

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 College for Law, Political Science, Economics and Management, otherwise known as the **Pessac campus**.

1. Application

Our online application form is now available :

- in French : <https://ubx.moveon4.com/locallogin/530c6bbe0f9d306f28000000/fra>
- in English : <https://ubx.moveon4.com/locallogin/530c6bbe0f9d306f28000000/eng>

Please read the information below before completing your application :

<http://www.u-bordeaux.fr/Admission/Etudiants-etrangers/Programmes-de-mobilite/Programmes-d-echange>

At section « faculty », select the correct option:

- **DSPEG IAE** : if you apply for an exchange within the agreement signed with the IAE-Bordeaux (university school of management)
- **DSPEG UF droit et science politique** : if you apply for an exchange within the agreement signed with the Faculty of Law and political science
- **DSPEG UF EGAS** : if you apply for an exchange within the agreement signed with the Faculty of Economics, Management and Administration
- **IUT Bordeaux Montesquieu** if you apply for an exchange within the agreement signed with the IUT BM
- **IUT Périgueux** if you apply for an exchange within the agreement signed with the IUT Perigueux (campus Périgord)
- **ESPE** if you apply for an exchange within the agreement signed with the ESPE d'Aquitaine.

- Please note that we **do not** require any documents by post, an email is faster, cheaper and saves a tree.
- Applications **will not** be considered until we have received **all** supporting documents.*
- **All** Exchange students who are non-native speakers of French must provide a French language certificate proving a B1 level at least.
- You will be asked not to upload the documents on the online application.

List of required documents* : the **printed and signed form, along with a photo and a copy of your identity card/passport, a certificate proving your B1 level in the French language (unofficial accepted), your learning agreement .

Although 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.

All exchange students who are non-native speakers of English **must** provide with an official proof of English language ability such as TOEFL, IELTS, etc (*excepted for courses at the IAE Bordeaux*).

Deadlines to send your application to the IRO:

- For september : May 31st
- For January : Mid-november

Your main contact:

Magalie Lopez (central international office)
incoming-pessac@u-bordeaux.fr

The application should be sent to the central administration of the International Relations Office (IRO) of the UBx:

By email : incoming-pessac@u-bordeaux.fr

Or by regular mail :

University of Bordeaux
International Relations Office - Campus Pessac
16 avenue Léon Duguit / CS 50057
33608 PESSAC cedex - France

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

2. Term dates

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

The tutors responsible for exchange students in each relevant department will send to you the academic calendar with the attempt dates for your arrival (not before the end of May).

In general the periods available for exchanges are :

Autumn Term (equivalent to semester 1):	September-January
Spring/ Summer Term (equivalent to semester 2):	February-June

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 4 to receive the rules and catalog courses related to your faculty/school.

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

4. French classes

Most of the classes are taught in French and the majority of the administrative staff speak French, that's why we advice all international students to have a B1 level at French before their arrival.

In order to help you and to feel at ease at the university, free French classes are offered to all exchange students during the academic year. Please note that French classes are taught only in Pessac, not in "La Bastide".

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

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

5. Accommodation

To book a room in the hall students 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/obtenir-un-logement-en-residence-universitaire/>

(please don't pay attention to the deadline of April 30th, it's only for national students- the website may be closed for a couple of weeks after the official deadline).

Once your application has been received, the IRO will send you by email your housing certificate along with your letter of admission. 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-proposes/>

📦 **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.

👉 The university of Bordeaux has signed up a partnership with « Switcharound » , a student-to-student subletting platform for all international students : <http://www.switcharound.com/u-bordeaux>

6. Visa, insurance and all useful Information

Our website :

- in English : <http://www.u-bordeaux.com/Welcome-to-Bordeaux/Before-your-arrival>
<http://www.u-bordeaux.com/Welcome-to-Bordeaux/Everyday-life>
- in French : <http://www.u-bordeaux.fr/Admission/Etudiants-etrangers>

Any questions ?

University of Bordeaux (central administration) :

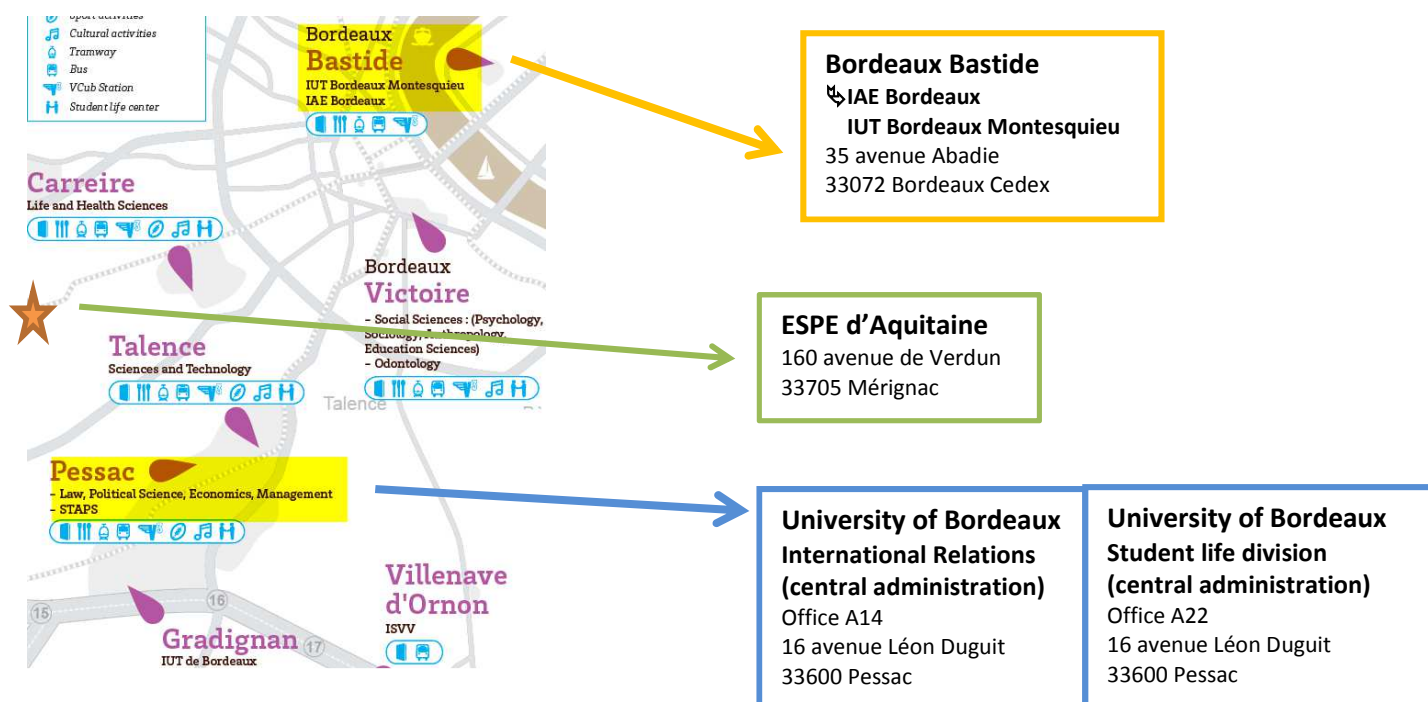
Magalie and Vanessa at the IRO : incoming-pessac@u-bordeaux.fr

Karine and Nicolas at the Student Life Division: bve.pessac@u-bordeaux.fr

👉 <http://www.u-bordeaux.com/Studying/Welcome-contacts/Pessac-Campus>

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

THE UNIVERSITY OF BORDEAUX – PESSAC CAMPUS MAP



<p>Faculty of Law and political science</p> <p>Location : Pessac Office : registration departement of the faculty.</p>	<p>Coordinator (Law) : Christian Grellois, christian.grellois@u-bordeaux.fr</p> <p>Coordinator (political science) : Philippe Claret, philippe.claret@u-bordeaux.fr</p> <p>Secretary's office (course catalogue, registration, learning agreements, exams) : Carine Berthe, carine.berthe@u-bordeaux.fr or mobilite.internationale.droit@u-bordeaux.fr</p>
<p>Faculty of Economics, administration and management</p> <p>⇒ Management : bachelor degrees only</p> <p>Location : Pessac</p>	<p>Coordinator: Nathalie Gaussier , nathalie.gaussier@u-bordeaux.fr</p> <p>Secretary's office (course catalogue, registration, learning agreements, exams) : Lorren N'Guessan, lorren.nguessan@u-bordeaux.fr or mobilite.internationale.eco@u-bordeaux.fr</p> <p>Office : registration departement of the faculty.</p>
<p>IAE Bordeaux (university school of management)</p> <p>⇒ Master degrees only</p> <p>Location : Bordeaux Bastide</p> <p>Website : http://www.iae-bordeaux.com/Our-programs/Erasmus-students</p>	<p>Coordinator: Marie-Christine Gautreau-Lalanne, marie-christine.gautreau-lalanne@u-bordeaux.fr</p> <p>Students contacts for course catalogue, registration, learning agreements, exams, everyday life at the IAE-Bordeaux:</p> <ul style="list-style-type: none"> • Juliana Faye (Spanish speaking countries): juliana.faye@u-bordeaux.fr • Azalée Rombaut (English speaking countries): azalee.rombaut@u-bordeaux.fr
<p>IUT Bordeaux Montesquieu</p> <p>Location : Bordeaux Bastide</p> <p>Website : http://iut-montesquieu.u-bordeaux.fr/relations-internationales/international-students</p>	<p>Students contacts for course catalogue, registration, learning agreements, exams :</p> <ul style="list-style-type: none"> • Logistics & Transport Management (GLT): arnaud.schmitt@u-bordeaux.fr • Sales & Marketing (Tech de Co): sylvie.castets@u-bordeaux.fr • Business Management (GEA): barbara.kowalzsuch@u-bordeaux.fr <p>Students contacts for everyday life at the IUT BM : Cassandra Gillet, Cassandra.gillet@u-bordeaux.fr Tel +33 556 009 582</p>
<p>IUT Périgueux</p> <p>Location : Périgueux , Périgord campus</p> <p>Website : https://iut-perigueux.u-bordeaux.fr/International/Etudiants-etrange</p>	<p>Students contacts for course catalogue, registration, learning agreements, exams, everyday life in Perigord Campus:</p> <ul style="list-style-type: none"> • Tourism management: nadine.esteve@u-bordeaux.fr • Sales & Marketing (Tech de Co): line.dupuy@u-bordeaux.fr • Nutrition and dietetics : sophie.maldonado@u-bordeaux.fr
<p>ESPE (School for teacher training)</p> <p>⇒ Master degrees only</p> <p>Location : Mérignac</p> <p>Website : http://www.espe-aquitaine.fr/venir-etudier-lespe</p>	<p>Coordinator : Charles Mercier, charles.mercier@espe-aquitaine.fr</p> <p>International officer : Camille Horsey, camille.horsey@espe-aquitaine.fr</p> <p>Students contacts for course catalogue, registration, learning agreements, exams : Carine Fournier, relations_internationales@espe-aquitaine.fr Tel +33 556 126 751</p>