.nice.aeroport.fr/acces>
- **“Le réseau ZOU” (the ZOU network) bus lines** : [Page d'accueil - Votre réseau Transport ZOU ! Région SUD \(maregionsud.fr\)](#)
- **Bus et Tramway à Nice** : <https://www.lignesdazur.com/>



STUDYING IN FRANCE

THE ORGANIZATION OF TEACHING

In France, higher education is organized according to the LMD system: Licence (Bachelor's Degree) Master, Doctorat (PhD).

Each academic year is divided into 2 semesters, each representing 30 ECTS credits. Each semester is made up of several "Unités d'Enseignement" (UE) (Teaching Units) subdivided into "Eléments Constitutifs d'Unités d'Enseignement" (ECUE) (Teaching Unit Components).

There are 3 levels of study:

- The "Licence" (bac+3) (3 years after high school graduation), corresponding to 6 semesters, i.e. 180 ECTS credits
- The "Master" (bac+5) (5 years after high school graduation), corresponding to 4 additional semesters, i.e. 120 additional ECTS credits (Licence + Master : grand total of 300)
- The "Doctorat" (bac+8) (8 years after high school graduation)

CLASSES

At the University of Toulon, as in all French higher education institutions, there are two types of classes:

"Les cours magistraux" (lectures):

these are classes given by professors in lecture halls with 100 to 400 seats during which students take notes.

"Les travaux dirigés" (TD) (tutorials) and "les travaux pratiques" (TP) (practical classes):

tutorials and practical classes take place in small groups. They illustrate the lectures by putting into practice and deepening the theoretical knowledge presented during them.

In the university's professional training courses (technical university bachelors, professional bachelor's and master's degrees, engineering schools), internships, group projects, as well as practical classes and tutorials are offered.

STUDENT EVALUATIONS

Two types of student evaluations coexist in French higher education:

- Continuous assessment, which makes it possible to validate the knowledge acquired with tests spread throughout the year in each subject taught.
- Exams, which concentrate knowledge assessment for all subjects over a few days. Exams are complete examinations, repeated twice a year.

Each diploma has its own examination rules that precisely define the methods of student evaluations.

At university, courses are usually grouped together into "Unités d'Enseignement" (UE) (Teaching Units) that can be capitalized. The diploma will be made up of several Teaching Units: some are compulsory, others optional. These Units are obtained once and for all.

THE GRADING SYSTEM

In France the grading scale goes from 0 to 20. 0 is the worst grade and 20 is the best. The average is 10/20 (pronounced «10 out of 20»), it is used to validate the year.

To find out more about our rating system: www.univ-tln.fr/rubrique-international-partir-a-l-etranger-charte-de-mobilite (international section-studying abroad - mobility charter).

FRENCH UNIVERSITY CALENDAR

An academic year in France is divided into two semesters.

- The first takes place from September / October to the end of December / beginning of January depending on your training course.
- The second semester allows you to deepen and expand the knowledge acquired during the first semester. It takes place from January to the end of May / beginning of June. The second semester can have a shorter course period due to professional training internships in companies.

Each semester generally ends with a period of examinations, called "les partiels" (partial examinations) that will allow your teachers to assess the knowledge acquired during the semester and to evaluate you.

Depending on the training courses, the evaluation of your knowledge and skills is carried out by testing them through exercises. This will depend on the level of the training: practical or theoretical. The dates of the examination periods depend on your institution and your training. They will be communicated to you by your professors at the beginning of the academic year or during the year.

In France, the course periods are separated by four holiday periods of one to two weeks, depending on the institution and the training course.



📅 HOLIDAYS

You will find the university calendars by [clicking here](#):

Autumn: End of October – beginning of November

Christmas: End of December – beginning of January

Winter: February

Spring: April

📅 THE FRENCH TEACHING RHYTHM

In France, and particularly at University, the hours of your classes are likely to change every day and every week. It is therefore necessary to check your online timetable every day to keep yourself informed.

The teaching week generally runs from Monday to Friday. However, some training courses may include Saturday classes.

A day of class in France starts no earlier than 8.00 a.m. and is usually divided into two parts (morning and afternoon), depending on lunchtime.

The French are used to having breakfast as soon as they wake up. Then, lunch is generally taken between 12:00 and 2:00 p.m. Sometimes, people take a mini-meal that is called “le goûter” (afternoon snack) between 4:00 p.m. and 6:00 p.m. And finally, the last meal of the day is dinner, which takes place between 6:30 and 9:00 p.m., depending on families and people.

The latest hour for a class will depend on your course of study. However, in France classes seldom take place beyond 8:00 p.m.

📅 THE FIRST DAYS

▪ UPON ARRIVAL IN FRANCE FOR EXCHANGE STUDENTS

As soon as you arrive in France, you will have to contact “la Direction des Relations Internationales” (DRI) (the International Relations Department) (Le Béal 2 building - 1st floor - La Garde Campus). A team will be there to welcome you and help you with administrative formalities.

For any information, please do not hesitate to contact the members of the International Relations Department, in particular Brigitte BOUCAND who is in charge of incoming students: international@univ-tln.fr

You can also consult the website of the University of Toulon under the heading [International - Venir à Toulon](#) (International section - Coming to Toulon).

▪ UPON ARRIVAL IN FRANCE FOR STUDENTS WHO ARE NOT UNDER PARTNERSHIP AGREEMENTS

As soon as you arrive in France, you must contact the registration department to make an appointment online at the following address: www.univ-tln.fr under the heading “Rubrique Inscriptions – Etudiant Etranger” (Foreign Student Registration).

On the day of your arrival, a team will be there at V1 building - Ground Floor - La Garde campus to welcome you and help you with administrative formalities.

You will have to show the notification of the decision sent to you by the University in order to have it validated for final registration, as well as your passport for visa checking.

For further information, do not hesitate to fill in the contact form : www.univ-tln.fr/Formulaire-de-contact-Scolarite.html.

As soon as you arrive in France, the International Relations Department will be present to welcome you at the La Garde Campus.

Before your arrival, we advise you to look for the practical information you need in this guide.

▪ DOCUMENTS YOU HAVE TO BRING WITH YOU

For all foreign students

- Identity card or passport (valid)
- Visa for students outside Europe
- European Health Insurance Card for Europeans
- Health Insurance Certificate for the period of study at UTLN for non-Europeans
- A birth certificate (original) with filiation and official translation
- Proof of Civil Liability insurance (it is possible to take out this insurance in France)

For students in exchange programs (Erasmus+, BCI/ Crepuq, partnerships, Free Mover...)

Valid student card from the university of origin (for the current year)
Study contract

For students who validate their diploma at UTLN

- Notification of admission to UTLN for students outside Europe
- Proof of financial resources
- Diplomas obtained in the country of origin (translated into French and certified copies of the original)
- Proof of enrolment for UTLN students in delocalized programs
- Certificate of B2 level in French according to the Common European Framework of Reference for Languages (DELTA, DALF, TDF, TEF...)

❑ LA DIRECTION DES RELATIONS INTERNATIONALES (DRI) (THE INTERNATIONAL RELATIONS DEPARTMENT)

Created in the 1990s, the International Relations Department is responsible for helping students and staff of the University of Toulon complete the formalities prior to departure abroad. In addition, the DRI also welcomes and accompanies international students on the different campuses of the University of Toulon.

The International Relations Department is the main contact for all mobility requests. It provides day-to-day administrative support to students and university staff, as well as to foreign students and guest researchers.

In short, the main aim of the DRI is to maintain the international relations of the University of Toulon. These relations enable the development of new partnerships and may lead to participation in fairs or forums in different countries around the world. In keeping with its missions, this department also participates in the implementation of international training programs.

In order to best accompany international students in their French experience, the DRI organizes numerous events often dedicated to the integration of students and to putting them in touch with their peers in a spirit of sharing and conviviality.

The International Relations Department welcomes you on the La Garde campus in the BEAL 2 building. It is open to the public from Monday to Friday, from 9:00 a.m. to 4:00 p.m. with or without any appointment.

❑ YOUR CONTACTS

Main contact: international@univ-tln.fr

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❏ COMMUNITY LIFE

The University of Toulon supports student community life as it plays an important role to animate campus life, promote exchanges and allow students to develop their imagination and creativity.

Various resources are available to support them and enable all of them to carry out their projects in various fields (sports, cultural, humanitarian, etc.).

Consult all the information related to student community life: <http://www.univ-tln.fr/-Vie-associative-.html>

▪ CHARTER OF STUDENT ASSOCIATIONS AND DIRECTORIES

The charter of student associations of the University of Toulon aims at promoting the development of student community life on the campuses of the university.

It sets out the principles and procedures that condition the recognition of a student association as a «student association of the University of Toulon».

Students who have an associative project can be supported by “le Service Vie Etudiante” (Student Community Life Department) in their endeavors.

Several student associations are present at the University of Toulon.

You will find all the information about them (field of activity, contact) in this directory: <http://www.univ-tln.fr/Charte-des-associations-et-Annuaire.html>

❏ SPORTS AT THE UNIVERSITY

The **University Physical and Sports Activities Department** organizes all types of activities in the numerous sports facilities of the University of Toulon and of the greater Toulon area and allows students to practice :

- More than thirty physical activities
- Unforgettable training periods and sports events (skiing weekends, volleyball and climbing nights...)
- University competitions.

The University of Toulon also allows “les sportifs de haut niveau” (SHN) (High-Level Sportsmen and women), or those recognised as such, to obtain special studying arrangements and thus reconcile a sports career with their studies.

The SUAPS is located on the La Garde campus in the EVE building, Entrance 1 - 1st floor and can be reached via the following email: suaps@univ-tln.fr or on the department's website: <http://sport.univ-tln.fr>

The activities take place between 12.00 noon and 2.00 p.m., from 6.00 p.m. and on Thursday afternoons.

▪ INDIVIDUAL SPORTS

Athletics, Crosstraining, Fitness, Track cycling, Contemporary dance, modern jazz, latina dances, Strengthtraining, Swimming, Pilates.



▪ TEAM SPORTS

Basketball , Beach Volley, Football , Futsal , Handball , Men's and Women's Rugby , Volleyball

▪ COMBAT SPORTS

Boxing , Kempo boxing, Cardio Boxing

▪ RACKET SPORTS

Badminton, Paddle tennis, Tennis

▪ WATER AND NATURE SPORTS

Water activities , Rowing, Climbing, Windsurfing , Scuba diving

Find all the information and how to register on this website : <https://www.univ-tln.fr/Inscriptions-au-Service-des-sports-SUAPS.html>

❏ ART ACTIVITIES

University rhythms with creativity ! Let speak your inner artist by participating in artistic activities : comics drawings, singing, musical creation, drawing, photo, theatre, sculpture, etc.

More information : <https://activites.Univ-tln.Fr/fr/ucaweb/classeactivitelister>

Bonification : Taking part of one of these activities can help the student to win bonification points taken into account in their diploma. Check with your study department.

❏ THE LANGUAGE RESOURCE CENTER (CRL)

Would you like to improve your foreign language skills? Talk with students from around the world? Get together to watch an original-language movie? Or just practice a foreign language with fellow-students over a cup of tea? The **Language Resource Center** welcomes you every day of the week!

In addition to meetings with students of all nationalities, the Language Resource Center gives you free access to digital and multimedia tools to reinforce your knowledge. You will thus be able to practice English, Spanish, Italian, German, or perfect your knowledge of French.

Foreign students have the opportunity to become instructors to help their French peers discover their languages and cultures.

▪ THE CRL'S ACTIVITIES

With the CRL, you have the opportunity to participate regularly in conversation sessions in foreign languages: no need to register, just show up!

According to a schedule that changes every six months depending on recruitment, lunches in English, German, Spanish or Italian are offered every day of the week: don't forget your sandwich!

The CRL is also a place for linguistic and cultural exchange, to learn French and other languages in a relaxed atmosphere and meet other students.

More information : crl@univ-tln.fr

<https://www.univ-tln.fr/Centre-de-Ressources-en-Langues-CRL.html>

❏ BUDDY PROGRAM

The **Buddy Program** is a system enabling the sponsorship of international exchange students by students of Toulon. This sponsorship system is set up and managed by "la Direction des Relations Internationales" (DRI) (International Relations Department).

This program offers **foreign students the opportunity to have contact with a student of the University of Toulon before their arrival in France**. The idea is to create a link between the students before the start of the classes so that the newcomers are not alone during their first days. Moreover, this allows the incoming student to reassure themselves and to ask any questions concerning their mobility in order to prepare their stay.

What is a **Buddy**? A Buddy is a student of the University of Toulon who is interested in other languages and cultures and who wishes to welcome an international student to help him/her discover his country, practice his/her language and open up to a new culture.

A Buddy can help you **overcome your difficulties** by using your own language to inform you about studies at the University of Toulon or about life in France:

- Before your arrival: by answering your questions and advising you by email, phone or WhatsApp
- On arrival: by welcoming you and introducing you to the university and how it works, by helping you with your administrative formalities (registration, bank, insurance, etc.), by helping you discover your new world (accommodation, transportation, supermarkets, places to go out, cultural activities, etc.).

To participate in the sponsorship program, you must **download and fill in the sponsor application form** available on the university website: <http://www.univ-tln.fr/Buddy-Program.html>.

❏ UNIVERSITY LIBRARIES

The University of Toulon has a network of five university libraries spread over the different campuses.

- Bibliothèque Campus La Garde (La Garde Campus Library)
- Bibliothèque Droit Draguignan (Draguignan Library of Law)
- Bibliothèque Droit Toulon (Toulon Library of Law)
- Bibliothèque Eco-Gestion-Médias (Library of Economics, Management and Media Studies)
- Bibliothèque SeaTech (SeaTech Library)

The staff will be present to welcome you and train you in the methodology of documentary research.

[The Libraries website](#) gives you access to the catalogue, documentary resources and all the services of the library network.



❏ WELCOME EVENTS UNIVERSITY OF TOULON

In September, the University of Toulon will organise events for the welcome week where you will be able to speak French and meet other international students.

Every year, a large number of events are organised to ensure that new international students are properly welcomed and integrated. The integration week in September gives students the opportunity to discover the campus, its services and its environment. The programme includes visits to the campus, the city of Toulon and the seaside, as well as festive get-togethers with other students.

In February, a second integration week is organised for exchange students arriving for the second semester.

Throughout the year, the DRI organises international evenings with different themes, as well as parties as part of the Buddy programme, to strengthen the links between international students and their buddies.

At the same time, a different trips are scheduled for international students as part of the FLE programme, cultural visits to surrounding sites, cultural discovery activities (cinema screenings, pétanque tournaments, etc.)



▪ FRENCH AS A FOREIGN LANGUAGE (FLE)

Courses in French as a Foreign Language are advanced courses offered free of charge by the University of Toulon. These courses are compulsory for exchange students but are not compulsory for all other international students registered at the UTLN who can however follow them as well.

The “Français Langue Etrangère” (French as a Foreign Language) (FLE) courses will be validated by a certificate of attendance and level achievement. For exchange students, these courses can validate 5 ECTS credits per semester.

The course consists of 100 hours, spread over two semesters: from September to the end of May, i.e. 50 hours of classes per semester spread over 12 weeks. To enable you to improve at your own pace, we will offer you on arrival to take a placement test to separate you into different groups. To participate in these FLE courses, it is imperative to register with the International Relations Department.





FINANCING YOUR STAY

❑ HOUSING AID

It is possible to find accommodations near our campuses in private student residences and homestays or in the CROUS university residences. For more information, please consult our brochure on our website under the heading: www.univ-tln.fr/Logements.html.

Financial aid for housing exists in France, known as “**Aides Personnalisées au Logement**” (APL) (personalized housing aid). To obtain it, you must apply to the Caisse des Allocations Familiales (CAF) (Family Benefits Fund).

This aid is granted only if your application fulfils the award criteria and the time limit for the first payment is approximately 2 months.

Check the CAF website : www.caf.fr

❑ OPENING A BANK ACCOUNT IN FRANCE

To open a bank account, you will need **a certain number of documents**:

- Your passport
- A proof of residence less than three-month-old (apartment rental contract, water, electricity, Internet bill...)
- A proof of registration at the University

Once your French bank account has been opened, you can obtain a **credit card**, a **chequebook** (on request) and “**un Relevé d'Identité Bancaire**” (RIB) (bank statement). The latter contains the bank details to be given to make transfers. It is generally easier to pay electricity and Internet bills by bank transfer than by cheque.

Ideally, **a fortnight before leaving**, if you do not intend to make any other trips to France, it is preferable **to close your bank account**. Don't forget at this stage to also close all accounts with automatic debit payments. However, be careful not to wait for payments of housing assistance, scholarship or repayment of deposit / rent before closing the account.

❑ FINDING A STUDENT JOB

As far as student jobs are concerned, the University of Toulon recognizes the real added value of hiring students. Contracts between the university and students allow, among other things:

- To increase the quality of service to the public by improving reception and support of students, by extending opening hours
- To recognize their ability to act as responsible adults
- To support the social situation of students by offering them a job in a rewarding environment

For more information about student jobs at the University of Toulon, please visit:

<https://www.univ-tln.fr/Emplois-etudiants-a-l-UTLN-Faites-votre-candidature.html>

Job application platform: <http://emplois-etudiants.univ-tln.fr>

You can also find a student job outside the university through different addresses such as:

- <https://toulon.fr>,
- <https://www.francetravail.fr/accueil/>
- <https://www.indeed.fr>,
- <https://www.meteojob.com>,
- <https://www.jobaviz.fr>,
- <https://www.regionsjob.com>





LIVING IN TOULON

□ GETTING AROUND TOULON

If you have your driving license, there is **no need to take any steps to drive in France**. You can drive legally with your foreign driving license. However, for long-term stays, it is preferable **to register your driving license at the Var prefecture** in order to obtain a duplicate in case of problems (theft, loss...). In addition, in the event of a breach of the French Highway Code, you will be asked to exchange your driving license for a French driving license at the Var prefecture so that penalties can be applied.

▪ COMING TO LA GARDE

To get to the La Garde campus by bus, there are two options:

- **“Le réseau Mistral”** (the Mistral network) whose U, 55, 129, 103, 29 and 191 lines serve the La Garde campus. 2 stops are recommended: **the Campus La Garde/ La Valette stop** and **the Université Entrée Sud (La Planquette) stop**. If you have difficulties in your choice of transportation from the Mistral network, you can also go to www.reseaumistral.com or contact the following number directly: +33 (0)4 94 03 87 03.
- **“Le réseau ZOU”** (the ZOU network) whose 4081, 4802, 7801, 7802, 8810 and 8814 lines serve the La Garde campus. The recommended stop is **Université Nord**. If you encounter difficulties in your choice of transportation from the ZOU network, you can also go to www.maregionsud.fr or contact the following number directly: +33 (0)4 94 36 38 00.

▪ TRAVELLING BY NIGHT

To travel during the night, there are some night bus lines you can check here :

<https://www.reseaumistral.com/mes-lignes-nocturnes>

There is also a « Taxi bus », to check on this website : <https://www.reseaumistral.com/le-service-taxi-bus>

▪ COMING TO TOULON

To get to the Toulon campus, you have two options:

- **The Mistral network** whose U, 1, 9, 10, 11, 19, 29, 36, 39, 102 and 103 lines serve the Toulon campus. 3 stops are recommended: **the Campus porte d'Italie stop**, **the Champ de Mars stop** and **the Bir Hakeim stop**. If you encounter difficulties in your choice of transportation from the Mistral network, you can also go to the website www.reseaumistral.com or contact the following number directly: +33 (0)4 94 03 87 03.
- **The ZOU network** whose 2801, 2821, 4801, 4802, 8804, 8805, 8810 and 8814 lines serve the Toulon campus. The recommended stop is **Champ de Mars - Campus Porte d'Italie**. If you encounter difficulties in your choice of transportation from the ZOU network, you can also go to www.maregionsud.fr or contact the following number directly: +33 (0)4 94 36 38 00.



□ ACCOMMODATIONS, APARTMENT RENTALS AND SHARED ACCOMMODATIONS

▪ ACCOMMODATIONS

Are you looking for an accommodation? Several possibilities are available to you, but first you need to ask yourself the right questions.

If your stay is short, it is preferable to choose an «all-inclusive» accommodation, such as a furnished apartment or university residence, which requires fewer administrative formalities.

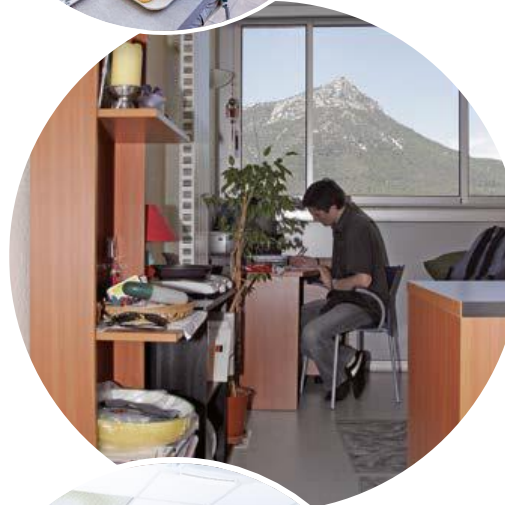
It is necessary to sign a rental contract (or lease) in order to obtain an accommodation. The rent is usually paid **at the beginning of each month**. You have the option of asking your landlord for a receipt, called “une quittance de loyer” (a rent receipt), to prove the payment of the rent.

▪ WHAT ARE THE REQUIREMENTS FOR SIGNING A LEASE?

- First of all, it is necessary to have a **guarantor** (a person residing in France, who has paid taxes for more than 3 years and who has sufficient income to pay the rent if you stop paying it). You also have to pay the full monthly instalments when you move into the accommodation. You can also apply for “la garantie Visale” (the “Visale” guarantee) of “Action Logement” (housing aid) if you do not have a guarantor. For more information go to <https://www.visale.fr>
- Secondly, you have to make a security deposit, i.e. pay a deposit that will be returned to you within 2 months after leaving the accommodation if the accommodation is in the same condition as when the tenant arrived. The landlord is authorized to deduct from this sum the amount necessary for repairs in the event of damage.
- Finally, it is necessary to take out a multi-risk home insurance policy that will cover the risks of fire, water damage, theft, etc. Student mutual insurance companies and banks offer this insurance. You have to inquire about it at the time of your registration or when opening a bank account.

There are 3 main categories of accommodations:

- **Accommodations in student residences** (they have the advantage of being close to the place where you will be studying and of being cheap. You can locate the residences close to your institution thanks to the following website: <https://www.adele.org>)
- **Private housing** (These accommodations can be rented by anyone, at any time of the year, even for short periods. Here are some useful sites for finding apartments:
<https://www.leboncoin.fr>, <https://www.seloger.com>,
<https://www.logic-immo.com>,
- The University of Toulon as a partnership with **Studapart** : You can check their accommodation offer on : <https://univ-tln.studapart.com/> and participate to the next webinars on :
<https://app.livestorm.co/studapart/trouvez-votre-appart-pour-la-rentree>
- **Rooms in university residences** ("Cités U") "le Centre Régional des Oeuvres Universitaires et Scolaires" (CROUS) (French body in charge of coordinating university social services for students) offers simple or renovated rooms, from 9 to 15m² (97 to 161 ft²) and studio close to each campus. The rooms are generally equipped with a washbasin, a desk, one or two chairs, a single bed with mattress, blanket, bolster and pillow. To apply for accommodation, you must register on the messervices.etudiant.gouv.fr
- You can check the Student Guide from the Student House of the city of Toulon (in French) : <https://toulon.fr/node/16945>
- And the Guide : Find an accommodation on Provence Alpes Côte d'Azur from the CRIJ : <https://www.infojeunes-paca.fr/> (in French)
- Check also : <https://www.univ-tln.fr/Logements.html>



❑ CATERING

▪ IN LA GARDE

There are 4 options to eat on the La Garde campus:

- Le Coudon (**University Restaurant**)
- Le Béal (**Cafeteria**)
- Le P'tit Béal and le Rouge et le Noir (**sandwich bars**)
- Different restaurant chains in the **Avenue 83** and **Grand Var** shopping centers.

▪ IN TOULON

There are 3 options to eat on the Toulon campus:

- **University Restaurant** at the Faculty of Law
- l'Escarpe (cafeteria)
- Various restaurant chains in the **Mayol** shopping center.

In the restaurants and cafeterias of the University, payment for meals is made with your student card by activating your **IZLY account**: www.izly.fr.

❑ MOBILE PHONE SUBSCRIPTIONS AND INTERNET ACCESS PROVIDERS

Orange, Bouygues Telecom, SFR and Free are mobile phone and Internet access providers located in the «Grand Var», «Mayol» and «Avenue 83» shopping centers. They offer packages and contracts to suit your needs. Some accommodations are already equipped with wifi connection like the CROUS accommodations as well as some accommodations in student residences.

To have access to the Internet in a private accommodation, you have to go through one of the operators to take out a subscription of your choice.

HEALTH

UNIVERSITY HEALTH CENTER

“**Le Service de santé étudiante (SSE) ” (The University Service of Students Health)** is a university health center on the La Garde site (EVE building - Entrance 2, Ground floor from Monday to Friday from 8 am to 4h45pm) and on the Toulon campus Building PI, plot BAOUT 2nd floor from Monday to Friday from 8am to 12pm et de 2.45pm à 4h45 pm.

It offers free preventive medical consultation, psychiatry and psychology consultations, and general medicine consultations eligible to the free-waiver system.

Students in vulnerable situations, particularly those with disabilities, are entitled to individualized support after an assessment of their needs.

Walk-in services:

- Reception, listening, counseling, information and documentation
- General medicine consultations on the La Garde site only
- Nursing care
- Vaccination check-ups
- Referral to health professionals

Services requiring an appointment or an invitation:

- Compulsory preventive consultations during the 1st cycle of studies, medical checks for students at professional risk. This consultation with a nurse and/ or a doctor is an opportunity for a health check-up
- Medical certificates for sports practice
- Attendance and examination arrangements for students with disabilities, in connection with “la Mission Handicap” (Disabilities Assistance Service)

- Consultations with a doctor specializing in psychiatry via an appointment (free but you need to provide you social security and identity cards)
- Free Consultations with a psychologist at the BAPU (Bureau d'Aide Psychologique universitaire : Office for psychological help), you can make an appointment via : bapu83@univ-tln.fr

It also offers :

- The possibility to test your eyesight, hearing
- Condoms, earplugs
- Emergency contraception

Phone number : 04 94 14 24 70

Mail : sse@univ-tln.fr

<https://www.univ-tln.fr/Service-de-Sante-Etudiante-SSE.html>

STUDENTS WITH DISABILITIES SUPPORT AND ASSISTANCE

If you have a disability, several possibilities exist for the success of your studies and your student life. Indeed, you are entitled to individual arrangements for attendance and examinations. After medical advice from the SUMPPS, the Mission Handicap offers you an adapted solution: note-taker in class, exam secretary, use of specific equipment...

The disabilities support and assistance is available on the Campus La Garde, Bât EVE, Entrance 2, from Monday to Friday from 8.30 to 12h et 13h to 16h30. closed on Thursday afternoon.

For more information:

<https://www.univ-tln.fr/-Amenagements-Handicap-.html>

You can also reach the team by phone:

+33 (0)4 94 14 67 45

or by mail: mission.handicap@univ-tln.fr

SOCIAL SERVICES

Social workers welcome you by appointment **to listen to you and advise you** on:

- scholarships and social aid
- specialized services: jobs, housing search, student associations, medical and psychological center, processing of special financial aid applications.

The social services are located on the La Garde campus, EVE building, entrance 2 but welcomes you on the 3 campuses.

The team is composed by :

- Mrs PRUD'HOMME Laura, Social worker at the CROUS of NICE
- Mrs BEAUDENUIT Gisèle, Social worker at the CROUS of NICE
- Mrs VAUTIER-YVON, Social Worker at the University of Toulon

You can take an appointment through this form :

<https://www.crous-nice.fr/social-et-accompagnement/le-service-social-du-crous-pour-tous/#1664366489763-2aac6f15-1bbd>

Good to know :

You can declare the University Doctor as your « médecin traitant » (referring practitioner).





THINGS TO DO IN TOULON

MUSEUMS

ART MUSEUM OF TOULON

The Art Museum, labelled «Musée de France», has a collection of ancient and modern, contemporary and Asian art and of photographs.

Useful information:

Address: 113, av. Général Leclerc

Tel: +33 (0)4 94 36 87 20

NATIONAL MARITIME MUSEUM

This museum is not only the National Maritime Museum but also a museum of art and history, science and technology, human adventure and popular traditions, a center of maritime culture.

Useful information:

Address: Place Monsenergue (entrance to the Arsenal)

Tel: +33 (0)4 22 42 02 01

Website: <http://www.musee-marine.fr>

HISTORY MUSEUM OF TOULON AND ITS REGION

This museum will allow you to rediscover the city of Toulon through numerous historical works of art. You will also have access to the library, which is used by many students.

Useful information:

Address: 10, rue Saint-Andrieu

Tel: +33 (0)4 94 62 11 07

GALLERY G

The Gallery G is a place dedicated to meetings, exchanges, openness for pluridisciplinary and contemporary creations

Rdc complexe G.Philipe

Rue Charles Sandro 83130 La Garde

Tél : 0494089919

HOUSE OF PHOTOGRAPHIC ART

This museum founded in 2002 and located in the heart of the old town allows regional artists to make themselves known, it therefore acts as a springboard for them. It also allows its visitors to discover or rediscover the work of international photographers and in particular those who influence the different trends in photography.

Useful information:

Address: Rue Nicolas Laugier - Place du globe

Tel: +33 (0)4 94 93 07 59

Mail: culture@mairie-toulon.fr

HOME OF THE ARTS OF THE VAR DEPARTMENT

The Hôtel départemental des Arts or Hôtel des Arts de Toulon (Toulon Home of the Arts) is a cultural center presenting art from the second half of the 20th century to the present day.

Useful information:

Address: Centre d'art du Var 236, av. Général Leclerc

Tel: +33 (0)4 83 95 18 40

Free monthly visits of these places of arts and culture are proposed during the year (you can register online : <https://activites.univ-tln.fr/fr/>)



MUSEUM OF THE VAR DEPARTMENT

This museum located in the heart of the Las departmental garden, which is classified as a sensitive natural area, is a natural history museum. It will allow you to discover the biodiversity of the region.

Useful information:

Address: Jardin départemental du Las - 607, chemin du Jonquet

Tel: +33 (0)4 83 95 44 20

Website: <https://museum.var.fr/ws/home/app/collection/expo>

MUSEUM OF ASIAN ARTS

This museum brings together the acquisitions made in the Far East, India, Tibet and South-East Asia by sailors from Toulon.

Address: 169, littoral Frédéric Mistral

Tel: +33 (0)4 94 36 83 10

Mail: culture@mairie-toulon.fr

PROVENCE LANDING MEMORIAL MUSEUM

It is located at the top of Mount Faron. To get there, you can take the dizzying mountain road if you are a daredevil or the funicular if you are in a contemplative mood and wish to admire the panorama.

Useful information:

Address: at the top of Mount Faron

Tel: +33 (0)4 94 88 08 09 (contact the Memorial before your visit to find out about its opening days and hours)

Website : <https://www.onac-vq.fr/hauts-lieux-memoire-necropoles/memorial-du-debarquement-et-de-la-liberation-de-provence-mont-faron>

JEAN AICARD-PAULIN BERTRAND MUSEUM

This museum will take you back in time as you discover the home of the poet and novelist Jean Aicard. The family house «Les Lauriers Roses» (Pink Laurel Trees) will allow you to discover the daily life of the artist as well as his art collection: art objects, sculptures, paintings, furniture.

Address: Musée Jean Aicard - Paulin Bertrand 705 av. du 8 mai in La Garde

Tel: +33 (0)4 94 33 72 02

Website: <http://webdfine.free.fr/mjapb/index.html>

THEATERS

THE LIBERTÉ THEATER-NATIONAL THEATER – Partner

ticket at 1€

Address: Grand Hôtel - Place de la Liberté 83000 TOULON

Website: <https://www.theatre-liberte.fr>

Tel: +33 (0)4 98 00 56 76 - Email: reservation@theatreliberte.fr

CHÂTEAUVALLON - NATIONAL THEATER – Partner ticket at 1€

Website: <http://www.chateauvallon.com>

Tel: +33 (0)4 94 22 02 02

Email: reservation@chateauvallon.com

CAFÉ-THÉÂTRE DE LA PORTE D'ITALIE

Address: Place Armand Valle, 83000 Toulon

Tel: +33 (0)6 65 62 59 69

ESPACE LE COMÉDIA – Partner ticket at 1€

Address: 10 rue Orvès, Le Mourillon, 83000 Toulon

Website: <https://www.le-comedia.fr>

TOULON OPERA HOUSE – Partner ticket at 1€

Address: Boulevard de Strasbourg, 83000 Toulon

Tel: +33 (0)4 94 93 03 76

Website: <https://www.operadetoulon.fr>

MEDIA LIBRARIES

MEDIATHEQUE DE LA GARDE

Avenue Charles Sandro - 83130 LA GARDE

<https://mediatheque.ville-lagarde.fr/>

MEDIATHEQUES DE TOULON

5 rue Chalucet - 83 000 TOULON

<https://mediatheques.toulon.fr/>

CONCERT HALLS AND SHOWS

ZÉNITH OMÉGA

Address: Boulevard du Commandant Nicolas

Website: <http://www.zenith-omega-toulon.com/fr/billetterie>

Tel: +33 (0)4 94 22 66 77 - Email: contact.zen@zenith-omega-toulon.com

LE TÉLÉGRAPHE

Address: Rue Hippolyte Duprat, 83000 Toulon

Website: <https://letelegraphe.org/fr/le/blog>

Tel: +33 (0)4 94 24 04 04

L'HÉLICE

Address: 68 Avenue Victor Agostini, 83000 Toulon

Website: <https://www.lhelice.org>

Tel: +33 (0)4 94 24 72 72

CINEMAS

CINÉMA PATHÉ LA VALETTE

<https://www.pathe.fr/cinemas/cinema-pathe-la-valette>

CINÉMA PATHÉ LA VALETTE

<https://www.pathe.fr/cinemas/cinema-pathe-toulon>

CINEMA LE ROYAL :

<https://www.cineroyaltytoulon.com/>

CULTURAL ACTIVITIES AT UTLN

There are many cultural activities at the University of Toulon:

- Free art practice workshops: singing, music, photography, drama, drawing etc.
- On-campus shows, exhibitions and conferences about various scientific fields
- Free or 1-euro cultural visits on Métropole TPM and Draguignan (with more than 20 partners)
- Creation of artistic projects with artists on site at the University

Registration on : <https://activites.univ-tln.fr/fr/>

WHERE TO PRACTICE SPORTS

see page 14 for sports with the university

SPORT COMPLEX LÉO LAGRANGE

Avenue René Cassin - 83100 Toulon - Tel : 04 94 93 64 93

SWIMMING POOL PORT MARCHAND

370 All. de l'Armée d'Afrique · tel. 04 94 36 36 85

SWIMMING POOL PINS D'ALEP

163 Chemin de Moneiret, 83200 Toulon

MAYOL STADIUM

Mythical stadium, symbol of the Rugby in Toulon

<https://rctoulon.com/club/lieux-cles/le-stade-mayol/>

SO GOOD FITNESS

238 av Lices, 83000 TOULON

Services offered: Sports and leisure facilities

FITNESS PARK

Zac Besagne Dustasta Ferail r Mûrier, 83000 TOULON

Services offered: Sports Club

PARKS

TOULON PARKS AND GARDENS

<https://www.toulon.fr/toulon-pratique/parcs-jardins>

LA GARDE PARKS AND GARDENS

<https://www.ville-lagarde.fr/ma-ville/environnement-developpement-durable/parcs-et-jardins/>



❏ TOURIST ATTRACTIONS

▪ MONT FARON

It is one of the mountains surrounding Toulon. It culminates at 584 meters. A funicular is available and allows you to reach the top from the city of Toulon. The top is also accessible by car, by a one-lane road. Driving to the top of Mont Faron will offer you breathtaking views of the city of Toulon and the sea. At the top, you will find the Provence Landing Memorial and the Mont Faron Zoo.

▪ THE MILITARY HARBOR

Located in the heart of the city of Toulon, it is one of the main naval bases of the French army. Most of the naval action force is stationed there, including the aircraft carrier Charles de Gaulle, the Mistral-class amphibious helicopter carriers Tonnerre and Dixmude as well as the six Ruby-class nuclear attack submarines.

▪ COURS LAFAYETTE

This is the main thoroughfare in the center of Toulon. With its daily market, it encapsulates the traditions and scents of Provence.

▪ THE MOURILLON BEACHES

The Mourillon beaches have had the “Pavillon Bleu” (Blue Flag) label for many years: they are clean spaces with a high environmental quality. They will offer you many places to unwind, such as landscaped gardens, lawns, playgrounds, and a dozen bars and restaurants.

▪ LA CATHÉDRALE NOTRE-DAME-DE-LA-SEDS

Erected in the 5th century, the Notre-Dame-de-la-Seds or Sainte-Marie-de-la-Seds or Sainte-Marie-Majeure cathedral is a Catholic cathedral located in Toulon. It is also the seat of the diocese of Toulon. It has been classified as a historical monument since 1997.

▪ THE REMAINS OF THE FEUDAL CASTLE

Only a few parts of this castle, built from the 12th to the 15th century, are still visible today. Just below the ruins, you can find an old medieval walled garden that has been restored and decorated with aromatic and medicinal plants and flowers. The site offers a view of the town of Ollioules, its countryside and its cliffs down to the sea.



❏ EXTEND YOUR RESIDENCE PERMIT OR PREPARE FOR YOUR RETURN

▪ EXTEND YOUR RESIDENCE PERMIT

Pour extend your resident permit you must check the information online :

<https://administration-etrangers-en-france.interieur.gouv.fr/>

Very important: the application must be made within two months before the expiry date of your student residence permit or your student Visa or Titre de séjour : <https://france-visas.gouv.fr/web/france-visas/accueil>

More information : <https://www.campusfrance.org/fr/comment-renouveler-titre-sejour>

List of documents to be provided for the renewal of your student residence permit (check the most recent information on the website above)

- Your passport
- Your birth certificate with filiation (or the full copy if you hold a VLS-TS)
- Proof of residence
- Your student residence permit or your student VLS-TS
- 3 identity photos
- Registration (or pre-registration) documents from your higher education institution
- Proof of affiliation to the French health insurance system
- Proof of your academic results and class attendance
- Proof of financial resources. As a reminder, resources at least equal to 615€ per month are required in the embassies at the time of your VLS-TS visa application
- All documents in a foreign language must be accompanied by their official French translation

The renewal of the student residence permit is subject to a fee.

More information : <https://france-visas.gouv.fr/web/france-visas/accueil>

▪ PREPARING FOR YOUR RETURN

Before leaving France, do not forget to terminate the contracts you signed in France, in particular:

- Bank account
- Caisse d'Allocations Familiales (CAF) (Family Benefits Fund)
- Mobile phone subscription
- Travel card
- Sports club memberships, library subscriptions etc.
- Your accommodation rentals,

If you rent a furnished accommodation, you need to give your notice at least 1 month before your departure. For an empty accommodation, you need to give notice at least 3 months before your departure.

Watch out to not cancel too quickly your bank account if you need to receive reimbursements or other payments.

To terminate your apartment lease: give your landlord two months' notice

Two months before your departure, start taking the necessary steps to have enough time to terminate the contracts. If you have to send a letter, use a "Lettre recommandée avec Avis de Réception" (LRAR) (Registered Letter with Acknowledgment of Receipt), which means that the receipt is signed by the addressee and then returned to you. You can send Registered Letter with AR online with La Poste : <https://www.laposte.fr/lettre-recommandee-en-ligne>





FREQUENTLY ASKED QUESTIONS

HOW DO I ACTIVATE MY ONLINE STUDENT ACCOUNT?

Activation is done on the SESAME application: <http://sesame.univ-tln.fr> with the activation code you were given when you registered (on your registration file). After completing a few steps (identification, checking, signature of the IT charter and creation of the password), **your account is active immediately**.

The activation of your account is also necessary for the activation of the IZLY account allowing access to the CROUS university restaurants (see «How do I pay with my student card?»).

HOW DO I LOG IN TO THE VARIOUS DIGITAL SERVICES OF THE UNIVERSITY?

After activating your online student account via the SESAME application, you will be able to log in to the different digital services of the university. To do so, you need your **identifiers** (Login + Password) that you can find in part on your student card:

Login (username): for example name123 (in lower case without accents)

Password: the one you created when you activated your account via the SESAME application.

HOW DO I ACCESS MY ONLINE TIMETABLE?

To access your online timetable, go to <https://planning.univ-tln.fr>

You can also synchronize your timetable with your own calendar: click on “exporter agenda au format iCal” (export calendar in iCal format) and follow the steps.

WHAT IS THE DOUBLE AUTHENTICATION ?

To access to your online spaces and your student email address, a double authentication will be asked in 2024/25. The University of Toulon will communicate soon about this on its website.

HOW DO I ACCESS MY GRADES AND EXAM RESULTS?

Access to your grades is done from your student account which is available at this address: <https://ent.univ-tln.fr/>

After logging in to your account, scroll down to the “mon dossier Web” (My Web Folder) section and click on “Notes et résultats” (Grades and Results).

I WOULD LIKE TO CONTACT A TEACHER, HOW DO I DO THIS?

You can contact a teacher using his or her e-mail address which you can find in the University of Toulon directory at this address: <http://annuaire.univ-tln.fr>

HOW DO I PAY WITH MY STUDENT CARD?

The IZLY digital wallet is your means of payment to eat at the CROUS restaurants.

48h to 72h after your registration, check your student mailbox: IZLY will have sent you an email in which you will find all the information to activate your digital wallet. Once you have filled in the data, your IZLY account is immediately active.

If you have not received the email, go to the IZLY website: <http://www.izly.fr>, to “Mon espace IZLY”, then click on the link: “Vous n’avez pas reçu le mail d’activation de votre compte IZLY” (You did not receive the activation email for your IZLY account) and follow the steps (be careful: the only email address to be given is the email address provided by the university).

If you still do not receive it, you must contact the CROUS directly: assistance-izly@crous-nice.fr

Once your IZLY account has been credited (via bank transfer or via an IZLY terminal), you can use your student card to pay in CROUS restaurants and on compatible ATMs on campus.

HOW DO I CONNECT TO THE INTERNET AT THE UNIVERSITY?

Within the University of Toulon, you can connect to the network called “UnivToulon”. Use your login and password to connect.

I HAVE A QUESTION THAT IS NOT IN THE F.A.Q, WHO SHOULD I CONTACT?

Consult the «Contacts» section of this guide to get the contact details of the different departments of the university that can help you.



CONTACTS

INTERNATIONAL RELATIONS DEPARTMENT

international@univ-tln.fr

+33 (0)4 94 14 20 44

+33 (0)4 94 14 21 37

Mailing address:

Université de Toulon
Bâtiment le Béal 2 - CS 60 584
83041 TOULON CEDEX 9

Physical address:

Université de Toulon
Avenue de l'Université
Bâtiment Le Béal entrée 2
83 130 LA GARDE

EMERGENCY TELEPHONE NUMBERS

HEALTH ISSUES

- Samu (Emergency Medical Assistance Service) : 15
- Fire Brigade : 18
- European emergency number : 112
- SOS Médecins (emergency number for a doctor to come to your home) : +33 (0)4 94 14 33 33 ou 36 24 (€ 0,12/min)
- SOS Veterinarians : +33 (0)8 99 70 77 24
- Hôpital Sainte Musse : +33 4 94 14 50 00
- Hôpital Sainte Anne : +33 4 83 16 20 14 (informations) and +334 83 16 20 10 (for appointments)
- On-duty pharmacy : 32 37 (€ 0,34/min, 24/7)
- Emergency number for the deaf and hard of hearing: 114
- The national number for Suicide Prevention : 3114
- National reference number for listening to and providing guidance to women who are victims of violence : 3919

SECURITY

- National Police : 17
- Toulon Central Police Station : +33 (0)4 98 03 53 00
- La Garde Police Station : +33 (0)4 94 75 88 88
- Municipal Police : +33 (0)4 94 36 37 38
- National Emergency Number in case of a problem at sea (from the shore): 196

EMERGENCY / REPAIRS

- Town Hall Services: 0 800 424 024 (toll-free number)
- Electricity emergency (ENEDIS): +33 (0)9 72 67 50 83
- Gas emergency (GrDF): 0 800 473 333
- Water supply emergency: +33 (0)9 69 329 328

TRANSPORTATION

- Mistral network /To call for a bus: +33 (0)4 94 03 87 02
- Mistral network /Night taxi-bus: +33 (0)4 94 09 38 07
- Mistral network /Disabled people: +33 (0)4 94 03 87 48
- SNCF : <https://www.sncf-voyageurs.com/fr/contactez-nous/nos-points-de-contact/par-telephone/>



Photos credits and illustrations

- University of Toulon
- www.freepik.com
- Thenounproject.com
- Adobe Stock

□ University of Toulon's Application

You can download the mobile app "**UnivToulon**" to find some help about the University of Toulon and find some informations

- The University of Toulon proposes you a tool to help you in your daily life. With the app, you can find some information to help you succeed in your study and bloom in the campus.
- The app is available on [Google Play \(Android\)](#) and [AppStore \(IOS\)](#) for your smartphone or tab

WITH THE APP, YOU CAN :

- Check your timetable and get notification in case of change (think of activate them) !
- Discover all the services proposed to the students : missions, opening hours, where is the university
- Accessing digital tools : ENT, emails, student field, moodle, etc.
- Get to know the campus and the facilities and services proposed
- Deal with the books and tools you borrow from the library
- Follow the news and participate to the university events
- Check the jobs and internships offers on the Career Center of the University
- Discover the menus proposed in the Crous cafeteria and restaurant
- Stay informed of security consignes in case of emergency



International Relations Department

www.univ-tln.fr

