

International Programs  
Participant Guide 2008-2009

# Aix-en-Provence

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**CSU** **The California State University**  
OFFICE OF INTERNATIONAL PROGRAMS

401 Golden Shore, Sixth Floor  
Long Beach, California 90802-4210  
(562) 951-4790  
Fax: (562) 951-4983  
[www.gateway.calstate.edu/csuienet](http://www.gateway.calstate.edu/csuienet)

This *Participant Guide* is designed to assist you with your preparation for your year abroad. We encourage you to share this information with your family and friends so that they can share in your experience. The *Guide* is revised annually and we welcome your suggestions.

Leo Van Cleve, Director

Editor: Dana Rosón

Production Staff: Jeanine Beu

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# Introduction

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## **The Participant Guide**

Congratulations on your acceptance to the California State University International Program in Aix-en-Provence, France. It will be an exciting and challenging year. We are pleased that you will be joining a unique group of CSU students and wish you the best for your time abroad.

This *Participant Guide* is designed to help you deal with the various requirements for participation in IP. Carefully read the detailed information that follows in the various sections. They contain a lot of information about planning and paperwork you will need to do. You should also take this with you when you go abroad. We know that there are a lot of facts to absorb and a lot of things you have to do. Bear in mind, however, that you are going to be spending an academic year at a different university in a different region of the world—assuredly, a very complex undertaking. We will try to make it as easy as possible, but it will still require considerable effort on your part.

Undoubtedly, you have a lot of questions and as you go through the process of preparation you will have more. In addition to this booklet there will be a Regional Orientation that we strongly urge you to attend. There will also be another mailing in early June.

Although this *Guide* is revised and up-dated each year, it is based on the advice, insight and experience of thousands of students who have studied abroad on IP. Your own experience will be a personal and independent one. Studying and learning in an unfamiliar educational system, exploring the neighborhoods, learning your way around, finding your own place to meet and socialize – these will be part of your discovery of France, and we wish you all the best. One of the most common pieces of advice from returning students is to keep an open mind. Be flexible and use diplomacy and humor to gain a better understanding of your new surroundings.

## **The CSU International Programs: An Overview**

The International Programs (IP) was established by the CSU Board of Trustees in 1963 as the systemwide study abroad unit of The California State University. Under the direction of the Office of International Programs (OIP), students are offered an opportunity to enroll simultaneously in one of the CSU campuses—where they earn academic credit and maintain campus residency—and in a host university or a special study program center abroad for a full academic year of study.

IP's primary objective is to enable participants to gain first-hand knowledge and understanding of other areas of the world through a year of academic study. Students have the opportunity to increase their communication skills through participation in the language and culture of other countries.

Some overseas study centers have a Resident Director charged with the academic, administrative and advisory aspects of the program. Resident Directors are faculty members in the CSU. Other centers have either a Resident Coordinator who performs the functions of a resident director but is not a CSU faculty member, still others are administered by a responsible officer of the host institution.

Eligibility is limited to students who have achieved an overall grade-point average (GPA) in all college work of 2.75 at the time of their application to the program (except for Australia, Chile, Japan, New Zealand, Taiwan, the United Kingdom and specified programs where the minimum GPA is 3.0); who will have upper division or graduate standing during their year of study abroad (except for special learn language programs which are open to sophomores); who show ability to adapt to a new environment; who are, where required, sufficiently competent in the language of instruction at the foreign university; and who meet course preparation requirements where applicable. Selection is made by a faculty committee on the student's home campus and by a statewide faculty committee. Since more students apply than can be selected, selection is on a competitive basis.

Students assume costs for predeparture processing, insurance, transportation, housing and meals. The campus registration fee (the State University Fee), tuition on the home campus for nonresident students, and personal incidental expenses or vacation travel costs while abroad are also paid by the student. OIP collects and administers funds for those items that must be arranged or can be negotiated more effectively by a central office, e.g., the State University Fee (and nonresident tuition, where applicable), processing costs, insurance, and even housing in some centers. Students accepted by IP may apply for most types of financial aid available at their home campuses.

IP is supported by State funds to the same extent that such funds would have been expended had the students remained at their home campuses in California rather than going overseas.

IP has a faculty advisory body called the Academic Council on International Programs. It is composed of a faculty representative from each CSU campus. Representatives are appointed by their local Academic Senates and are eligible to serve two terms of three years. Three former IP students are appointed annually to full membership on the Academic Council.



# Student Policies and Procedures

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## Your Acceptance to International Programs (IP)

The first thing we will need to know is whether you still plan to participate in IP. If you do, please sign and return the Agreement form by **May 15**. A copy for your records is included in the "Agreement" section of this *Guide*. If you do not plan to participate, please inform us in writing as soon as possible, so that an alternate participant may have the opportunity to take your place.

Alternate participants are selected for some programs when the number of qualified students exceeds the places available overseas. Alternates take the place of regular participants who withdraw before departure. If you were selected as an alternate, you must complete all requirements and make all payments just as if you were a regular participant. Based on previous experience, alternates have a good chance of ultimately becoming regular participants. You will be informed immediately when your status changes to that of regular participant.

## Being an IP Participant

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Being part of an established program, such as IP, involves commitments on the part of the participants as well as on the part of the program. At times, you will be expected to behave as a member of a group, such as at the on-site orientation and in other program activities. There are rules and regulations that you will be required to comply with as a program member that students who go abroad independently may not have to consider. While IP students generally have a great deal of independence while overseas, it is the case that your actions may affect your group or future groups of IP students. Thus, it is important to develop a sense of responsibility toward the program as well as your fellow IP participants.

## The Systemwide Office of International Programs

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Now that you have been selected for IP, you have become part of a statewide program. The details of your year overseas will be handled by the systemwide Office of International Programs (OIP) rather than by your individual CSU campus. **From now on, all questions about your participation in the program should be addressed to OIP.**

When making inquiries, we ask that you and not your parents contact us. Having supportive parents contributes to your success overseas; however, when it comes to the details of your participation, you must handle your affairs firsthand.

We are located in downtown Long Beach at the CSU Office of the Chancellor, not on the CSU, Long Beach campus as many assume. Our address is:

CSU International Programs  
401 Golden Shore, Sixth Floor  
Long Beach, California 90802-4210

Our telephone number is: (562) 951-4790. Please note that we are unable to accept collect calls from students.

### OIP Staff:

Mr. Leo Van Cleve, Director  
Ms. Jolene Colman, Department Secretary  
Ms. Jan Terborg, Campus Relations Administrator  
Ms. Sharon Okashima, Assistant Director, Finance  
Ms. Joyce Cury, Student Funds/Scholarship Coordinator  
Ms. Dana Rosón, Assistant Director, Student Services  
Ms. Jeanine Beu, Student Services Assistant  
Ms. Danielle Pattee, Student Affairs Assistant  
Ms. Renata Bouwmeester, Assistant Director, Academic Services  
Ms. Laura McCrary, Academic Services Assistant

Since IP participants come from all over the state, we will be communicating with you mostly in writing or by telephone. When calling or writing OIP, please make sure you indicate your CSU campus and overseas center so that we can identify you easily. Please feel free to contact us if you have questions about any aspect of your preparation for studying overseas.

While you are overseas, financial, academic, or other issues at your home campus may arise. In most cases, it is

not in your best interest to contact your campus directly. It is often much simpler for us to solve such problems as we are aware of your special status as an IP student. You should write to OIP through your Resident Director, Resident Coordinator, or host university contact. As those individuals are in close communication with OIP, we can contact the campus on your behalf.

## Information for Participants

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All participants receive the following:

**The Participant Guide** - Outlines requirements, policies and procedures regarding various aspects of your upcoming year, and gives advice on personal preparation.

- **The IP Bulletin (included in this Guide)** - Describes the academic program and lists course offerings, or provides Internet links containing course descriptions. You will need this information in order to complete Academic Advisement form with a faculty advisor.
- **Student Experience Report (included in this Guide)** Input from the current year participants at your center provides helpful information about the year overseas from the student perspective.

**Online Packet #1** - Includes the forms necessary for your participation in IP. Before completing the forms, be sure to look over the relevant sections of this *Guide*.

## Deadlines

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- To make sure that all processing is completed in time, there are deadlines that have to be met. To help you identify these due dates, a pointing hand symbol ☞ appears each time a due date is mentioned. You should mail all items to arrive by the dates indicated.
- In the front of this *Guide* there is a list of the due dates; failure to do so may jeopardize your participation in IP.
- If you have a problem completing a requirement, making a payment, or submitting any form on time, please call us for advice before the deadline. **It is not necessary to send materials and payments to OIP by overnight mail.**

## Change of Address

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**Address • Telephone number  
Cell phone number • Email address**

**It is your responsibility to notify us if your contact information changes.**

It is very important that we always have up-to-date contact information on file for you. **It is your responsibility to let us know if this information changes.** Check the envelope this mailing came in to see that we have accurately recorded your name and current mailing address. Anytime there is a change in your address, telephone number, cell phone number, or email address between now

and departure, please send us a Change of Address/Contact Information form. This form is included in Packet #1 online.

## Registration

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Do not register for classes at your home CSU campus while you are studying abroad. OIP arranges for you to be concurrently enrolled at your overseas study center and at your home campus.

**Home campus registration for the term you return is once again your responsibility.** Check your CSU campus' website for information on registration for that term. You may need to contact the campus to make sure that they have you as a continuing student as well as a current address.

## Nonresident Students

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IP is designed to provide CSU students the opportunity for an in-depth intercultural experience within a structured academic program. Participants are selected without regard to national origin, citizenship, or residence status. In a competitive situation, however, priority is normally given to those applicants who have not had extensive intercultural experience.

Resident aliens are advised to check with the US immigration officials on the possible effects of residence outside the US. Visa students must check with both their home country consular offices and the consular officers of their IP country to determine if any restrictions exist that might preclude participation. Students who are, or have been, citizens of their IP country may have additional restrictions or requirements placed on their admission by the host government and/or university. As an example, German universities require German citizens to possess the *Abitur* to qualify for admission. In all these cases, OIP needs to be informed.

Nonresident US citizens who are otherwise eligible to participate may apply to IP. Such students are subject to nonresident tuition charges.

## Transfer Students

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**If you are a transfer student** (entering a CSU campus for the term you are going abroad), you must provide OIP with two items: **a copy of your letter of admission** to the CSU campus, and **an updated transcript** from your former college/university. These items must be sent to OIP no later than ☞ **July 1**.

## Payment of CSU Fees

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Do not pay fees to your home CSU campus during the year you are participating in IP. Instead, you will make program payments to OIP. Nonresident students are required to pay the nonresident tuition charges to OIP as well.

## Extracurricular Activities

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Opportunities to participate in extracurricular activities are normally available at the overseas centers. Weekend trips, field trips or tours may be sponsored by student organizations or by the host university. Opportunities for individual or team sports may be available. Some of these activities are arranged under the auspices of the host university, and others may be available in the community. Cultural norms tend to determine the type and variety of athletic facilities, and few foreign campuses offer the athletic facilities and opportunities to be found on the typical CSU campus.

To some, international education is synonymous with travel. IP students are encouraged to avail themselves of the many opportunities they will encounter for recreational and educational travel abroad during and after their year of study. IP does not, however, give academic credit for travel, and such travel must not interfere with academic responsibilities. Recreational travel must be carried out during vacation and holiday time and not during class time. Students have the opportunity for extended travel at the end of the academic year. Costs for such travel are not included in the prepaid fees or cost estimates.

Hitchhiking is a dangerous practice and all IP students are strongly encouraged to avoid it.

Students are expected to maintain regular attendance in classes and to remain at the study center during the academic terms. During any absence from the study center, students should provide the Resident Director or host institution staff with details of their itineraries so that, if emergencies arise, the student can be contacted.

## Housing & Meals

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When housing and/or meal arrangements are made on a group basis by OIP, these must be used by participants. Request for exceptions to this requirement must be submitted in writing by **May 15**, and are reviewed by OIP on an individual basis. Married students and students with accompanying dependents may be required to make their own housing and meal arrangements even in cases where the program provides housing for single students. At study centers where students make individual housing decisions, they are individually responsible for fulfilling the financial and legal aspects of occupying their residences.

## Changing Housing

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If students begin the year in program-arranged housing, they may move out on an approved basis only if the following conditions are met:

- The host university dormitory authorities or other owner-managers concur and the student has met the terms of the lease or agreement.
- The move will not jeopardize the availability of housing for the following year.
- The Resident Director or Resident Coordinator, where applicable, approves.

- Any applicable penalty or quittance fees are paid.

Any refund to the student for prepaid housing fees will be made only to the extent that the housing authorities are willing to release IP from commitments made on behalf of the student.

In centers where IP places students in family-stay housing (e.g., Denmark, Japan, Mexico), termination of the arrangement before the end of the academic year may be accompanied by an assessment of two months' rent. The Director of International Programs will make the final decision as to whether this early termination charge will be levied; if so, it will be paid in full to the family affected.

If a student moves out of program-arranged housing for personal convenience, or is ejected from program-arranged housing as a result of misconduct, IP will not stand responsible for securing replacement housing for the student.

The terms of lawful leases, signed by students who occupy accommodations at IP study centers, and as interpreted by local officials under the terms of host country law, take precedence over IP's housing regulations. Students are subject to the full range of civil penalties for abuse of property or evasion of contractual obligations abroad in the same way they are subject to such provisions at home. Where legitimate debts arise from accepting accommodations owned or managed by the host universities, or other public entities associated with these universities, such debts may become debts owed to the Board of Trustees of The California State University and to the State of California.

## Withdrawals

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### Prior to Departure

Students who decide not to participate in IP must complete the Predeparture Withdrawal Notification form and submit it to OIP as soon as possible so that alternate students may be offered the opportunity to participate. Refer to the next section for information on possible refunds. These students retain their status as continuing students at their home CSU campuses. It is their responsibility to contact their home campus regarding registration for the upcoming term.

### After Departure

Because of the extensive commitments made by the State on each student's behalf, withdrawal after departure is a very serious matter. Students who request withdrawal at any time after arrival at the overseas site must consult with the Resident Director or Coordinator or host university representative, and complete the Program Withdrawal form.

Students who discontinue their academic programs without notifying the overseas staff or OIP may receive failing grades in all courses. Withdrawal after departure constitutes withdrawal not only from IP, but also from the student's home CSU campus for the remainder of the current term.

Students who are receiving financial aid should consult their home campus Financial Aid Office regarding any return or repayment of grant or loan assistance received.

Financial aid recipients should work closely with OIP and their home campus financial aid counselor regarding funds that may need to be repaid and/or debts owed to OIP as a result of their withdrawal.

In some instances, a change in visa status as a result of withdrawal from IP, and thus no longer having student status, may mean having to leave the host country immediately.

In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

## Refunds

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Students are entitled to a full refund of funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to June 15**.

Students who withdraw or are disenrolled **after June 15**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Students who withdraw or are disenrolled **after the beginning of instruction** will receive a refund of funds not already committed or expended on their behalf.

**State University Fee (SUF) refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not a student will receive course credit for the term at the overseas university.**

**No refunds will be made for the IP student Abroad fee after departure.**

**No refunds will be made for health insurance cancellations after departure.**

**No refunds will be made for nonparticipation in IP group activities.**

**Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.**

If students who receive financial aid withdraw, they may be required to make immediate restitution of monies awarded for participation in IP.

For those students who fully participate in the program, a separate accounting is made to each participant of all funds collected and expended on their behalf by OIP. As OIP makes liberal estimates of costs to cover all likely contingencies, there is usually a small amount of money left in each student account. These funds are normally returned to the students as a post-program year refund. Refunds to students are made at the sole discretion of the Board of Trustees. The Director of the International Programs, as agent for the Trustees, may make exceptions to this policy

at any time without advance notice, and may make individual determinations. In particular, the Director may withhold refunds in those cases where students have not appropriately discharged their legitimate debts and claims to host institutions overseas. Refunds are processed at the end of the academic year, when a full accounting can be made. Completing this final accounting may take up to three months or more after the end of the academic year, depending on billing practices in the host country.

## Renewal Students

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IP is designed as a one-year academic experience; however, some students will want to spend a second year overseas. Renewal applications will be considered taking into account the following factors:

- The renewal applicant does not take the place of an eligible first-time participant.
- Graduate students are not eligible to renew.
- The overseas center and host university can accommodate the student and assume the additional academic and administrative responsibilities.
- The renewal applicant has the support of the overseas Resident Director or Coordinator or host university representative, home campus administrators, and the academic advisor.
- The renewal application is received in OIP by March 1.

## Students with Dependents

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If you indicated on your application that you will be accompanied overseas by your spouse and/or children, you must complete a copy of *Information for Students with Accompanying Dependents* which you will find in Packet #1 online. It discusses some topics such as housing and child schooling, and the attendant extra expenses. Also included are *Instructions for Students with Dependents* listing the items that OIP needs from you and a worksheet for you to calculate the extra expenses for your dependent(s). The *Application for IP Group Health and Accident Insurance for Accompanying Dependents* (also in Packet #1) should be sent to OIP by **May 15**.

If you are planning on having your dependents with you overseas and have not received this information, please contact OIP immediately. Note: OIP can provide assistance to **legal** dependents only, i.e., spouses and children.

## Student Conduct

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### General

During their stay overseas, IP participants are not only responsible for their own personal conduct, but how their actions reflect on IP, the CSU, the State of California, and the US. Abuse of the hospitality of a host university or community on the part of a few can result in the loss of opportunities for many. It is important, therefore, that participants pay particular attention to the acceptable norms of conduct

in their respective host countries and abide by those standards. Under most circumstances simple honesty, courtesy, restraint and respect for the law are usually sufficient guides for proper conduct anywhere.

Standards of student conduct for IP students are established both in domestic and host country law, policy, and practice. The standards of conduct also form part of the agreement signed between the student and the CSU Board of Trustees. In some cases, host countries and institutions apply standards that differ substantially from those normally applied within the CSU. The CSU has concluded agreements with host institutions abroad that recognize the authority of those institutions to apply their own standards to CSU students. It is incumbent, therefore, on students to be fully aware of their responsibilities to the CSU as well as to the host university and country.

### **Unacceptable Conduct**

IP students are selected for their maturity and seriousness of academic purpose. These qualities are inconsistent with inappropriate or unacceptable conduct and such conduct is exceedingly rare among the members of this group. To be clear, however, the following constitute unacceptable conduct:

- cheating or plagiarism in connection with an academic program;
- forgery, alteration, or misuse of official documents, records, or identification, or knowingly furnishing false information;
- misrepresentation of oneself or of an organization to be an agent of the CSU International Programs;
- obstruction or disruption, on or off International Programs property, of the educational process, administrative process, or other official function;
- physical abuse, on or off International Programs property, of the person or property of any member of the International Programs staff, faculty, or student body, or the threat of such physical abuse;
- theft of, or non-accidental damage to, International Programs property, or property in the possession of, or owned by, a member of the International Programs faculty, staff, or student body;
- unauthorized entry into, unauthorized use of, or misuse of International Programs property;
- the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis;
- possession, or use of, explosives, dangerous chemicals, or deadly weapons on International Programs property;
- engaging in lewd, indecent, or obscene behavior;
- abusive behavior directed toward, or hazing of, a member of the International Programs community;

- violation of any order of the Director of International Programs, or of the Resident Director;
- violation of International Programs rules and regulations as specified in official International Programs publications and correspondence;
- failure to attend classes to the extent normally required;
- failure to carry out a required portion of the program;
- violation of the laws of the host country or the political subdivisions thereof;
- violation of the rules and regulations of the host university institution;
- violation of the terms of stay or visa restrictions imposed by the host country;
- participation abroad in any event, activity, or conspiracy of a political nature, or the making of any public statement which might tend to embarrass or inconvenience the CSU International Programs or endanger the welfare of participating students;
- conduct which might be harmful to the International Programs or infringe upon the opportunities and benefits available to participating students;
- failure to discharge lawful debts abroad in a responsible and timely manner;
- conduct which represents a danger to the personal safety of the student involved or to other students, faculty, or staff members;
- flagrant disregard of local customs, mores or beliefs which might result in offending or antagonizing host country citizens or officials;
- violating the rights of any other participating student or students, faculty or staff members;
- soliciting or assisting another to do any act described above.

### **Sanctions**

Each International Programs student signs an agreement with the CSU Board of Trustees which recognizes the authority of the Director of International Programs as the agent of the Board of Trustees, and at the sole discretion of the Director, to apply appropriate sanctions for the violation of the above items of unacceptable conduct, or other items of unacceptable conduct which the Director, again at the sole discretion of the Director, shall establish. Such sanctions are rarely applied, but must be brought to the attention of program participants:

- **Reprimands** – Verbal or written notice of unacceptable conduct. Reprimands set forth requirements for improvement of behavior and are intended to assist the student in correcting that behavior as part of the educational process where the conduct is remediable;
- **Probation** – Written notice of unacceptable conduct which sets forth specific terms required to avoid termina-

tion of enrollment where such conduct is deemed remediable, but of a serious nature;

- **Disenrollment** – Disenrollment and expulsion of a student from IP is the final sanction available to the Director of International Programs as a means to remove students from the program who have committed serious infractions and whose unacceptable conduct is deemed unremediable. Students being considered for disenrollment are provided a fair and timely opportunity to explain, justify or deny the behavior in question, or to raise matters of mitigation prior to any decision to disenroll. Disenrollment means termination of status as an enrolled student, the probable termination of legal status in the host country, and withdrawal from the academic program at the host institutions abroad with all of the attendant academic and personal consequences thereof. Disenrollment from IP is not necessarily prejudicial to a continuation of enrollment at the student's home CSU campus; depending on the seriousness of your action, students may be subject to additional action.
- **Summary Disenrollment** – On those occasions where serious incidents of unacceptable conduct are combined with any form of imminent danger to the personal safety or health of the student involved, or where any threat to the safety, health or well-being of any other student participant, faculty member or staff member is involved, or where the continued operation of the International Programs is placed in imminent jeopardy by the conduct of the student involved, the Director of International Programs may carry out, at his sole discretion, an immediate disenrollment of the student involved without opportunity of appeal or mitigation.

### **Grievances**

Students who believe that they have been treated unjustly, or have been victims of an error on the part of the staff or the administration of IP, should make every effort to resolve the issue by consulting the Resident Director, if applicable, or the Director of International Programs. Should there be no satisfactory resolution of the problem, it will be the responsibility of the Director of International Programs to advise students with grievances in a timely manner on the availability of additional channels of appeal or assistance as may be appropriate and applicable to the circumstances involved.

## **CSU International Programs Alcohol Policy**

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IP does not tolerate alcohol abuse by its participants. Alcohol may be consumed by IP participants of legal drinking age (in the host country). Students must understand that, if they choose to drink alcohol, they remain accountable for their actions and, therefore, must drink responsibly, following all host university and country rules and laws related to alcohol. Prior to departure, students are advised to research their host country's alcohol-related customs and laws.

The intent of this alcohol policy is to help IP achieve the following goals:

- Ensure that alcohol is never the primary focus of an IP event.
- Communicate to IP participants that they are expected to act responsibly regarding their consumption of alcoholic beverages while living abroad.
- Raise student awareness that, when choosing to consume alcohol abroad, students are subject to the local laws related to alcohol consumption.
- Remind IP Resident Directors and staff overseas that they should strive to create an atmosphere that does not encourage students to drink alcohol and that respects those who choose to abstain.
- Warn students that excessive drinking or drunkenness is not condoned and will never serve as an excuse for misconduct.
- Encourage students to be aware of local customs and laws related to alcohol consumption.

## **CSU International Programs Statement on Sexual Harassment**

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### **Sexual Harassment**

It is the policy of the CSU to maintain a working and learning environment free from sexual harassment of its students, employees, and applicants. All students and employees should be aware that the CSU is concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

As a CSU program, IP is concerned about sexual harassment abroad. This policy statement and the procedures below apply to students and employees of the CSU. Students should be aware that this policy does not apply to faculty, students and staff of host institutions abroad.

IP emphasizes the importance of orientation and open communication in order to promote a preventive approach that addresses and explains issues before they escalate into more serious problems.

### **Is There an International Definition of Sexual Harassment?**

IP participants should understand that a definition of sexual harassment abroad must take into account the legal system and culture of the host country. Legal standards and cultural norms may be different than those in the US and this can make harassment difficult to identify abroad.

During orientations before departure and once abroad students will receive information regarding the host country and culture. In some cultures verbal comments that may be offensive in the US may be acceptable abroad. At the same time some types of dress that are considered appropriate in the US may send different messages abroad.

### **Reporting Sexual Harassment**

All alleged incidents of sexual harassment should be reported to the Resident Director, Resident Coordinator or host university contact person. That person will consult with OIP regarding the issue. OIP will consult with other appropriate staff as necessary. On-site personnel and OIP staff should keep a written record and notes of any conversation surrounding these allegations.

### **Responding to Sexual Harassment**

Staff should respond to complaints in accordance with IP policies and procedures for responding to such allegations.

## **Intercultural Gender Relations**

It is equally important for both men and women traveling abroad to understand issues surrounding intercultural gender relations. Gender relations may be initiated differently in different cultures and all students traveling abroad should educate themselves about their host country's customs and norms before they go. Knowledge increases competent behavior, which can also be important for personal safety.

Before going abroad, students are encouraged to learn about how interpersonal relationships are initiated in their host country. Understanding the meaning behind certain behaviors that are second nature in the US may drastically affect your experiences with host nationals abroad. Such things as clothing styles, make-up, cologne, eye contact, facial expressions, distance between people talking and even hairstyles may send unintended messages in another culture. Students who are unaware of these cultural differences may inadvertently find themselves in uncomfortable or dangerous situations.

Therefore, students are urged to learn as much as possible about the cultural norms of their host country. Your IP Campus Coordinator may be able to point to some valuable reading material on the subject of culture. Another way to learn about your host country's culture is to talk to former IP participants or to international students from that country. Every CSU campus has an international student office that may be able to introduce you to students from the country you will be going to. Again, knowledge increases culturally appropriate behavior.

## **Privacy of Student Information**

Section 7(b) of Federal Public Law 93-579, popularly referred to as the Privacy Act of 1974, became effective January 1, 1975. This section of the statute requires that any federal, state, or local government agency which requests

an individual to disclose his Social Security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is elicited, and what uses will be made of it.

The application for admission to The California State University International Programs requires each applicant to provide his or her Social Security number. Authority for this requirement is found in Section 41201 of Title 5 of the California Code of Regulations, and Section 6109 of the Internal Revenue Code.

The student's Social Security number is used as the individual identifier in all student records which may include application files, registration records and certification documents, academic records, financial aid and transaction records, and transportation and insurance documents. Also, the Internal Revenue Service requires the University to file information returns that include the student's Social Security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

It is IP policy to protect the personal information of participating students from unnecessary or inappropriate disclosure. Personally identifiable records are not shared or distributed to private individuals or agencies unless such sharing or distribution is authorized by the student or unless otherwise provided for in law. In circumstances where the safety or well-being of participants may be involved, information derived from official files, reports or records relating to participants individually or collectively may be utilized as deemed appropriate by the Director of International Programs for official purposes. Such information may be disclosed pursuant to host country law or regulation whether or not such disclosure is consistent with the laws or regulations of the US or the State of California.

## **Nondiscrimination Policy**

The CSU International Programs welcomes diversity in its student body and seeks to include all who share its values of improved intercultural communication and international understanding. No person shall on the basis of race, color, sex, disability or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under the International Programs.



# Preparing For Your Year

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## Passports

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You must have a passport to leave from and return to the United States. **Apply now for a passport if you do not have one**, or renew your passport if it has expired. If you already have a passport make sure that it is **valid six months beyond your stay abroad**. Do this **now**, as the process can take several weeks.

If you are applying for a passport for the first time, you must apply in person. You can apply for or renew your passport at over 4,500 passport acceptance facilities nationwide that include many federal, state and probate courts, many post offices, some libraries and a number of county and municipal offices. These designated facilities are very convenient because they are located near your home. We recommend that you start by contacting the largest post office or courthouse in your area. You can find information on the web about how to obtain a US passport at:



### Passport Services and Information:

<http://travel.state.gov/passport/index.html>

If you need your passport urgently, you are advised to go to one of the passport agencies listed below in person. Note: you will probably need an appointment, so we advise you to call ahead.

### Los Angeles Passport Agency

Federal Building  
11000 Wilshire Boulevard, Suite 1000  
Los Angeles, California 90024-3615  
Telephone: (310) 575-5700

### San Francisco Passport Agency

95 Hawthorne Street, 5<sup>th</sup> Floor  
San Francisco, California 94105-3901  
Telephone: (415) 538-2700

### The following items are needed to obtain a US passport:

1. Proof of citizenship: A previous US passport, naturalization papers, or if you were born in the US, a CERTIFIED copy of your birth certificate bearing the seal of the city, county, or state custodian of records. Hospital birth records are not acceptable. Make sure that you have the

proper documents to avoid delays in getting your passport. Bear in mind that obtaining out-of-state birth records can take as long as six weeks.

2. Proof of Identity (previous passport, current and valid Driver's License, government ID, military ID, student ID).
3. Two recent identical passport photos.
4. Be prepared to pay a fee (\$100 as of 2/1/08) by cash, check or money order. Not all passport agencies accept credit cards.
5. Complete application form DSP-11 (Do not sign it until the Passport Acceptance Agent tells you to do so.) These are available from passport agencies, acceptance facilities, and on the Internet from the US State Department.
6. Know your Social Security number. You do not need your card, but you do need to provide your Social Security number.

After you receive your passport, sign it and keep it in a safe place until your departure. Send a photocopy of the pages of your passport with your photograph and personal information to OIP by **May 15**. It is also a good idea to make yourself a photocopy of the pages with your photograph and personal information. Keep this copy separate from your passport.

## Visas

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In order to obtain a student visa for France, you must complete a two-part process. First, register online with *Campus France*. Go to <[www.usacampusfrance.org](http://www.usacampusfrance.org)> to find the instructions about how to register with *Campus France*. After you complete your online registration, you must mail:

- (1) a copy of the letter of acceptance into the study abroad program that you received from OIP; and
- (2) a \$60 check or money order to *Campus France*.

The address is:

French Embassy  
ATTN: Campus France  
4101 Reservoir Road NW  
Washington, D.C. 20007

Second, you will receive an e-mail approval of your registration approximately two weeks from the time you submit your acceptance letter and \$60 payment to *Campus France*. Once you receive that approval, you must make an appointment to apply for the student visa at the French Consulate in San Francisco or Los Angeles.

The Consulates will consider applications for the student visa by appointment only. You must make your appointment online. **You can find the visa application form and a list of all required documents that you must submit with your visa application on the French Consulates' websites (below).** IP participants need to complete and follow the instructions for the Long Stay Student Visa. One of the required documents is a letter of admission from the university in France. OIP will send this to you as soon as we receive it.

The French Consulate requires you to appear in person to submit your visa application. Please read the instructions provided on the web carefully to ensure a smooth and successful visa application appointment.

#### **Consulate General of France, Los Angeles**

10390 Santa Monica Blvd., Suite 115  
Los Angeles, CA 90025  
Tel: (310) 235-3200  
<www.consulfrance-losangeles.org>

#### **Consulate General of France, San Francisco**

540 Bush Street  
San Francisco, CA 94108  
Tel: (415) 397-4330  
<www.consulfrance-sanfrancisco.org>

## **The Visa Application Process: Your Responsibility**

A visa or a residence permit (as it is called in some countries) provides permission for you to remain in a country for a period of time. It is an acknowledgement by a foreign government that they trust you. The government official who issues you a visa or residence permit is giving permission to enter his or her country for the purpose indicated on your visa/residence permit application and with the understanding that you intend to leave on the date stated on your application. You should value the receipt of visa approval and honor their decision by showing respect to the country where you have been given permission to live for the academic year.

In recent years applying for and obtaining a visa has become increasingly complex. The United States and many other countries around the world have strengthened their requirements, increased the scrutiny they give all applications, and as a consequence lengthened the processing time. If a visa is required for your country, you must go through the process. It may be frustrating and it may at times seem arbitrary, but you will need to remain patient and calm, getting upset or losing your temper will not help.

Each year, the Office of International Programs (OIP) gathers information from the foreign governments to request

information about the student visa application procedures. These are the instructions included in this Participant Guide and other mailings. It is possible that regulations will change and if we are made aware of any changes, we will notify you.

OIP does not set the rules or control the visa or residence permit application process. This is a request from you to a foreign government. OIP and the California State University cannot act on your behalf or intervene with the foreign government and will not be able to speed up processing or alter the rules.

In nearly all cases, CSU students participating in the International Programs are issued visas/residence permits in time to participate in their study abroad programs. In some cases there may be delays, and in very rare cases, students have been denied visas. The visa/residence permit application process is entirely your responsibility. Please follow instructions exactly and carefully.

**NOTE:** You may feel that you have followed all of the instructions, submitted your visa application and all of your documentation beautifully, early and in duplicate. However, **no one has the right to be issued a visa and you will have to respond to whatever additional requests the Consulate may make.**

## **Non-US Citizens**

If you are not a citizen of the United States, special travel restrictions and/or requirements may affect you.

1. Inform OIP of your citizenship status not later than **May 15**. If you are a permanent resident, you must send OIP a copy of your alien registration card (green card).
2. Contact the consulate of your host country to find out about special visa fees or requirements.
3. Before you can apply for a visa or residence permit, you need a passport (or travel document) that is **valid six months beyond your stay abroad**.
4. If you are a permanent resident of the US or visiting the US on a student visa, you must consult the US Citizenship and Immigration Service (USCIS) about the documents you require for reentry to the US.

Keep OIP informed of your progress in dealing with these issues. It is your responsibility to determine and comply with all USCIS and host country requirements necessary to study overseas.

## **Transportation**

### **Group Flight**

You have the option of purchasing a ticket on a group flight arranged by OIP for your convenience through a travel agency specializing in student travel. Participation in the group flight is voluntary. You may choose to travel independently if you prefer (see below).

Students who participate in the group flight will be met by the Resident Director at the airport and transported to the

CSU study center. There are advantages to traveling with a group to your study center. First, it is always a good idea to travel with at least one companion. In addition, it makes arrival much easier for you since you will be met at the airport and provided ground transportation.

**You will be dealing directly with the travel agency to make your reservations and payments for the group flight.** When making a reservation on the group flight YOU choose your return date. Your ticket will be issued for the date you request to return home. If you decide to change that date after purchasing the ticket, you will be required to pay a fee to the airline. We mention this to remind you to plan ahead. If you have budgeted to travel around after your year abroad, book your return flight accordingly to avoid having to pay an extra fee.



#### **Travel Cuts Group Flight Information:**

[www.travelcuts.com/csuiip](http://www.travelcuts.com/csuiip)

#### **Independent Travel**

You may wish to shop around and find your own flight to the study center, and you are welcome to do so. You may very likely find airfares on the internet for lower rates than the group flight. Keep in mind, however, that it has been our experience that bargain-priced tickets do not usually save students money in the long run. There are several words of caution to keep in mind:

1. If you decide to travel abroad independently, you will be required to arrange your own ground transportation upon arrival. (What time will you be arriving? Do you speak the language? Will you take a taxi? Where will you have the taxi take you?)
2. If you arrive before the group, you will be responsible for finding and paying for your own lodging and meals before the program starts. The group housing is not available until the program starts.
3. You will be mailed reporting instructions about exactly when and where to arrive. You must arrive on time. OIP will not approve late arrivals. You should plan on arriving on or before the group arrival date.
4. Most visa regulations require that you show proof of round-trip transportation when you apply for your student visa. Your visa may not be approved if you only purchase a one-way ticket or have a "stand-by" reservation. You will need to purchase a round-trip ticket.
5. **DO NOT PLAN TO LEAVE PRIOR TO THE PROGRAM START DATE AS VISA PROCESSING MAY MAKE IT IMPOSSIBLE TO TRAVEL ABROAD EARLY.**
6. In the event that there is a change to the start date of the program, it will be your responsibility to make modifications to your transportation plans to accommodate such changes. OIP is not responsible for any non-recoverable transportation charges you may incur for independent travel arrangements.

Air travel involves risks and could result in damage to property, injury to persons, and death. Please be informed that the California State University assumes no liability for damage, injury, and death which may occur during air travel required by the California State University-affiliated programs. Your participation in the program is voluntary, and you participate at your own risk.

Prior to departure you must sign an agreement, which includes a release from liability (see Agreement section of this book).

#### ***Carte de Séjour***

The IP staff in Aix will help you apply for the *Carte de Séjour* after your arrival. You will need to have the following things to obtain the *Carte de Séjour*.

- Valid passport with three month student visa.
- Photocopy of birth certificate.

Students will be required to undergo a physical exam in France in order to obtain the *Carte de Séjour*. The cost of this exam is the students responsibility and will cost approximately 60 euros (US\$78).

You will also need to purchase 4 photos for the *carte de séjour* (approximately 4 euros)

#### **Photographs**

The photographs you submit to OIP must be in passport format.

Print your name and country on the back of each photo. Be careful that the ink is dry and does not damage the photos. You will need **9 identical** photographs as follows:

- Send **7** photos to OIP for official use (place in mini photo envelope sent to you with your *Participant Guide*. - **Do not** seal envelope). Send to OIP by **← May 15**.
- **2** photos will be needed for your visa application (**do not send these to OIP**).

#### **The photos MUST meet these requirements:**

- 2" X 2" high-resolution color or black and white photos.
- Full face view and have only your head and shoulders at the center of the photo
- Taken on a white background and printed on photo paper.
- Photocopies, scanned or digitally altered photographs **will NOT be accepted**.
- The most convenient way to get acceptable photos which will not cause any delays is to obtain them at a passport photo service.

## International Student Identity Card (ISIC)

OIP recommends that you purchase the ISIC, a card internationally recognized as proof of student status. The card provides cardholders with discounts and travel benefits around the world.

The ISIC also provides basic health and accident insurance while you are traveling abroad, which will supplement the mandatory IP health insurance. Cardholders also have access to a toll-free Traveler's Assistance Hotline for assistance in medical, legal, and financial emergencies.

If you are interested in obtaining the ISIC, you must purchase it on your own. OIP does not provide students with the ISIC. You may purchase the ISIC online <[www.myISIC.com](http://www.myISIC.com)>.

The website also provides a list of available discounts in each country.

## Packing

Refer to the *Student Experience Report* for suggestions on clothing and other personal items to take with you. In general, you will find that what students wear in California is acceptable overseas, taking into account the local climate, particularly the fact that winter is usually harsher than at home. It is important to take clothes that demand little care, since you may not have easy access to washers, dryers, and ironing boards.

Many students wonder about taking musical instruments, bicycles, skis, or surfboards. When making this decision, consider that airlines may charge extra for these items and remember that you must be able to carry them in addition to your other luggage. Also consider the possibility of damage enroute, the problem of storage, and how much you will actually use the item. If you will only use your skis for a two-week winter vacation, it might be simpler to rent a pair. Similarly, it might make more sense to buy a secondhand bike overseas and sell it before you come home instead of risking damage to the one you own.

Whatever you decide to take, try not to take too much. There are several reasons for this advice: it is likely you will have limited storage space overseas, you will have to carry it all in your luggage (or have it shipped), and you will have to ship or bring it all home at the end of the year—along with everything you have bought while overseas.

Lightweight, easy-to-carry luggage is recommended. Check for sturdy construction; a broken zipper can be very frustrating on a trip. Consider also that you will use at least part of your luggage on vacations during the year. If you take a backpack, consider an internal frame pack or one with no frame at all; these are useful for vacation travel and can be carried comfortably for two or three miles. Packs with external frames are easily damaged on overseas flights and are unwieldy on trains and buses; take one only if you plan extensive backpacking trips while overseas.

Airlines require that you have a name tag on each piece of luggage.

Based on past experience, it is a good idea to pack your carry-on bag to include everything you might need for a couple of days. If the rest of your luggage is delayed, you will at least have your necessities. Anything of great monetary or sentimental value should travel in your carry-on, or be left at home. No matter what the maximum baggage allowance is for your flight, keep in mind that you must be able to carry all of your own luggage on the trip overseas. Being able to pick up all of your bags at one time is not enough; **try carrying them outside and around the block.**

## Shipping

In order to keep your luggage within the necessary limits, you may need to send some of your belongings overseas rather than carry them with you. The least expensive and most convenient method is to use surface mail through the US Postal Service. Airmail and express service are also possible, but more expensive.

Check with the post office for size and weight limits on packages and packing regulations. Line packages with plastic bags to protect against moisture.

Send only used personal belongings to avoid paying duty overseas. Be sure to list contents of packages as "Used Personal Belongings." Parcels can and will be opened for inspection by customs agents overseas.

Address the package to yourself c/o the overseas mailing address provided in the next section. Put your name and address on the inside as well.

Mail your packages so that they will arrive overseas after you do; the center may not be open during the summer months to accept mail or packages. Packages can take up to three months, depending on the destination. In some locations you may have to pay charges at the other end, such as a fee for storage until you can claim your package or a charge to deliver the package to you. There may be additional formalities and changes due to French customs requirements.

An alternative to mailing packages in advance is to wait until you are overseas to decide which extra items you really need. Then ask someone at home to send them to you.

Shipping a trunk is not recommended because of the expense and inconvenience. You must pick it up at the dock, which could be a long way from where you live, and then reverse the process to ship it home at the end of the year. Air freight is not normally recommended for the same reasons: you would need to retrieve your package at the airport and/or pay a sizeable fee for customs, handling, and delivery.

## Electrical Appliances

The United States operates on 110 volts AC (alternating current) at 60 cycles. Most of the rest of the world operates on 220 volts AC (although Japan operates on 100 volts at 50 cycles). This means that, when you plug an American appliance into a foreign 220 volt outlet, the result is a dam-

aged appliance. In order to use your electrical appliances in most foreign countries, you will need to use converters and adapters.

Converters, which plug into the wall outlet, convert 220 volts foreign current into 110 volts American current by cutting in half the number of volts flowing to your appliance. There are two-types of converters: lightweight (up to 50 watts) for low wattage equipment like radios, calculators and electric razors; and heavy duty (from 50 to 1600 watts) for high wattage appliances such as hair dryers and irons. This explains why the converter outlet in your foreign hotel room is marked "for electric shavers only."

Adapters, on the other hand, are simply a means of changing the shape of the prongs which go into the wall outlet. They do **not** convert voltage. There may be three prongs instead of two (the third is a ground) and the prongs may take a number of different shapes, sometimes even within the same country. If you are going to travel in a number of countries, you will want to have a number of different adapters.

**World Electric Guide:**

<http://www.kropla.com/electric2.htm>





# The Aix-en-Provence Program

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The CSU International Programs has two study centers in France: Aix-en-Provence (AIX) and Paris. In Paris, IP is associated with the MICEFA (a consortium the Universities of Paris that handles student exchange with North America). Students in Aix enroll in the *Institut d'Etudes Françaises pour Etudiants Etrangers* (the *IEFEE* or "Institute"). The Institute is a part of *L'Université d'Aix-Marseille III* (recently renamed *Université Paul Cézanne*). Information provided in this Participant Guide relates only to the study center in Aix.

Your Resident Director will be Dr. Christine Renaudin of the Modern Languages and Literatures Department at Sonoma State University. During your year in Aix, Dr. Renaudin will help you get settled, provide academic advisement, and help you with various issues during your stay. Dr. Renaudin will be assisted by the Program Assistant, Ms. Sophie Bussenius, who is a permanent resident in France.

All IP students in Aix begin their academic year with a four week Preparatory Language Program (PLP) at the Institute that lasts until the end of September. About a week after arriving in Aix, students take a placement test to determine which class they will attend during the PLP. Based on the results of this test, students are divided into four levels (*Niveaux*).

At the end of the PLP, students take another placement test to determine their class for the regular academic year at the Institute. Early October the academic year begins, now divided into five *Niveaux*, with a hierarchy of language classes (*groupes*) within each *Niveau*. Almost all IP students either move up one *Niveau* from the PLP or stay in the same *Niveau*. As in the PLP, there is an opportunity to request to change one's *groupe* or *Niveau* at the end of the first week if you think you've been placed incorrectly. The final decision about placement rests with the Institute.

The Institute offers a variety of diploma programs, under which students can take exams at the end of school year to earn an official *Diplôme* from the Institute or from another organization such as the Paris Chamber of Commerce. Each year a few IP students choose to follow such a program. This is not required by IP.

IP students in Aix normally do all their academic work at the Institute and enroll in a minimum of 15 units per semester.

Very advanced students may, at their own initiative, audit classes in regular departments of the University. It is possible, in theory, to take such classes for credit, but for this to occur the student must make very specific arrangements with the professor and the Resident Director.

The specific requirements and information for Aix participants are in this section, so please read it carefully and comply with the deadlines. Feel free to contact OIP if you have any questions.

## Arrival

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The group flight will be met at the Marseille Airport by the Resident Director and the Assistant Director, who will take the group by chartered, air-conditioned bus to their dormitory in Aix-en-Provence: Cité Universitaire de Cuques, rue de Cuques, 13621 Aix-en-Provence cedex 1, Tel: (0) 4 42 93 57 90 (33 is the country code for France; do not dial (0) from outside France).

It can be extremely hot in August, and, after a long trip, participants should be prepared to carry their belongings as much as a quarter of a mile and then up several flights of stairs when they arrive at the dorms. While not pleasant, this experience does foster cooperation and kindness within the group.

Some of the dormitories in Aix are rather old and run down. Participants should bring some toilet paper, soap, towels, and other basic toiletries with them, as these are **not** supplied in the dormitories.

## Orientation

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The first week after the group arrival is an important orientation period. The Resident Director and the Assistant Director have developed a series of informative activities and meetings to acquaint you with the Institute and the town of Aix-en-Provence.

During orientation you will be provided with all sorts of practical information such as banking and housing to help you get settled. The most important task during your first two weeks will be to locate your housing.

In addition, you will take the language placement exam for the PLP and have an opportunity to familiarize yourself with the Institute and the surrounding area.

## Preparatory Language Program (PLP)

All IP students in Aix begin their academic year with a four-week Preparatory Language Program (PLP) at the Institute that lasts until the end of September. About a week after arriving in Aix, students take a placement test to determine which class they will attend during the PLP. There are about two dozen language classes, based on level of difficulty, divided into four levels (*Niveaux*). The initial placement is based solely on the placement test, not on how much French the student has taken. Students who feel they have been placed improperly may ask their professors to be moved at the end of the first week. French classes meet in the morning and students take electives (*ateliers*) in the afternoon, once a week.

## Registering for Classes

**WARNING:** It is your responsibility to remove all CSU home campus "holds" on your records before you go abroad. A "hold" on your records will prevent you from registering for classes. This includes Library holds, and all other campus holds including the Records Office, Financial Aid Office, your own academic department and any other campus office that may put a "hold" on your records. Before you leave, be sure to clear all "holds." This is your responsibility and will prevent problems in the future.

Following the PLP, students take another language assessment exam to determine their placement level for the first semester. All students will be automatically registered for a French language course based on the outcome of this exam (*Niveaux* I, II, III, IV, and V).

In addition, students will register for additional courses for a minimum totaling 15 units/semester, with the help of the Resident Director.

The registration process in Aix-en-Provence is entirely different from what you are used to at your home CSU campus. There are no formal class schedules distributed to students. Instead, the Institute will post a list of the courses that will be offered on a bulletin board the day the semester begins. Once you see which courses are offered, you will register by simply showing up on the first day of class. You can visit several classes during the first week, and once you determine which classes you want to take, you will need to sign the class roster. A formal registration process takes place at the Institute starting in mid-November. You will also have an individual academic meeting with the Resident Director who will advise you on the courses that you most need to fulfill your CSU requirements.

## Housing

Upon arriving in Aix-en-Provence, IP participants stay in the *Cité Universitaire* (dorms) for up to 15 days. Students who want to be exempted from this arrangement because of

special circumstances should inform OIP by **May 15**. Each floor is equipped with common bathrooms and showers, and a common kitchen, where students can cook their own very basic meals.

During their stay in the dorms, students will receive information about the city and the housing options: homestay and apartments. They will also receive housing lists and advice from the staff in searching for and securing permanent housing.

### Homestays

Homestays are usually a *demi-pension* arrangement - room with breakfast and dinner. Living in a French home can provide a unique opportunity to gain insight into the French way of life. Ideally, a homestay can greatly facilitate language acquisition.

The commitment to the host is preferably for one year, but can be done for one semester only.

Many hosts are single people or married couples whose children have grown and left home. Do not expect to share fully in the life of your host. While there will be some interaction, you will need to be independent, flexible, and cooperative. Remember, you are subject to their "house rules" pertaining to issues such as noise, security, entertaining, tidiness.

### Apartments

Student housing in Aix-en-Provence is always in high demand. Normally, students electing the apartment option live in one-room apartments with a bathroom and utility kitchen (small refrigerator and hotplate) or in small two bedroom apartments when shared by two students. Virtually all apartments offered are furnished, but bedding is not normally included. In any case, do not bring sheets as the sizes are different from the US.

Students will be signing leases directly with the landlord. All financial obligations will be the individual student's responsibility. **Students should anticipate paying first months' rent and a security deposit equivalent to one or two months' rent to the landlord at the time they move in.** By law, this deposit cannot be used as last month's rent, but it will be returned when you leave. **Plan your initial budget accordingly.** Student rents usually go from 350 to 500 euro.

Additionally, all students living in an apartment will be required to purchase renter's insurance protection (50-85 euro per year) because in France, the renter assumes full responsibility for such things as fire, theft, and vandalism. Not only is this coverage prudent, it is mandatory by law.

Students who live in apartments should be forewarned that landlords in France assume little responsibility for normal maintenance. Consequently, students may need to change fuses and unclog their own drains and toilets. The local IP staff can refer you to local maintenance services if necessary.

Additional information on housing options will be provided after your arrival in France.

## Special Events/Planned Activities

The program in Aix includes several, daylong field trips to places of interest in Provence. Destinations vary from year to year but have included trips to Marseille, Arles, Avignon, the Riviera, St. Tropez, the Luberon, and islands in the Mediterranean, among others. The IP activities funds also pay for at least three group dinners at local restaurants, including a welcome dinner, a Thanksgiving dinner, and a farewell dinner.

## Computer/Internet Access

Free internet access is available at the CSU Office in Aix. Free Internet service is available to all students at the Institute as soon as the PLP starts. However, there is usually a long wait for this service and hours are limited, as is the software. There are several Internet cafés in Aix, but they charge about 3 euro per hour.

Many students choose to bring their laptop computer with them (they are more expensive in France). Laptops are very convenient and if you have one you should bring it with you. (Be sure to check with the airlines before your flight. Some airlines are considering prohibiting laptops as carry-ons.) Theoretically, a hefty import duty (up to 30%) must be paid for any computer or other valuable item that is brought or shipped from the US to France if it is less than a year old. In practice, this duty is less likely to be charged on carried items than on shipped items, especially if they are personal items (*effets personnels*).

Fast DSL Internet access at one's home in France is now widely available from various providers such as AOL, Orange, Free, Neuf, Tiscali, etc. A typical subscription rate is 30 to 40 euro per month for unlimited access and fast connection from 1 to 8 Mb/s. Most of these providers require a French bank account to subscribe, but it is easy to open one. You can also opt for slow (56k/s) dial-up connection, for about 2.35 euro an hour. In all cases, you will first need to get a phone line open. Be careful when you sign a DSL contract: make sure you can sign out after 10 months. Some providers will propose a 12 month minimum contract.

## Telephones

Almost all IP participants in France get a home phone or a cell phone. France Telecom ("Orange") has the monopoly on phone lines in France, so you need to go through this public company to get a line installed (with a student set fee of 23 euro), and to rent the line for 13 euro/month (although since June 2004, other companies such as Internet providers can also do it; this is called *dé groupage*). Most students then buy calling cards to lower the price of the phone calls, but you can also get cheaper rates from France Telecom for an additional 1.5 euro/month (calls to the US drop to 8 cents a minute). Calls from cell phones average 30 cents a minute domestically and double to the US. Various plans exist, but the orientation period in August includes a presentation on cell phone (and Internet) providers. After the presentation you will be able to make an informed decision about what to do.

## Money Matters & Banking

**Before you go, you should have enough money in a bank account/ATM to cover your first three months worth of expenses.**

You may want to bring about \$300 in euro with you so that you will have some cash on hand upon arrival. In addition, you should bring at least \$3,000 in traveler's checks with you for your initial expenses, such as first month's rent, security deposit (one or two months' rent), and renter's insurance. It is also always a good backup plan to have a international Visa or MasterCard with a PIN number that allows you to access cash at ATM machines around the world. Your PIN number should be only 4 digits long in order to work correctly in the machines throughout Europe.

As far as managing your money while abroad, more and more US students are finding it most convenient to just keep their US bank accounts open and to do their banking with their ATM cards. Beware, however, that your bank may charge you service fees for using ATM machines overseas. To save yourself from having to pay these fees, you should inquire at different banks in California to see if they have any international affiliates (for example, Bank of America with BNP Paribas) through which you can do your banking so as to avoid these charges every time you use your ATM card in France.

If you choose to keep your US bank account open, be sure to give your parents or another trustworthy relative or friend in the US authority to access your account so that they can help you make deposits, transfers and withdrawals if necessary. If you are a financial aid recipient, you can instruct OIP to deposit your financial aid checks into your US account.

Another option is to open a bank account in France. Many of the students in Aix open a *compte étranger* (foreigner's account) with the *Crédit Lyonnais* bank. You will have an ATM card and you'll be able to access money 24-hours a day. If you have checks in dollars sent to you in France, do not deposit them directly into your bank account as they will take several weeks to clear. Be sure to close your account before leaving France to avoid cumbersome correspondence later on and debited monthly fees.

We advise you to be cautious when using an ATM machine. Over the years, a few CSU students in Aix have been approached by strangers who offered to "help" them make an ATM machine work properly, and had their card stolen. You should never withdraw money if someone is standing close enough to see the digits of your PIN code, and you should never accept any unsolicited "help."

The current exchange rate for the dollar will SIGNIFICANTLY decrease your buying power. PLAN YOUR BUDGET ACCORDINGLY.

### Currency Exchange Rates:

<http://www.oanda.com/converter/classic>



## Books & Films About France

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By Dr. Patricia E. Black  
California State University, Chico

Students preparing to study in France frequently ask: what would be a good book to read before leaving for France? What films should I try to see? Actually there is a lifetime of good reading available about France, an extremely long history of literary writing in French (back to the 10th century), works detailing the uses and abuses of the French language, and enough movies to fill every day of your life because French film makers have been extremely prolific since early in the twentieth century.

The best brief introductions to understanding the French today are Raymonde Carroll's *Cultural Misunderstandings* (University of Chicago Press, 1988) and Polly Platt's *French or Foe: Getting the Most out of Visiting, Living, and Working in France*. **If you read nothing else, read these two books!**

To acquaint yourself with the current scene in France, start looking at the newspapers. Two important national papers, *Le Monde* and *Libération* are easily available on the Internet: <<http://www.lemonde.fr>> and <<http://www.liberation.fr>> *en français, bien entendu*.

Since the invention of cinematography by the Frères Lumière in 1895, French filmmakers have been in the forefront of moviemaking. Usually known in this country for their intellectual and avant-garde approach to the screen, there are actually films to appeal to all tastes. If you enjoy film and wish to read a history of French cinema, look for *The Great French Films* by James Reid Paris (an appropriately named author!) put out by Citadel Press. Needless to say, there are numerous websites devoted to French film in all its manifestations.

Unfortunately, no single French work or author captures the popular imagination as embodying everything French. The website <<http://www.bol.fr>> is a book ordering site with links to book reviews; there you can review who is writing what now. The newspapers listed above also contain book as well as movie reviews, especially *Libération*. Again there are writers for all tastes and you will be asked to read some of them in your courses. Some of the big names are: Annie Ernaux, Nathalie Sarraute, J-P Sartre, A. Camus, A. Gide, M. Proust, E. Zola, G. Flaubert, V. Hugo, etc. Many of the important as well as popular novels have been filmed: try to see *Madame Bovary* (adapted from the novel of the same name and written by Flaubert) and *Jean de Florette+Manon des sources* (adapted from the books by Marcel Pagnol, himself a popular filmmaker as well as writer). The latter will be very interesting for those of you heading to Aix-en-Provence because of their setting and language use.

For a general introduction to French and francophone cultures written in English, if you have more time, there is *The French-Speaking World: An Anthology of Cross-Cultural Perspectives* by L. Fiber Luce. Also on the subject of French culture and written in English, *The French*, by T. Zeldin.

French history, institutions, geography, economy are covered by the following titles in French. Gerard Mermet's *Francoscopie* demonstrates prevailing ideals and intellectual currents by use of opinion polls and statistics, updated annually. The *Quid* also updated annually is packed with reference information about France. For a history of the past fifty years in France, look for *La France contemporaine* by J-P Lauby and D. Moreaus.

For daily life go to *Une Année en France* by C. Descayrac, presented with cartoons, photos, news items, as well as discursive text. If you want to go more in depth, there is also *24 Heures en France: Portrait insolite de la France et des Français in Découverte* collection.

There are numerous works on French history, covering either specific periods or the whole of the creation of the French nation. There are significant works in both French and English. However, you may be curious about the French Revolution which continues to attract debate and discussion though it has been more than two hundred years since the taking of the Bastille (July 14, 1789). The first significant work to reinterpret the Revolution was Michelet's *La Révolution*, written between 1847-53. The bicentennial of the event, 1989, was the occasion of another outpouring of material on the Revolution and its aftermath. Clearly, it's a big deal! So find out something about before you arrive.

All in France is not Paris. Those of you going to Aix-en-Provence will easily learn that the regions of France are still important with respect to language, customs, and geography. There is a collection of newspaper articles published for foreign students of French: called *Vivre au pays: Les Français dans leurs régions à travers la presse* (by Leroy, Nahmias, and Steele and put out by Didier), it gives an idea of what holds the interest of the French where they live, in their region, in which Paris' ideas about what is good and bad may or may not attract support.

Finally, let's not neglect comics! But you are more likely to find these easily once you are there. There's a lot to learn from these little books, like the classic Tintin and Astérix stories, to new stories and characters just coming out. There is a great little shop for comics in Aix-en-Provence, and Paris is a great city for any kind of book you can imagine. Try starting with the FNAC, the most famous bookstore (and music and electronics store) in France. (And look for Lucky Luke for a different view of our own history of the Wild West.)

Last, but not least, learn some of the vocabulary (or learn some more thereof) of food and cuisine. It will take so much of the guesswork out of shopping and eating. Cooking is one of the most important forms of expression for the French, so it pays to know what is going on. *French Vocabulary* in the Schaum's Outline Series by McGraw-Hill is an easily accessible text while you are here (and not too bulky to pack, if you are inclined). It can help you learn culinary terms and many others as well.

**Bon Voyage et Bonne Chance**

## Climate

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The climate in Provence is somewhat similar to California's but more extreme. Summers are hot, often over 90° F (32° C) during the day and not much cooler at night. The heat can last well into September. Fall is usually mild but with some rain, and there can be cold weather even in September and October. Snow and freezing weather are uncommon in the winter, but do occur. Periods of cold weather can last into March. Generally, spring is pleasant and there is not much rain.

The average annual rainfall in Provence is about 25 inches. Fall is the wettest season, summer the driest. Provence is known for its winds, the most famous being the *Mistral*, a strong, dry and surprisingly cold wind that can blow suddenly during most times of the year.

## Vacation Travel

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To make the most of your vacation time overseas, you may want to do some planning in advance. Refer to the Student Experience Report and to travel guides, which are widely available at libraries and bookstores. Visiting your campus student travel service or a travel agency is helpful if you want specific transportation information.

Good sources of information are the tourist offices representing the countries you plan to visit. Ask them about special interests—museums, cultural events, accommodations, restaurants, sight-seeing attractions, night life, people, history, transportation, etc. Tourist offices also can provide maps and brochures about places of interest, plus information on currency, climate, clothing, driving, tours, shopping and tipping.

If you plan to rent a car for vacation travel, it could be useful to have an International Driver's License, obtainable from the Automobile Club (AAA). You should also bring your regular driver's license with you. For driving in France and most of Europe (certainly Western Europe), an American driver's license is sufficient and there is no need for an International Driver's License. Note that many car rental companies will rent only to drivers who are at least 21, 23, or even 25 years old. Also, you can often get a better rate by going through an American phone number or web site than by renting directly from an office in France.

Please note that driving habits in France and Europe are significantly different from California. Also gas is much more expensive. The combination of these two factors make train/bus the safest way to visit places.

If you plan to travel by train during your vacations, you may wish to refer to the latest edition of *Eurail Guide: How to Travel Europe* and *All the World by Train* by Marvin L. Saltzman. It includes information about railpasses around the world, not just in Europe, and is updated regularly. Note that some passes must be purchased in the US (e.g., the Eurailpass, BritRail, and Japan Railpass); contact any travel agent.

The following websites can help you check train schedules in France:

### France Train Information:

<http://www.sncf.fr>  
<http://www.raileurope.com>  
<http://www.europeanrail.com>



## 2008-2009 Calendar

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Dates are subject to change.

Arrival	August 19
Orientation	August 20-29
PLP (including tests)	August 28 - September 26
First Term	October 08 - January 25
Mid-Term Vacation	October 27 - November 04
Christmas Vacation	December 22 - January 06
Second Term	January 28 - May 16
Winter Vacation	February 16-24
Spring Vacation	April 05-20

## Mailing Address in France

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You may receive mail c/o the program office during your stay in Aix-en-Provence:

Your Name  
C.S.U. International Programs  
5, rue du Quatre-Septembre  
13100 Aix-en-Provence  
France

It is essential to include a reference to 'C.S.U.' in this address to ensure proper delivery.

Former students recommend using the IP study center's address all year long. You will each have a mail box at the office and IP staff will accept packages for you if there are no fees due. In the past, there have been problems receiving mail at apartment addresses.

## Health Care Facilities

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Medical care in France is excellent and very inexpensive by American standards. During the program orientation, IP students will receive a list of doctors, including generalists, specialists, and English-speaking doctors. In France, pharmacists are good sources of medical advice and have more authority than in the US. In larger towns such as Aix, there is always at least one pharmacy open all night. The Resident Director and Assistant Director can also help students find appropriate sources for dealing with medical problems.

**Europ Assistance USA** - Your CSU student health insurance policy includes emergency travel assistance coverage administered by Europ Assistance USA. This is a supplemental part of your health insurance policy valid around the world and can assist you if you should need emergency medical care while traveling abroad, 24 hours a day, 365 days a year. To access their benefits, you **MUST** contact Europ Assistance USA and let them make all ar-

rangements for any services that you need. The kinds of services they provide are listed in the insurance pamphlet that we included in your packet.

Upon request, Europ Assistance USA can also provide pre-trip counseling for any countries you will be traveling to. They can also answer questions you may have about your prescription medications before departure or help you replace a prescription while traveling.

For further information on the services provided by Europ Assistance USA, please see the Wells Fargo Student Health Insurance pamphlet provided in your packet, or contact Europ Assistance USA at: (800) 243-6124 (*Toll-free within the United States*) or (202) 659-7803 (*Collect from outside the U.S.*).

## **Work**

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You should not count on any income in France while budgeting for your IP year, as it is very difficult to find employment. Under the terms of your student visa, you are allowed to work part-time if you find an employer offering a *convention de stage*, but it is unlikely you will. We advise you not to work, especially during the first semester when you really must concentrate on your studies and become accustomed to the French university and way of life.

## **Registering at the US Embassy**

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Americans residing outside of the United States for a period of six months or more are always advised to register at the US Embassy. Registering assists the US Embassy in the event of serious emergency situations that require the Embassy's support such as disasters, civil disturbances requiring evacuation, accidents, arrests, and serious injury.

The Assistant Director in Aix will send a list of the names of all IP students to the US Embassy, thereby registering all students with the US Embassy. Students do **not** need to register on their own.

### **US Consulate in Marseille**

Place Varian Fry  
13286 Marseille Cedex 6, France  
Tel: (33) 4-91-54-92-00  
Fax: ( 4-91-55-09-47  
<<http://www.amb-usa.fr/consul/marscont.html>>

### **US Embassy in Paris**

2, avenue Gabriel  
75008 Paris  
Tel: (33) 1 43-12-22-22  
<<http://www.amb-usa.fr>>



# Academic Arrangements

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## Your Academic Status as an IP Student

As an IP participant you are concurrently enrolled at your home campus in California as well as at the host university overseas. All coursework completed receives resident credit and becomes part of your CSU transcript. However, it is the prerogative of your home campus to determine how specific courses apply toward graduation requirements. Take special care in completing the Academic Advisement form discussed below.

## The Academic Advisement Form

Having gone through the IP application process, you should be familiar with the academic offerings at your overseas center. The Office of International Programs (OIP) requires that you formally plan out the courses you will take by completing, with the help of your major department academic advisor, the Academic Advisement form. Completion of this form provides you with guidance from your major department as to what courses you should take overseas and gives you a clear idea of how these courses will be applied to your degree requirements. If you will be studying overseas in a field other than your major, you should consider declaring a second major or a minor in that field, where available. You should complete the Academic Advisement form with an advisor for the program related to your overseas study.

Before planning to meet with your advisor:

1. Carefully study the Academic Arrangements section of the Guide, the IP Bulletin section that follows, and any other academic information from your host university.
2. Be aware of university breaks, holidays and exam periods since during these times, it may be difficult to meet with advisors.
3. Go over the form itself and complete Parts I and II. Part II is especially useful if you are considering the possibility of graduating at the end of your year abroad.
4. Assemble the necessary materials: this Guide and other academic information where needed, your academic records, your home campus catalog, and the Academic Advisement form with its instructions.

The Academic Advisement form must be submitted to the OIP by **May 15**.

## Availability of Courses Overseas

Student access to academic opportunities increases as their academic preparation for the particular host institution environment improves. The major limitations are language fluency and literacy (in non-English speaking countries) and specific preparation in the major. It is important that IP participants develop an accurate view of what they can actually accomplish in their year overseas and set realistic goals. For students studying in non-English speaking countries, students should not overestimate their facility in the host country language and realize that some limits on choice of coursework are to be expected.

The IP Bulletin is the International Programs “catalog” and provides a listing of the kinds of courses offered at our program sites overseas. The courses listed are based on the latest information available at the time of publication so students are advised to visit the host university website on a periodic basis to access the most current list of course offerings. Just as is the case with any CSU catalog, not all of the courses are offered every semester so students should not enter the overseas academic experience with rigid and narrowly defined course requirements.

Please note that courses related to US history and institutions and California State and local governments, as well as science courses with labs may not exist or may not be open to visiting international students. If you have yet to complete required courses such as these, please understand that experience shows that you will probably not be able to take them overseas.

Graduating seniors: Students whose graduation depends on specific courses should note that course availability is not guaranteed. Therefore, graduating seniors must be open to the idea of returning to their home campus for additional terms following their participation in IP. The rewards gained by studying abroad tremendously outweigh the disadvantages of a delayed graduation. Future employers will not evaluate negatively for needing an extra one or two terms to graduate if it means that you will have successfully added an international experience to your resume, learned another language and proven your ability to adapt to another

culture. To the contrary, these accomplishments will be admired. You should not miss out on the opportunity of a lifetime, even if it means that you might have to delay your graduation by a term or two.

## Before You Go

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You should keep in mind that you might experience a great deal of difficulty in trying to take care of academic formalities at your home campus once you are overseas. You should handle certain matters before you go. Examples are:

- taking—and passing—all English and mathematics proficiency exams required by your campus
- arranging an independent study project
- changing or adding a major or minor
- filing a petition for course substitutions or waivers
- clearing up any incomplete coursework.

If you plan to graduate during or at the conclusion of your year abroad, your graduation may depend on the planning you do before you depart! Critical items to consider are:

- having a graduation evaluation done; some campuses require this before applying to graduate
- filing an application to graduate
- applying for graduate admission to your campus if you graduate mid-year
- completing proficiency examinations in math or English that are required for graduation
- knowing that grades will reach your campus four to six months after your year abroad has concluded. Graduating seniors must take this into consideration when submitting their applications to graduate since degrees will not be posted until all courses taken abroad are reported to the students' home campuses.

## Academic Policies

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### CSU Registration

IP participants are fully matriculated CSU students who remain enrolled at their home campuses while studying overseas. The OIP arranges for the registration of all students at their respective home CSU campuses at the beginning of each term. Therefore, students must NOT enroll for any courses at their home campus for the time that they will be abroad through IP.

Students are not permitted to enroll in on-line courses, which are offered at their home campus or another CSU campus, since the purpose of studying abroad is to engage in full time study exclusively at the study center or host university.

During the year abroad, academic counseling is provided by the Resident Director or host university staff who confers with each student to assist in making course selections appropriate to the student's degree program and assists them with the registration process.

### Credit

All coursework taken overseas will be accepted by the student's home campus as resident credit. The appropriate authorities at the student's home campus make determination of the applicability of coursework completed overseas to major, minor, general education, and general elective degree requirements. In some cases, this may mean that a minimum number of units or specific coursework to be credited toward the major must be taken at the home campus.

It is the individual student's responsibility to check all major departmental rules prior to departure for overseas and to meet with the appropriate department advisor(s) to determine which courses will count toward the major and which will count toward elective credit. It is also the student's responsibility to collect and provide course information to his/her advisor.

The advisor determines how courses will be credited to the degree. The advisor may also suggest appropriate courses to be taken abroad which might fulfill degree requirements in terms of course content, course level and unit value. Since courses abroad can differ somewhat from the CSU courses required for your degree, advisors can suggest that the student take similar courses to fulfill specific course requirements. In these cases, campuses usually require that students submit a petition (or course substitution request) to have these courses count towards specific course requirements. This process protects the integrity of the degree and the transcript while allowing students the flexibility of taking related courses to meet specific requirements. Students are advised to discuss the process with advisors and appropriate officials at the student's home campus PRIOR to going abroad.

The Academic Advisement form must be completed as accurately as possible and signed by the department advisor(s), where indicated. Without these signatures, there can be no guarantee that students will receive credit toward their degree objectives.

Even with prior approval for course credit, students are advised to keep course syllabi, term papers, examinations, and any other pertinent materials, until the degree is completed. In addition, it is highly recommended that students take their home campus catalog overseas (or at least the section of the catalog which pertains to the requirements for the degree being pursued). Current catalogs are on the web, but students may find it useful to have printed information from the catalog available.

When selecting courses at their host university, students should choose courses which best represents the home campus course requirement they are seeking to fulfill in terms of course content, course level and the unit value. In cases when the unit value of the home campus course requirement is MORE than the host university course, students should consult with their home campus advisor about selecting an additional course which would fulfill the unit value of the home campus course requirement.

#### Academic Tip:

If given a choice of courses, select the one which BEST meets the course description of the requirement that you are trying to fulfill.

Most coursework available at the overseas study center is at the upper division level, with the exception of beginning and intermediate language courses (where offered) and first year undergraduate level courses, which are typically considered lower division courses depending on the course. Graduate credit will be granted only in courses that are judged by the host institution and by the OIP to be graduate level. Graduate students must be aware that credit, in any case, will be granted only if prearranged with their respective home campus major departments and graduate deans. As few as six units per year may be directly transferable into their course requirements for the master's degree; nevertheless, all graduate students are required to maintain a full academic load (see Courseload, below). These additional units may be accepted by their major departments to meet other degree requirements.

### Graduate Study

Graduate students are eligible for participation at most of the study centers operated by the IP. Applicants just beginning graduate work should be aware, however, that study abroad at this point in their academic career removes them from the home campus department and advisor at a critical juncture in their studies. It is essential that graduate students considering application for the IP obtain from both their graduate department and dean of graduate studies on the home campus advance information on how work accomplished within the IP can be applied to their degree program. At a later point, this also requires that both the department chair and the dean of graduate studies sign the Academic Advisement form. Graduate students may find that only six to nine units will count toward their degree; they must, however, maintain the unit load requirement.

Students pursuing graduate degrees must obtain classified graduate standing before departure for overseas. They should plan to complete before departure any course or courses which are either required as part of the graduate program and unlikely to be available at the foreign university or are prerequisite to other graduate work.

Graduate students must be realistic about what they can accomplish in a year of study overseas, both in terms of what can reasonably be expected in the way of course offerings and of what preparation they have to pursue the available offerings. They should not expect, for example, to work in a narrowly defined area of specialization, particularly one in which they have not had previous preparation. Similarly, their competence in the language of instruction might not be sufficiently advanced to permit them to take courses for which they are otherwise intellectually prepared. Acquisition of the foreign language in itself may be a valid reason for a graduate student to study abroad; however, such study is usually credited on the undergraduate, even lower division, level.

Students pursuing credentials or second baccalaureate degrees are admitted as post-baccalaureates, but academically they are treated as undergraduate students.

### Academic Progress

The IP is an official academic program of the CSU, and all students participating in its offerings are subject to all of the

academic regulations of their home campuses as well as those of the IP and the host institutions they attend abroad. Home campus rules for academic probation and disqualification apply overseas at the study centers as they do at home.

**Academic Tip:**  
Undergraduate students must take 15 units each semester regardless of the number of units still required for the degree.

IP participants are expected to make normal academic progress and to maintain a grade point average of at least a 2.0. Graduate IP participants are expected to maintain a minimum grade point average of 3.0 for all graded work for the degree. Students who fail to meet these requirements are subject to probation or disenrollment from the IP.

Furthermore, any student whose academic performance does not meet standards necessary for successful progression in the program may be in jeopardy of disenrollment.

### Courseload

All undergraduate IP students are required to carry a minimum academic courseload of 15 units per term and a total of 30 semester, or 45 quarter units for the overseas academic year. **This requirement applies to all undergraduate students regardless of the number of units they need to graduate or the enrollment requirement of the host university if this differs from the IP requirement.** Students are not normally allowed to enroll in more than 18 units a semester. Any units earned during a pre-session, special session, or preparatory language program conducted outside the host institution academic year calendar, are not counted in meeting this courseload requirement.

Students are not normally allowed to enroll in more than 18 units a semester. Students interested in taking more than 18 units must apply to take the additional units through the OIP. Students requesting to take more than 18 units in the second semester of their international study must be in good academic standing and have earned a B average in the first semester of study.

Students pursuing graduate degrees must carry a minimum of 12 units per term on condition that at least six of those units are taken at the graduate level; otherwise, graduate students must carry a courseload on the same basis as undergraduates as described above. Post-baccalaureate students pursuing credentials or second undergraduate degrees are required to carry the same courseload as undergraduates as described above.

In exceptional cases, students may petition for a reduction in the prescribed courseload. Such petitions are granted only in cases of extreme hardship due to conditions beyond the control of the student. The discovery that coursework is at a greater degree of complexity than was assumed, that academic requirements are demanding, or that the student faces lower grades than expected are not grounds for the approval of a reduced courseload. Students who withdraw from courses without approval from the OIP will be assigned the administrative grade of WU (Withdrawal Unauthorized), which for purposes of grade

point average and progress point computation, is equivalent to an F.

Extended illnesses and emergency situations requiring absence from the study center are generally considered grounds for the submission of a petition. Failure to maintain the prescribed academic load without prior approval may result in disenrollment from the International Programs.

### Independent Study

In general, the IP is not designed to accommodate students pursuing independent study. The structure of overseas programs offered by the IP is fundamentally one of immersion in host institution instruction and supporting studies – such as language studies. The pursuit of other academic purposes tends to remove the student from the immersion environment and is, therefore, not generally encouraged. However, there may be a few students whose academic needs involve the completion of a paper or project during the period of study abroad, or who have a unique and very specific interest to pursue which is particularly relevant to the study center locale. In such instances, the OIP may approve limited independent studies on a case-by-case basis.

Where and when it is permitted, Independent Study is limited to a maximum of three semester units per term, except where the student's home campus permits only a lesser amount. In order to carry out independent study, a student may need to possess near-native fluency in the language of instruction, in addition to any special academic preparation and research skills required for the proposed study project. The student must have advanced written approval from the major department advisor and department chair, as well as from the OIP. Independent study must result in a paper or project capable of being graded on the student's home campus. Special tutors are not available, and students must be capable of carrying out all aspects of such study in terms of study and research skills, language skills, and access to appropriate resources. Independent study that involves additional instructional cost to the student cannot be given credit by the IP, and additional cost to the IP cannot be authorized. Upon request, independent study proposal forms will be sent to students interested in independent study.

### Internships

Internships are unavailable at most study abroad centers, but where internships are available, the following guidelines are used:

- internships are credited at one unit per three internship hours per week over a 15-week semester;
- internships will not exceed six semester units for the year (i.e. three units per semester);
- internships will be appropriately supervised by an academic supervisor from the host university and an internship supervisor from the organization where the internship is being performed;
- internships require a written component to be stipulated by the host institution/supervisor;

- students seeking internship credit in their major or minor must comply with all the policies and procedures on their home campus for internships and have approval of the major department; and
- the OIP has final approval of all internships requests.

Internship applications must be completed and submitted to the OIP within the first four weeks of the semester. Late applications will be not approved.

### Grading

Higher education institutions outside the United States typically use grading systems which differ from those in use in the CSU, or they may not provide grades at all. The examination systems vary widely as well. In many universities, students pursue specific degree objectives in which the individual courses taken are not graded separately. Rather, a final comprehensive examination is given at the end of the year or at the end of the course of study, when the student's advisors feel that the student is prepared in all subject areas. Continuous assessment as known on American campuses is uncommon. Where examinations are given, they are usually highly specific, may focus on only a fraction of the subject, and may be oral or written. Grades for an entire term or year's work may be assigned on the basis of a single final examination.

In order to establish an orderly basis of comparison of grades, the OIP makes special arrangements, where required, to ensure that students are examined. Through the experience of many years the OIP has developed a general system for converting foreign grades to CSU equivalents.

OIP converts grades earned abroad to CSU equivalent grades. Extreme care is exercised by the OIP to ensure that students neither benefit from nor are penalized by different evaluation methods prevailing at the various study centers.

A grade will be reported for EACH course attempted. Grades earned while on IP will be averaged in the cumulative grade point average on the student's CSU transcript.

All grades as reported to the CSU campus registrars by the OIP are considered permanent and final except "incompletes" which are rarely given. Under ordinary circumstances a grade may not be changed except to correct a clerical or procedural error. No change of a final grade may be made on the basis of re-examination, review of a student's work in the course or by completing additional work for the course.

If a student disputes a grade for a course while still at the study center, the student should contact the Resident Director or the host university staff, who will determine whether or not an error was made. If a student disputes a grade for a course after he/she has returned to California, the student should contact the OIP and request a grade review.

#### Academic Tip:

Don't hurt your GPA!  
Avoid getting a WU by:  
1) taking ALL courses for a letter grade unless the course is only offered on a CR/NC basis; 2) completing ALL courses that you are enrolled in before leaving your host university; and 3) not dropping courses without the OIP's authorization.

The OIP will request that the study center staff check for clerical errors on the student's behalf. In both cases, if it is determined that an error was made, the corrected grade will be reported to the OIP. The OIP will then report the corrected grade to the student's home campus.

### Credit/No Credit

Subject to home campus restrictions, students may request to have one course during each academic term reported to the home campus for a Credit or No Credit (CR/NC) grade, for a maximum of six units per academic year. Normally this grading option will not be approved for work intended to apply to the student's academic major.

Courses reported as a CR/NC to the home campus will appear on the student's CSU academic record but will have no effect on the grade point average.

Requests to have courses reported under the CR/NC option must be made at least one month prior to the final examination date of the course. Such requests will be granted only if the student regularly attended class sessions, completed all coursework, and took all required examinations so that a grade can be awarded. Should a student apply for the CR/NC option and it is verified that the student did not complete all required coursework and/or did not attend class or take all examinations, the administrative grade of WU (Withdrawal Unauthorized) will be assigned. For purposes of computing grade point average and progress points, the WU grade is equivalent to an F.

The IP does not permit students to apply the CR/NC option to any course in which the primary objective is the imparting of language competency skills. This applies to courses offered during preparatory language programs and to both required and optional instruction in foreign language during the academic year. This policy applies equally to those study centers where the primary language of instruction is English as to those where the primary language of instruction is a language other than English.

**TO HAVE A COURSE REPORTED AS CREDIT/NO CREDIT:** Students requesting to have a course or courses reported to their home campus under the CR/NC option must complete a CREDIT/NO CREDIT COURSE REQUEST form.

### Incomplete Work

Because of the difficulty of completing and grading work after the end of the academic year overseas, no incomplete grades are given. Students who fail to complete all course requirements by the end of the academic year at their host institution will receive a grade of WU, which is equivalent to an F in calculating GPA and units completed. Exceptions to this policy must be pre-approved by the OIP.

**Academic Tip:** Complete all assignments and exams by the end of your year abroad.

### Auditing

Students may audit courses provided by the host institution under the following circumstances:

- auditing is permitted by the host institution;

- the instructor has given specific permission for the student to audit;
- the audited course(s) are carried as an overload, not as a substitute for required enrolled units; and
- there is no additional cost to the IP.

Students can audit no more than one course per semester. Audited courses do not receive credit, are not included in the minimum academic courseload requirement, and are not reported to the CSU home campus.

### Examinations

Students are expected to complete all course requirements and take all examinations for the courses that they are enrolled in before leaving their host university. They may not request early exams or special favors in order to leave before the end of the term.

Host universities can have strict test-taking policies, including refusal to permit students to take exams if they arrive late. Students are expected to read and comply with university policies which pertain to their studies at their host university.

Although some host universities permit students to retake a final examination several weeks or months after the original examination period has taken place, IP participants are not permitted to retake exams in the US.

### Academic Reporting

At the conclusion of the student's study abroad experience, the OIP evaluates and translates courses taken abroad, converts units and grades to CSU equivalent unit values and grades, and **reports all courses, units attempted, and grades earned to the student's home campus**, an essential academic function of the OIP. Since courses are posted to the student's CSU transcript and become a permanent part of the student's CSU academic record, courses listed on the Academic Reports must accurately represent the courses taken abroad.

To ensure accurate reporting, OIP will often report courses by using a special course designation number, allowing the student to receive CSU resident credit in the subject area in which the course was taught. This is particularly true for courses taken in certain countries, e.g. Australia, New Zealand, and South Africa. The title of the course taken will also be reported to the CSU campus and posted to the student's CSU academic record. This method of reporting means that students will need to furnish course descriptions, syllabi, and other course materials to their advisors in order to apply for credit towards specific major, minor, or general education requirements. If courses are not needed for specific degree requirements, then it is usually not necessary to complete any other forms at your campus.

Depending on the CSU campus, the host university and the specific course being reported, OIP also reports courses taken abroad using CSU course numbers but ONLY if the courses are exactly equivalent to the CSU home campus course. In cases when CSU campus course numbers are used to report courses, documents are used including the students' transcripts, Academic Advisement form, Student

Program form, home campus catalog, and course information from the host university. In order for a course to be considered and reported as an equivalent to one offered at the home campus, it must be equal in course content, course level, and unit value. If the course differs in any of these areas, courses cannot be considered equivalent to a home campus course and it will not be reported as such. In these cases, students are encouraged to submit a request at the home campus to substitute the course taken abroad for the one at the home campus using the appropriate forms and procedures at the home campus.

For more specific information about reporting, see the IP Bulletin (following section).

Graduating seniors: Seniors who plan to graduate in their last semester abroad and who have taken courses abroad to fulfill degree requirements should plan to return to campus to submit petitions (or course substitutions requests) if needed. This is especially true in cases when courses taken abroad differs from what had been agreed upon between the student and the advisor prior to the student's study abroad experience.

At the conclusion of the academic year, the OIP prepares an "Academic Report," similar to a transcript, showing coursework and grades. This is the official—and the only—academic record of the entire year since mid-year reports are not provided. All courses and units attempted are reported, including failed courses. A grade will be reported for EACH course attempted. Grades earned while on IP will be averaged in the cumulative grade point average on the student's CSU transcript.

**Academic Tip:**  
Save course syllabi, exams, papers, and other coursework until you graduate in case you are questioned about any courses taken abroad or you wish to submit a petition or course substitution request at your home campus.

### When to Expect your Academic Report

Since the grade reporting operating procedures of international institutions are different than the CSU campuses, IP students will not receive their grades as quickly as they do at their home campus. It can take a **minimum of four months** (and sometimes longer depending on specific circumstances) for courses taken at their host university to be reported to their CSU campus after they have completed their study abroad.

The OIP sends the Academic Report to the student's permanent home address and the Registrar's/Records Office of the student's home campus. Once the home campus receives the Academic Report, it can take several weeks for the campus to post courses and grades to the student's CSU transcript.

Students also receive a cover letter attached to the Academic Report containing useful information about the Academic Report. It is important that students READ this letter and keep it with their Academic Report for future reference.

Students who have not received their report or have received an email about their report by the end of the fourth month after they have completed their year abroad and are

concerned, may contact OIP at (562) 951-4790 to check on the status of their Academic Report.

Special note for Graduating Seniors: Due to the delays with receiving grades for some countries (e.g. France, Germany, and Ghana), graduating seniors might have to postpone their graduation date depending on when the Academic Report can be sent to their home campus.

Academic reports for graduating seniors are given priority processing but seniors should understand that it still can take a minimum of four months to process reports. For this reason, it is often not possible to graduate in the term following the last semester abroad. Students who plan to apply to graduate schools following their year abroad can still apply for graduate programs as long as they inform the institutions to which they are applying of a possible delay in the posting of their degree.

**IMPORTANT:** If students have an outstanding account related to their international studies, the Academic Report will NOT be released to their home campus until the debt has been cleared. Notification of outstanding accounts will be sent to the student's permanent home address.

## Frequently Asked Questions

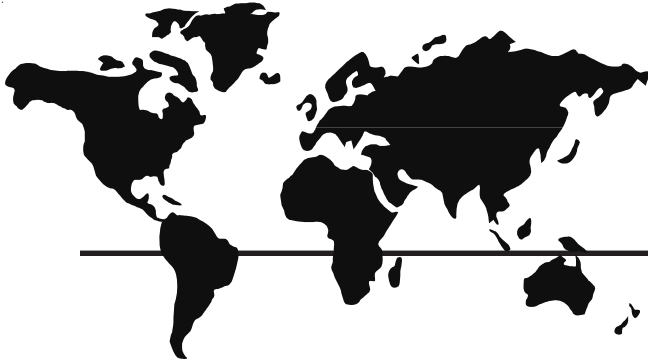
**Question:** Am I required to take the equivalent of 15 units each semester abroad even though I don't need the extra units to graduate? **Answer:** Yes.

**Question:** I want one course to be reported as a Credit/No Credit to my home campus. Can I take this course on a Pass/Fail basis at my host university? **Answer:** No. You must take the course for a regular grade but if you complete the *Credit/No Credit Course Request* form and your request is approved, the course will be reported to your home campus as a Credit/No Credit.

**Question:** Someone told me that if I don't take an exam in one course while I am on IP, the course would not show up on my CSU transcript. Is that true? **Answer:** No. The OIP receives a list of **all completed and uncompleted courses from all institutions where our students are attending**. If a student does not complete a course for any reason, the course will be reported as a WU to the home campus. This is equivalent to an F in GPA calculations.

**Question:** I have been abroad for one semester and I would like a mid-year report of the work that I've done. Will the OIP provide this to me? **Answer:** It is not our policy to issue mid-year Academic Reports. Reports are only provided after ALL grades for the entire year have been submitted to the OIP.

**Question:** I am going to a university which doesn't have a Resident Director or a person employed by the CSU International Programs. Who can I contact if I have academic questions? **Answer:** If your question relates to IP Academic Policy, reread the Academic Arrangements section of this Participant Guide which is also available online. You can also go to the International Office of your host university. If they are unable to answer your questions, they will contact our office for assistance.



## General

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The program in Aix-en-Provence provides students from a wide range of preparation in French with the opportunity to maximize their knowledge of the language by participating in special instructional programs for non-native speakers. Students are required to have successfully completed a minimum of one term of university French prior to departure.

The International Programs is affiliated with the *Institut d'Études Françaises pour Étudiants Étrangers* (IEFEE), an academic division of the *Université de Droit, d'Économie, et des Sciences d'Aix-Marseille*. Students begin their studies with a four-week Preparatory Language Program (PLP) conducted by the IEFEE. During the academic year, students follow an appropriate course of study according to their competence in French language skills.

The IEFEE offers five levels of instruction: *Niveau I*, *Niveau II*, *Niveau III*, *Niveau IV*, and *Niveau V*. As a very general approximation, students with one semester of university French study will tend to be placed in *Niveau I*, students with two to three semesters will probably be in *Niveau II*, and those with three to five semesters will probably be in *Niveau III*. Only superior students with six semesters or more may expect to be placed in *Niveau IV*. As a general rule, only those who have achieved outstanding results in upper-division French courses in California will be placed in *Niveau V*, which corresponds in difficulty to senior/graduate level instruction. (One of the professors teaching at that level has received the *Prix Goncourt*, the highest literary prize in France. Typically, these are students who have had some significant exposure to the French language beyond study in the US). However, it should be understood that language proficiency, not necessarily the amount of time spent in previous study, is the determining factor.

## Academic Calendar

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Students arrive in Aix around the middle of August to participate in an orientation and the Preparatory Language Program (PLP). The PLP runs from approximately the end of August to the end of September. The fall semester runs from early October to late January. The spring semester begins in late January and runs to mid-May. These dates are subject to change.

## Academic Culture

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French students learn at a young age that the professor is there for them only during class time. Outside of that structure, the professor does not interact with students. Therefore professors in France tend to be far less accessible than US faculty members. Not only are there no set office hours, most of the time they do not even have an office on campus. Further, they occasionally cancel classes or change meeting times with no prior warning. Students are expected to take responsibility for pursuing their own learning during any breaks in regular class meetings. In general professors expect that students have learnt how to study with little direction in the high school years, so that when they ask their students to “read” Chapter X for the next meeting, they actually mean for the students to “master the content of Chapter X” for next time. This might involve doing related exercises independently and/or performing extra research if not familiar with a term or concept.

### Grading System

Normally the professor awards the student a certain number out of 20 (i.e., 12/20). This number is not a percentage like it might be in the US where 75% is considered a C grade but rather it is more of a qualitative evaluation. So multiplying the number awarded by 5 to find the US equivalent will not work at all. In the case given above, the 12/20 would become a 60% (a very poor grade) while it is in fact more than a passing grade. Content, level, reputation of the university, and type of course can also play a factor in “translating” a French grade back to the US system.

### University Libraries

Generally speaking, French university libraries are insufficiently staffed, have limited access hours, and are usually small compared to American university libraries. Borrowing a book is not always the easiest part of French student experience. Actually it is a close race with the registration process as the thing that US students seem to dislike most about the French system. This situation is also why French students often rely on public libraries.

### “système D”

French students often rely on “système D,” which stands for “Débrouillardise,” a French national concept that basically means self-reliance and ways to intelligently beat the system when it does not work well for you. Building a network

of friends that can help by sharing information with you or by looking out for you in your classes is a good idea and is a definite component of “système D”.

## **L’Académie d’Aix-Marseille**

The organizational relationships of the higher education institutions in Aix-en-Provence are complex and require some explanation. *L’Académie d’Aix-Marseille* consists of three major university institutions, administratively as distinct and independent as the various campuses of the California State University. Aix-Marseille I (U-1), commonly known as the *Université de Provence*, includes the *Faculté des Lettres et Sciences Humaines* in Aix-en-Provence. Aix-Marseille II (U-2), commonly known as the *Université de la Méditerranée*, includes the *Faculté de Sciences Economiques* as well as the schools of medicine, pharmacy, and most of the departments of natural science. Aix-Marseille III (U-3), recently renamed *Université Paul Cézanne*, includes, among other instructional and research programs, the *Faculté de Droit*, the *Institut d’Études Politiques*, a section of applied economics, and the IEFEE—where most IP students pursue their studies—also located in Aix.

### **Course Coding**

1-99	Lower Division (IEFEE <i>Niveau I, Niveau II</i> )
100-199	Upper Division (IEFEE <i>Niveau II, Niveau III</i> )
200-299	Advanced Upper Division (IEFEE <i>Niveau IV</i> )
300-399	Advanced Upper division/Graduate ( <i>Niveau V</i> )

CV	Civilization
FLL	French Language and Literature
HST	History
POL	Political Science

**Important note:** Elective courses listed on the following pages may not be offered each year.

## **The Preparatory Language Program**

On arrival in Aix, students take a placement test and are assigned to a course level appropriate to their mastery of the language. In the PLP there are three *niveaux*, not four as in the academic year program. General language skills are reviewed and developed during the morning sessions, the emphasis being placed on the functional, i.e. oral, use of these skills. Additional afternoon workshops are offered on culture, history, and politics.

### **FLL 10 Elementary French (4)**

For students in *Niveau I*.

### **FLL 99 Intermediate French (4)**

For students in *Niveau II*.

### **FLL 100 Advanced French (4)**

For students in *Niveau III, Niveau IV, Niveau V*.

## **Academic Year Courses**

A second placement test, given at the conclusion of the PLP, determines the language curriculum which students

will follow during the academic year: *Niveau I, Niveau II, Niveau III, Niveau IV, or Niveau V*. All students are required to take ten units per semester of French language classes, except for students in *Niveau IV* and *V*, who take eight units per semester of French language classes. In placing students into their language classes, each *niveau* is further divided into a number of classes (*groupes*). Taking electives at a different *niveau* than the French language class is discouraged, except in very special circumstances. Students are required to take the same language courses throughout the academic year. Starting in 2008-9 students will have the option to change electives at the end of the first semester.

**Please note again :** a large majority, but not necessarily all the courses listed below are offered every year.

International Programs students will obtain a certificate each semester if their French grade point average for that semester is 10/20 or above (passing grade in France). However, they may also elect to earn a *Diplôme de Langue et d’Études Françaises* from the IEFEE at *Niveau I* through *5* which provides an opportunity to return from the year in France with an independent academic qualification. *Niveau 5* offers two different *Diplômes*: *Diplôme Supérieur de Langue Française* and *Diplôme Supérieur de Société Française*. Potential drawbacks to following the diploma course is that it can restrict students to a prescribed curriculum (with more than 15 units per semester) within a particular level for the entire year, and that curriculum may not match what is needed for graduation at the home campus. Students attempting to earn a *Diplôme* are also required to follow a prescribed curriculum and to take extra exams at the end of the academic year. Students interested in pursuing an IEFEE diploma are encouraged to request information after their arrival at the study center in Aix.

## **Classes for Niveau I Students**

Conceived for students having minimal study of French (corresponding, as a general rule, to one semester of language study in California), the IEFEE’s *Niveau I* program offers an opportunity to make rapid progress toward fluency in French along with limited possibilities for exploring certain aspects of the French cultural and literary traditions. FLL 15 A/B and FLL 25 A/B are required.

### **Required course:**

#### **FLL 15 A/B French Language (10/10)**

This course is designed for beginning students or students whose previous study has not allowed them to advance in their spoken French. Students will be introduced to different aspects of spoken and written French, which they will be expected to understand and produce. Course content will cover grammar, vocabulary, and spelling and be complemented by intensive laboratory work.

### **Elective courses:**

A minimum of 5 units is required each semester.

#### **CIV 21 A/B Great Dialogs of French Cinema (2/2)**

This workshop familiarizes students with great French films, directors, and movements through the viewing of film excerpts.

**FLL 18 A/B Vocabulary of Business French (2/2)**  
Designed for beginning French speakers in professional situations, concentrating on various aspects of daily life, making French become a language well-suited to the world of work.

**FLL 19 A/B Written French workshop (2/2)**  
(no description available at this point)

**FLL 23 A/B Rhythm and Intonation (2/2)**  
Oral readings in poetry, lyrics, and theater, as well as of well-known French authors. Intended to improve accent and intonation.

**FLL 25 A/B Phonetics (1/1)**  
Classroom and laboratory exercises in dictation, spelling and intonation. Intended to complement the preceding class.

**FLL 29 A/B French Poetry (2/2)**  
This workshop allows students to discover the art of French poetry in its different forms as illustrated throughout the centuries.

**FLL 36 A/B French Culture**  
An introduction to the history, geography, and institutions of France as well as a study of the French cultural habits.

### **Classes for Niveau II Students**

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FLL 40/140 and FLL 42 A/B are required.

**Required course:**

**FLL 40/140 Intermediate/Advanced French (10/10)**  
Acquisition and application of the structures of written and spoken French. Special emphasis on vocabulary development and oral comprehension. Fall semester course is FLL 40 (usually considered to be lower division); spring course is FLL 140 (usually considered upper division).

**Elective courses:**

A minimum of 5 units is required each semester. First semester courses are lower division. Second semester courses are upper division.

**CIV 70/170 Life in Provence (2/2)**  
Fall semester: emphasis on geographical and historical facts contributing to the particular regional differences found in Provence, including occasional "revolts" against the Paris-dominated French culture. Spring semester: emphasis on the social and psychological peculiarities of Provençal culture. Includes excursions in Provence.

**FLL 42/142 Corrective Phonetics (1/1)**  
Exercises in corrective phonetics and an introduction to the French phonetic system.

**FLL 44/144 Translation (2/2)**  
Translation of increasingly difficult texts from English into French, and vice versa. A choice of languages other than English is available, including Spanish.

**FLL 45/145 Writing Workshop (2/2)**  
This workshop requires students to complete an individual or group writing project each session.

**FLL 60/160 The French Press (2/2)**  
A thematic study of selected newspaper articles in order to familiarize students with the French perspective on international and domestic matters while developing their ability to read and understand journalistic prose.

**FLL 65/165 Introduction to French Literature (2/2)**  
This introductory course will acquaint students with literature and culture, as well as improve their reading skills. Selected readings to be chosen from different periods and genres of French literature, from the 16<sup>th</sup> century to the present.

**FLL 75/175 French Literature of the 19th and 20th Centuries (2/2)**  
Introduction to French literature from the end of the 19th century to the present. Study of the language and the style of the writers, as well as the themes and structures of the stories.

**HST 82/182 Introduction to the History of France (2/2)**  
This course will illustrate, using projected images and documents, the major episodes in French history from its beginnings to the present day.

**POL 80/180 French Political Life (2/2)**  
Introduction to the governmental institutions and political parties of France. Students will make oral presentations comparing specific points of political organization found in France with those of their own countries.

### **Classes for Niveau III Students**

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FLL 151 A/B and FLL 131 A/B are required.

**Required course:**

**FLL 151 A/B French Language (10/10)**  
The goal of *Niveau III* language instruction is the mastery of an expanded vocabulary, along with varied, appropriately chosen and accurate grammatical structures. The emphasis is placed on written expression, but a great deal of time is devoted to oral expression, especially to the discussion of selected texts. Sessions in the language laboratory are an integral part of the course.

**Elective courses:**

A minimum of 6 units is required each semester.

**FLL 131 A/B Phonetics (1/1)**  
Theoretical and applied phonetics. Emphasis in the fall semester on accuracy in prosody, rhythm and accent, vowels, the French "r" and "l". Continuing emphasis on prosody during the spring semester, with special attention given to consonant production.

**FLL 141 A/B Translation (2/2)**  
Training in the translation of simple texts. Comparative study of vocabulary, idiomatic expressions and grammatical structures. Emphasis on the syntactic modifications necessary when passing from one language to another. A choice of languages other than English is available, including Spanish.

**FLL 146 A/B Techniques of Writing (2/2)**

Understanding, developing and transmitting written information. Teaches students how to organize and complete a written document, whether it be an essay, a report, a letter or a summary.

**FLL 155 A/B The French Theatre (2/2)**

Two important periods in the French theatre are presented with a view to developing an appreciation of this form of art. Fall semester: Beaumarchais and Marivaux. Spring semester: Camus, Anouilh and Beckett.

**FLL 169 A/B Photography and Literature (2/2)**

The contributions of photography to the field of literary expression. The role of both writing and photography in art criticism since the invention of photography.

**FLL 170 A/B Popular Stories and Tradition (2/2)**

This course will cover chosen aspects of French and Francophone folklore in the form of short narratives. Texts from the Middle Ages to the present will be covered, as well as from different regions of France and the Francophone world. The first semester will cover various traditions, the second the contemporary short story.

**FLL 175 A/B Autobiographical Writing from Post-War Years to the Present (2/2)**

Analyzes autobiographies through themes such as childhood and father/mother figures. Readings include two complete works each semester.

**HST 187 A/B France and the European Union (2/2)**

European Union and its institutions with an emphasis on the role of France as one of its leaders.

**POL 181 A/B French Institutions (2/2)**

Political institution in the Fifth Republic; administrative organization of France.

**Classes for Niveau IV Students**

FLL 211 and FLL 232 are required.

**Required course:****FLL 211 A/B Advanced French Grammar, Written and Oral Expression (8/8)**

Lectures and *travaux pratiques* devoted to the mastering of fine points of French grammar. Improves the students' reading and writing abilities by developing their comprehension and expression (grammar exercises, vocabulary, style, etc.) and through writing various types of texts (resumes, essays, synopses, letters, etc.). Also practices oral expression.

**Elective courses:**

A minimum of 7 units is required each semester.

**CIV 290 A/B The French Media (2/2)**

Studies the various modern media: print journalism, radio, television, internet.

**CIV 294 A/B French Art (3/3)**

After a review of the roots of modern art, the course places the work of French artists in the context of the great move-

ments in European art from the Renaissance to the French Revolution. Examples in Aix provide direct contact with various architectural and pictorial works.

**FLL 232 A/B Advanced Phonetics (2/2)**

Theoretical, descriptive and applied phonetics. The course is divided evenly between lectures and supervised laboratory activities.

**FLL 242 A/B Advanced Translation (2/2)**

Translation from English into French of sophisticated literary and nonliterary texts. Structural comparisons between English and French. Particular emphasis on levels of style and French syntax. A choice of languages other than English is available, including Spanish.

**FLL 244 A/B Advanced Summary Writing (2/2)**

Analysis and comprehension of the composition, structure and content of a variety of literary texts, from short passages to entire works, using the techniques of the *compte-rendu de lecture*. Both written and oral reports are required.

**FLL 245 A/B Techniques of Writing (2/2)**

Understanding, developing and transmitting written information. Teaches students how to organize and complete a written document, whether it be an essay, a report, a letter or a summary.

**FLL 265 A/B A Century of French Novels: 1870-1970 (2/2)**

Taking a historical approach to literature, students will familiarize themselves with different types of romantic French novels over the selected periods.

**FLL 266 A/B Modern French Theater (3/3)**

The restructuring of classical themes in a form and language suitable to the 20th century theater. Authors studied may include Anouilh, Ionesco and Beckett.

**FLL 267 A/B Greek Mythology in 20th Century French Literature (2/2)**

A study of selected Greek myths and their transformation by 20th century authors into works of various genres that reflect contemporary concerns.

**POL 281 A/B Political Institutions of the Fifth Republic (2/2)**

Fall semester: Political life in France from 1958 to the present. Spring semester: Political institution in the Fifth Republic; administrative organization of France.

**POL 284 A/B The European Union (3/3)**

A survey of the birth and developments of the current European Union.

**Classes for Niveau V**

*Niveau V* offers two different tracks: CSU students are allowed to pick from both tracks unless they want to follow one of the two available IEFEE *Diplômes* at that level: *Diplôme Supérieur de Langue Française* or *Diplôme Supérieur de Société Française*.

Both tracks require FLL 311 A/B

**FLL 311 A/B French Language: Superior (8/8)**

Fine points of French grammar are reviewed. An emphasis is placed on writing various types of texts (resumes, essays, synopses, letters, etc.). Also practices superior oral expression.

**Elective courses:**

A minimum of 7 units is required each semester.

**CIV 342 A/B History of French Art (2/2)**

Seminars about the history of French art (painting, sculpture and architecture) since the Renaissance until the end of the 18th century.

**CIV 346 A/B Cinema and Society (2/2)**

Fall semester: history of the various styles of French cinema. Spring semester: study of specific French movies.

**FLL 322 A Writers of the South (3/0)**

Seminars about French writers of the South, such as Giono, Camus, Artaud.

**FLL 325 A/B Advanced Textual Analysis (2/2)**

Successful analysis of texts requires a profound study of the language, the style, the form and the themes of each text. This course imparts the tools needed to read and analyze various types of texts (argumentative, poetic, narrative, theatrical, etc.)

**FLL 326 A/B Advanced Vocabulary Study (2/2)**

Systematic study of semantic fields and idiomatic expressions in contemporary French.

**FLL 329 A/B Modern and Contemporary Novels (16th to 18th Centuries) (2/0)**

Study of the French novel from the 17th to the 21st centuries, as a mirror of society.

**FLL 330 A Seminars in French Literature (0/5)**

Seminars with contemporary French writers.

**FLL 332 A/B Advanced Phonetics (2/2)**

Theoretical, descriptive and applied phonetics. The course is divided evenly between lectures and supervised laboratory activities.

**FLL 342 A/B Advanced Translation (2/2)**

Translation from English into French of sophisticated literary and nonliterary texts. Structural comparisons between English and French. Particular emphasis on levels of style and French syntax. A choice of languages other than English is available, including Spanish.

**FLL 344 A/B Advanced Summary Writing (2/2)**

Analysis and comprehension of the composition, structure and content of a variety of literary texts, from short passages to entire works, using the techniques of the *compte-rendu de lecture*. Both written and oral reports are required.

**FLL 346 A/B History of the French Language (2/2)**

Historical study of the progressive formation of French grammar and vocabulary, with emphasis on the major debates opposing grammarians and rhetoricians of the past. Stylistic analysis of numerous texts, from the 16th century to the present, reveals how theories of grammar and rhetoric shaped the French language

**FLL 354 A/B The Second Sex (2/2)**

A survey of literature by, for and about women. Fall semester: Feminine myths, prehistoric, religious expressions and stories. Spring semester: From the Middle Ages to the present. Readings chosen from poetry, the novel, the theatre as well as from fairy tales, letters and journals.

**FLL 355 A/B The Foreigner in French Literature (2/2)**

Studies the image of the foreigner in 18<sup>th</sup> century through modern literature. Readings chosen from travel logs, fiction, and other literary genres. Themes include the myth of the noble savage, exoticism, and colonialism.

**FLL 356 A/B Philosophical Literature (2/2)**

The history of ideas in France through the study of major texts. Fall semester: from the 16th to the 19th century (Montaigne, Pascal, Descartes, the Enlightenment). Spring semester: contemporary philosophical writings (Sartre, Lévi-Strauss, Foucault).

**FLL 398 A/B Teaching French (2/2)**

A course in methodology for potential teachers of French as a foreign language. Fall semester: audiovisual and aural-oral methods; introduction to corrective phonetics and orthoepy. Spring semester: more recent methods, including functionalism and suggestopedia; the role of grammar in teaching; the psycholinguistic process of discourse analysis.

**POL 360 A/B French Contemporary Institutions (2/2)**

A study of French contemporary institutions

**POL 362 A/B French Political Life (2/2)**

A study of French contemporary political life.



## Financial Planning

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A crucial ingredient of a successful year overseas is a sound financial plan. This point cannot be overemphasized. Without adequate funds, you simply cannot manage to live and study overseas. This section should give you the information you need to plan your finances for the upcoming year overseas.

During the time you were applying to IP, you were carefully considering the costs as described in the *Financing Your Year Overseas* pamphlet. By now you should have a good idea of your resources for the coming year and should have applied for financial aid, if necessary. The amounts shown on the Program Cost sheet (attached to the Agreement) are based on the experience of the current year's students. These **estimates** are useful for planning purposes, but are subject to changes due to currency fluctuation, inflation, and costs out of OIP's control.

You should understand that in paying these costs you have not purchased a "package tour" which guarantees that all your expenses will be paid and all services delivered. Tour companies can do this because they add a healthy profit margin for themselves. If their prediction of costs is too low, they have to take the difference out of their profit. If it is too high, their profit is higher.

IP does not make a profit. The money you pay to us is used solely for your own expenses. If there is anything left over at the end of the year, you will receive it back as a refund. If costs are excessively higher than expected, it might be necessary to ask you to pay the difference, as you agree to do in the Agreement you sign before participating. We do not like to ask our students to pay more money and, understandably, they do not like to do it. This situation is a rare occurrence.

Costs usually vary somewhat from the previous year. Check the figures carefully so that you understand the anticipated costs for this coming year, as each item is explained in this document. In particular, look at the "Estimated Out-of-Pocket Expenses" on your Program Cost sheet, which are the items you will pay for individually while overseas. These amounts are **estimates only**, but should be considered **minimum** amounts. Do not expect to get by on less.

Since you ordinarily cannot work legally overseas, you should not plan on earning any money during the year.

After reading this section and reviewing your Program Cost sheet, if you still have any questions about finances, please feel free to contact OIP about them. It is far better to resolve any questions or problems now, rather than to wait until you are overseas. Before you depart, make sure that you will have sufficient funds for the entire year.

## Explanation of Cost Estimates

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You have decided to participate in the California State University International Programs. IP does not generate profit for the CSU, but rather provides students with affordable, academically enriching international opportunities. Your decision to be an IP participant means that you are aware that the Office of International Programs (OIP) will be making some arrangements for you and that OIP will therefore have control of some of your program-related costs.

There are many benefits to participating in a study abroad program managed by a central office such as OIP. OIP takes care of numerous things for you that you would otherwise have to manage yourself if you were going abroad independently. For example, OIP assists you with such things as information about how to obtain your student visa, temporary housing arrangements, admission to and registration at a foreign university, health insurance, orientation before departure and upon arrival, and, in some cases, flight arrangements.

You may hear from others that you can get a "better deal" if you make your own arrangements. However, we caution you to remember that, more often than not, making your own arrangements can be extremely time consuming and costly if you have to do them yourself, especially if you do not speak the language of the host country fluently. And sometimes, students who attempt to make their own arrangements to "save money" end up paying for extra things that they forgot to account for at the outset. OIP takes care of the "BIG things" so that you can focus on the little things that will make your trip more memorable for you. By and large, students appreciate the plans made by OIP, especially at the beginning of the year when they are still unfamiliar with their new surroundings.

OIP has been operating study abroad programs since 1963. The staff is very familiar with the intricacies of international travel and living. Our unique insights and our combined years of experience give us an advantage when it comes to making arrangements overseas. We do our best to keep costs as low as possible and to make practical decisions to keep you safe and comfortable. We believe that you will be happy with the arrangements we make for you.

Program Cost Estimates are those costs which are paid by you, the student, and are divided into two categories: "Pre-paid Costs," which you pay in advance to OIP, and "Out-of-Pocket Expenses," which you will pay individually while overseas. Refer to the Program Cost Estimate sheet to see when certain payments are due. The separate costs are further described below:

**State University Fee** - This fee covers home campus enrollment for pre-session and academic year. Please note, students seeking a second undergraduate degree will be charged the graduate rate.

**State University Fee Reserve** - A reserve for a potential increase to the State University Fee rate (up to 10%) is included as a prepaid cost.

If the CSU Board of Trustees does not approve a fee increase, the reserve amount will be refunded.

**IP Study Abroad Fee** - Mandatory fee for all IP participants. Fee covers costs related to overseas operational expenses including administration of group activities, student on-site support and operating costs of the program.

**Insurance** - A mandatory group health and accident insurance plan ordered by OIP and paid in your Program Cost Estimate.

**Departure Processing** - Includes orientation and materials sent to students prior to departure.

**Group Activities** - This charge makes it possible to plan for various student social gatherings throughout the year, such as Thanksgiving. In addition, field trips are organized to help students become familiar with the city and country in which they are studying. They may also be required as part of regular coursework. Attendance at group activities is mandatory. **All** students are charged for **all** events.

**Temporary Housing/Arrival Expenses** - Students will stay in the university dorms for up to approximately 15 days. Cost also includes miscellaneous arrival costs.

**Carte de Sejour** - Students are required to have a medical examination shortly after arrival.

**Room, Board, and Utilities** - *Apartments* - Estimated costs for a shared apartment, utilities, and meals. Students either prepare their own meals or purchase them in student restaurants.

**Personal Expenses** - Estimates of personal expenses can at best be only a rough guess, but the amounts indicated are based on the average for last year's students. Included are such items as clothing, postage, entertainment, books, etc. Please bear in mind that estimates for personal

expenses, as well as for other out-of-pocket expenses, are minimum amounts. Do not expect to get by on less.

**Roundtrip Transportation** - The cost of travel to and from the overseas center.

**Warning: Vacation expenses are NOT included in the Program Cost sheet.** Vacation/travel expenses have not been estimated because the amount students spend on this item varies so greatly. In the past, average expenses have ranged from \$500 to \$2,000 and the individual variation is so great that it is hard to make sound predictions. If you plan to travel before you return to the States, you will need to add even more to your travel budget.

## **The State of California Keeps Costs Down by Contributing toward the Program Costs**

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It is useful for you to know that the cost of providing education at any California State University campus is approximately \$12,567 per year per student. The student only has to pay about \$3,864 per year, and the State of California pays about \$8,703 per year toward each student's education.

IP programs are more affordable than most study abroad programs of comparable quality, duration and academic value because the State of California supports study abroad by contributing to the IP program costs. When you study abroad with IP, you are still only required to pay the same university fees that you would pay if you were attending at your home CSU campus (about \$3,049 plus graduate and summer fees where applicable per year).

The State of California wants CSU students to study abroad to broaden their horizons and to acquire international, linguistic and multicultural skills, and therefore contributes toward the cost of study abroad, instead of passing those costs on to students. The costs that are covered by the State of California include such things as the host university tuition, academic and logistical program arrangements, overhead for operating office facilities, and staff salaries in California and overseas.

## **Changes to Program Cost**

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The Program Cost sheet shows the estimated standard costs for a single IP student at your host country. This information must be adjusted for students with dependents and those students who arrange their own housing. **Request for changes to your program cost should arrive at OIP by ◀ May 15.** Once an adjustment has been approved which will affect your prepaid costs or payment schedule, OIP will send you an official revised Program Cost Estimate sheet.

## **Financial Data Form**

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To be assured that IP students have sufficient funds for the year overseas, OIP requires that each student complete a Financial Data form and return it by ◀ **May 15.** If your

financial situation changes before departure, you must inform OIP.

## W-9S

Students enrolled in the International Programs may be eligible for the Lifetime Learning credit, which provides for a credit of qualified tuition and fees per tax year. In order for us to file the appropriate reports/claims, we request that you (or the person claiming you as a dependent) complete Part I of the W-9S *Request for Student's or Borrower's Social Security Number and Certification* form and return it to our office by **May 15**. For more information please see: <<http://www.irs.gov/pub/irs-pdf/fw9s.pdf>>.

## Payment

The total Prepaid Cost should arrive at OIP by **May 15**.

You may send your check or money order payable to:

### CSU INTERNATIONAL PROGRAMS

Mail to:

CSU International Programs  
401 Golden Shore, Sixth Floor  
Long Beach, California 90802-4210

**Make sure your name and host country are clearly indicated on the check.** This is particularly important if someone other than you is making the payment. Otherwise we may not be able to credit the proper account. If you wish to pay using your Visa or MasterCard, please complete the required information on the Program Cost Payment form and return to OIP by **May 15**.

No receipts will be given for personal checks; your cancelled check will serve as a receipt. A \$10 fee will be charged for all returned checks.

### Deferment of Prepaid Cost

Your entire Prepaid Cost is due by **May 15**. However, if you are unable to pay the full amount you may choose one of the following options:

**Financial Aid** - Prepay \$500 and defer the remainder until your financial aid is disbursed. If you choose this method of payment, you should indicate so on the Program Cost Payment form and return **with your \$500 deposit**.

By July 1—or before you leave for your study center (which ever comes first)—you will need to provide OIP with an award letter or a letter from your financial aid counselor stating that sufficient aid to cover your remaining payment due will be awarded. The amount due will be deducted from your financial aid.

**Parents' Payment Schedule** - Prepay \$500 and parents make payments for the balance due. If you choose this method of payment, you should indicate so on the Program Cost Form and return **with your \$500 deposit**. The balance due should be paid in not more than six monthly

installments with the final payment arriving in OIP no later than November 30, 2008.

Parents should be aware, any refunds due will be returned to the student.

**Note:** At the end of your academic year if you have a financial obligation it may result in a financial hold being placed on your academic records. If the obligation continues, your name will be given to the Franchise Tax Board for collection.

## Financial Aid - Procedures

Except for Federal Work Study, IP participants continue to be eligible for all student aid programs such as Cal Grant A or B, Pell Grant, SEOG, SUG, Perkins Loan, EOP Grants, Stafford Loans, and scholarships. We expect that, if you require financial aid, you have already filed the Free Application for Federal Student Aid (FAFSA) and that you are complying with your campus financial aid office's requests and deadlines.

### US Department of Education FAFSA:

<http://www.fafsa.ed.gov/>



If you have just determined that you will need assistance, we recommend that you contact your campus financial aid office immediately. Most campus financial aid offices have designated a counselor to work specifically with IP students.

1. Visit your financial aid office and complete the application materials as instructed. Inform the counselor that you will be an IP participant. Many campuses will ask you to indicate this on your application and on all documents to make it easier to process your award and to handle your checks properly while you are overseas.
2. Make sure that you have submitted all required paperwork. This is **YOUR** responsibility.
3. Complete and submit the Financial Data form to OIP. The Authorization for Transmittal of Financial Aid (part of the Financial Data form) permits your home campus to send OIP what may be owed on your program cost or send your financial aid to OIP.
4. A few weeks before you depart, contact your financial aid counselor to verify that your file is complete.

**IMPORTANT NOTE:** Students who will rely on financial aid during periods of study abroad must confirm with the financial aid office that they will be eligible for aid during the period of planned enrollment.

If you are a financial aid recipient you must also confirm with your campus financial aid office that you are currently making satisfactory academic progress and that you will not exceed the maximum time frame for receiving financial aid during the period that you are abroad.

## Financial Aid - Disbursement

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**WARNING:** It is your responsibility to remove all CSU home campus "holds" on your records before you go abroad. A "hold" on your records will prevent you from receiving financial aid. This includes Library holds, and all other campus holds including the Records Office, Financial Aid Office, your own academic department and any other campus office that may put a "hold" on your records. Before you leave, be sure to clear all "holds." This is your responsibility and will prevent problems in the future.

In order for you to receive your financial aid efficiently, your home campus may disburse your financial aid directly rather than through OIP. Most campuses are able to do this, but a few are not. If your campus is disbursing your aid, the campus should follow the same disbursement procedure it would use if you were to remain on campus. If you have deferred any portion of your program costs with financial aid, the amount due will be deducted and sent to OIP each quarter/semester with the balance disbursed to you. **It is your responsibility to make sure your home campus has your disbursement instructions on hand prior to your departure. Double check that your mailing address is current at your home campus.**

If your campus cannot disburse financial aid directly to you, they will send it to OIP and you will need to tell OIP where you want it sent. Again, any deferred program costs will be deducted each quarter/semester prior to disbursement. If you have questions about where your financial aid check is being sent, please contact your campus financial aid office and if you have questions about your deferred program costs, please contact OIP prior to departure.

## When Can You Expect Your Financial Aid?

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Every year, IP students are very anxious about receiving their financial aid overseas. Please read this information carefully so that you will not be financially unprepared (stuck overseas without any money while all the other IP students are out having fun).

The first thing you must understand is that it will take time for you to receive your first financial aid check. **You are hereby advised to have enough money to cover your first two months worth of expenses.** It may take that long for your financial aid to reach you.

Second, you need to know where your financial is being sent.

Third, you need to have a back up plan in case your financial aid is delayed.

## IP Emergency Loans

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Students may borrow money from OIP as follows:

1. In an emergency, students may borrow up to \$300.00 at a time through March 31; this date is subject to change.
2. Students may borrow funds against late receipt of financial aid **if** OIP can determine status of the financial aid disbursement.
3. Students may borrow money to pay for medical expenses such as extended hospitalization. These loans must be for a covered illness and backed up by insurance claims payable to OIP.

## Certification of Enrollment

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While OIP can provide certification/verification of concurrent enrollment to scholarship donors, insurance companies, etc., please remember that it is not OIP's responsibility to make sure your campus processes the forms--this is still your responsibility.



# Health and Safety Abroad

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As you prepare to spend a year abroad, health, safety and security are important issues for you to consider. Each year hundreds of students study abroad and return safely. This does not mean that you should ignore this aspect of your preparation, studying abroad is not “risk free.” In preparing you should first realize that there are a wide range of potentially serious situations that may or may not apply to you. In one country, traffic accidents may pose (statistically) the largest danger to you, while in another country the AIDS virus may be a more serious threat. Perhaps the most important variable is you—your health situation, personal habits, the activities you choose to engage in or the places you choose to go.

No orientation can alert you to every potential difficulty. We will provide you with some background and additional information sources so that you can make informed decisions both as you prepare and while you are abroad. Read this *Guide*, attend the Predeparture Orientation, and learn as much as you can about the country to which you are going. Explore additional sources if you have more questions.

## Health & Medical Issues

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### The Health Examination

In order to prepare physically and emotionally for living and studying overseas for a year, you are required to have a medical checkup before you go. Your medical record will be on file overseas for reference purposes in case of emergency. You and your physician must complete the Health Status Report and return it to OIP by **May 15**.

This report also verifies the physical condition of the applicant for insurance purposes and alerts the OIP and overseas staff of any special physical and psychological factors that may affect your performance, comfort and safety while an IP student. It is vital that this examination be thorough and accurate. It is intended to be a general survey of your health and should be completed by a general practitioner, unless your specific health situation requires reporting by a specialist. Reports completed by chiropractors are not acceptable.

You should make an appointment immediately in order to meet the deadline. Many campus health centers will complete the form for enrolled students if arrangements are made well in advance of the end of the term.

### Students with Special Needs

Students with special needs, such as physically disabled students, or students with learning disabilities, will have the opportunity to make their needs known after selection. IP makes every effort to accommodate such students in cooperation with host institutions abroad. Students with special needs are encouraged to identify themselves to make adequate planning possible. In some cases, adequate facilities or services for students with specific types of disabilities may not be available at their chosen overseas study centers.

### Preparing for Other Health Issues

You can also prepare for the year ahead by reviewing the following:

**Medical/Dental Work** - We advise taking care of any existing medical problems and dental work before departure. Routine dental care is not included in IP insurance coverage. Lists of doctors and medical facilities are available from the IP office overseas.

**Inoculations** - Although specific shots may not be required for all IP countries, depending upon your personal situation, it may be a good idea to be immunized against major communicable diseases. If you are planning to travel to other countries while overseas, check to see if any inoculations are required. **Consult your physician for advice.**

**Eye Glasses/Contact Lenses** - Take a copy of your prescription, as well as an extra pair of glasses or contact lenses with you. Routine eye examinations are not included in the IP insurance coverage. Consider taking a supply of cleaning solution for contact lenses if your eyes are especially sensitive as overseas products may differ.

**Medications** - If you can, take along a year's supply of any prescription medications and any nonprescription medicines (e.g., aspirin, allergy medicine) that you use regularly. Local products may differ. In addition you should be aware that adjustments to unfamiliar food and water may create intestinal problems; ask your doctor to recommend an anti-diarrhea treatment.

Students currently taking medication for an ongoing medical condition should consult with their physicians regarding their ongoing care. Ask your doctor if the medications you take are available in the country you are going to and whether the drug is known by another name. You may be

able to continue treatment under a physician's care overseas. If you determine that you will need to have medications shipped to you overseas, you must observe any laws enforced by your host country regarding shipment and receipt of medication. The best resource for information about such regulations would be the host country's embassy in Washington D.C. Contact information is on the Web. For example, "the Embassy of Italy in the United States."

Students should note that the CSU insurance policy does not cover "pre-existing conditions." Therefore, students with chronic medical conditions who know that they will need ongoing care while living abroad would be wise to continue coverage with their current health insurance company. Any questions you have about this should be directed to Somerton Insurance before departure. Telephone: (800) 853-5899 or (916) 314-5500.

## Health Conditions Overseas

Do not expect conditions to be the same as in California. Health issues will also be a topic during your on-site orientation. Regardless of your host country, most IP students will probably have a few minor stomach upsets due to adjustments to food and water. During vacation travel to other countries you will probably be faced with unfamiliar health conditions. The following sources have helpful information about staying healthy overseas:

- *Health Information for International Travel*. Centers for Disease Control. Available for a fee from the Superintendent of Documents, US Government Printing Office, Washington, D.C. 20402 or may be obtained from your local and state health departments. This publication should be available at your local library and the section on "Health Hints" includes interesting and important information.



**Centers for Disease Control:**  
<http://wwwn.cdc.gov/travel/default.aspx>

- **International Association for Medical Assistance to Travellers (IAMAT)**

IAMAT is a non-profit organization that was established in 1960. IAMAT's objective is to advise travelers about health risks, the geographical distribution of diseases worldwide, immunization requirements for all countries, and to make competent medical care available to travelers by western-trained doctors who speak English besides their mother tongue.



**International Association for Medical Assistance to Travellers (IAMAT)**  
<http://www.iamat.org/>

**Medical Facilities Overseas** - Nearly all students overseas experience some difficulty in adjusting to different diets, climates, sanitary facilities and other conditions that may temporarily affect their physical wellbeing. Most of these problems are of short duration. Adequate medical

facilities are available at all centers in the event of more serious illnesses and staff overseas can refer you to appropriate doctors and medical facilities.

## Health Insurance

CSU policy requires that all study abroad students be insured. Therefore, all IP participants are covered by Accident and Sickness Insurance for CSU Students Studying Abroad, included in your IP program costs.

This insurance is only valid outside the US and is considered an "excess" policy. This means that if you have other insurance coverage with another company outside of IP (e.g. through your parents), then you must file the claim with the other company first, then with the IP insurance carrier. Carefully study the policy exclusions and limitations provided in the brochure in the packet. This policy does not cover pre-existing conditions, nor does it cover all medicines or drugs prescribed for outpatient treatment. You may need to maintain your current insurance policy or purchase a new policy that will provide coverage. The policy includes a major medical provision with a deductible, and an accidental death benefit. We should also mention that many of the host countries require students to purchase local coverage, which provides students with additional coverage.

Please note that the CSU policy requires that you pay for medical services up-front, and subsequently file a claim form for reimbursement. If you have a large medical expense, such as hospitalization, OIP is prepared to lend you the funds to cover your expenses until the insurance carriers reimburse you.

The required insurance goes into effect the day before you are asked to arrive overseas and remains in effect as long as you are enrolled in classes with IP. No insurance premium refund is given once you depart the US for your study center. If you withdraw or are disenrolled from IP prior to the end of the academic year, you forfeit participation in the health and accident insurance plan effective on the date of withdrawal as established by OIP. Although the health insurance coverage has proven adequate for most IP participants, it is not a comprehensive policy. **You should carry your insurance card with you at all times.**

### Insurance Brochure & Claim Forms:

<http://www.csuhealthlink.com>

(Select "CSU IP" from the drop down list of Schools, then click on "submit". Once there click on the link to the Brochure or Claim Form.)



**Europ Assistance USA** - Your CSU student health insurance policy includes emergency travel assistance coverage administered by Europ Assistance USA. This is a supplemental part of your health insurance policy valid around the world and can assist you if you should need emergency medical care while traveling abroad, 24 hours a day, 365 days a year. To access their benefits, you MUST contact Europ Assistance USA and let them make all arrangements for any services that you need. The kinds of

services they provide are listed in the insurance pamphlet that we included in your packet.

Upon request, Europ Assistance USA can also provide pre-trip counseling for any countries you will be traveling to. They can also answer questions you may have about your prescription medications before departure or help you replace a prescription while traveling.

For further information on the services provided by Europ Assistance USA, please see the Wells Fargo Student Health Insurance pamphlet provided in your packet, or contact Europ Assistance USA at: (800) 243-6124 (*Toll-free within the United States*) or (202) 659-7803 (*Collect from outside the U.S.*).

## Adjustment & Personal Safety

During your time abroad, you will be required to make adjustments to the people, organizations and culture of your destination. Students going to the United Kingdom often underestimate the number of differences they will encounter. Students going to Asia may tend to underestimate the number of similarities they will encounter. Cultural differences show themselves not only in our relationship to other people but also in the systems people create and the way they operate those systems. Our purpose here is not to open a discussion of intercultural communication, but to point out how these differences may cause miscommunication and affect you, your adjustment and your personal safety.

While you are abroad you will take the opportunity to do and see many things. As you undertake these activities you should always try to be aware that you are in another country. You should also try to make informed and reasonable decisions concerning the safety and advisability of your activities. The list of possible choices is virtually limitless and you will decide what you do and you must accept the consequences. Please read the "Student Conduct" section of this *Guide* for program policies. Three areas seem worth a special mention here.

**Alcohol** - Attitudes about alcohol and customs surrounding its use can be very different abroad than they are at home. Alcohol abuse can be a danger and it contributes to other dangers as it impairs your judgment.

**Illegal Drugs**- In addition to the inherent dangers in the use of illegal drugs, drug use abroad can present serious legal problems. Drug laws abroad may be much different than those in the US and penalties can be severe for foreigners. Avoid illegal drugs. US laws and legal procedure do not apply in other countries. While a guest in another country you are subject to their laws. The US Embassy can provide only limited assistance in locating legal help.



### Drugs Abroad: You Can be Arrested

[http://travel.state.gov/travel/livingabroad\\_drugs.html](http://travel.state.gov/travel/livingabroad_drugs.html)

**Political Activity** - Students in other countries are often more likely to demonstrate for and against a variety of causes. You may sympathize with the students and be tempted to join the demonstration. The dangers in becoming involved, intentionally or unintentionally, are real. Demonstrations can unexpectedly become violent and authorities are not sympathetic to foreign participation. IP students should not get involved in demonstrations abroad.

**US State Department Travel Information** - A copy of the Consular Information Sheet for the country you will be going to is included at the end of this section. Consular Information Sheets are produced by the US Department of State and provide an overview of the conditions related to traveling to a particular country. Consular Information Sheets generally do not include advice, but rather present information in a factual manner so that the traveler can make his or her own decisions about travel to a particular country. They include such information as minor political disturbances, currency and entry regulations, crime and security information, drug penalties, health conditions, and the location of the US Embassy or Consulate. Travel Warnings are issued when the State Department wishes to warn people about a specific threat or to recommend that Americans avoid travel to a certain country. It is relatively rare for the State Department to advise that a country be completely avoided.

You may access updated US State Department Consular Information Sheets and Travel Warnings on the Internet at the address provided below. We suggest that you read the information provided for any of the countries you might be visiting while you are abroad.

### For US State Department Travel Information:

[http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)



## Final Note

We expect that you will have a productive and challenging year abroad. As we have indicated above no location in the US or abroad can be considered risk free. By informing yourself and acting responsibly, you can help make your stay abroad a safe one. Nevertheless, changing circumstances that pose risks to students may require OIP to act. In those cases, that action may include evacuation, relocation or suspension of the program. While this is extremely rare, it remains a possibility of which you should be aware.

**U.S. Department of State  
Bureau of Consular Affairs  
Washington, DC 20520**

**Consular Information Sheet  
France and Monaco**

**October 11, 2007**

**COUNTRY DESCRIPTION:** France is a developed and stable democracy with a modern economy. Monaco is a developed constitutional monarchy. Tourist facilities are widely available. Read the [Department of State Background Notes on France](#) and on Monaco for additional information.

**ENTRY/EXIT REQUIREMENTS:** A passport is required to enter France and Monaco. A visa is not required for tourist/business stays up to 90 days in France and Monaco. Anyone intending to stay more than 90 days must obtain the appropriate visa issued by one of the French Consulates in the U.S., prior to departure for France. This also applies to anyone considering marriage in France. The 90-day period begins when you enter any of the Schengen group of countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden.

For further information concerning entry requirements for France, travelers may contact the Embassy of France at 4101 Reservoir Road NW, Washington, DC 20007, tel. (202) 944-6000, Email: [info@ambafrance-us.org](mailto:info@ambafrance-us.org), or the French Consulates General in Atlanta, Boston, Chicago, Houston, Los Angeles, Miami, New Orleans, New York, or San Francisco. For further information on entry requirements to Monaco, travelers may contact the Embassy of the Principality of Monaco, 2314 Wyoming Avenue, N.W. Washington, D.C. 20008, Tel: 202-234-1530, Email: [embassy@monaco-usa.org](mailto:embassy@monaco-usa.org), or the Consulate General of Monaco, 565 Fifth Avenue - 23rd floor, New York, NY 10017, Tel: 212-286-0500, Email: [info@monaco-consulate.com](mailto:info@monaco-consulate.com) For more information visit the Embassy of France web site at [www.consulfrance-washington.org](http://www.consulfrance-washington.org) or the Embassy of the Principality of Monaco web site at <http://www.monaco-usa.org> for the most current visa information.

**Note:** Although European Union regulations require that non-EU visitors obtain a stamp in their passport upon initial entry to a Schengen country; many borders are not staffed with officers carrying out this function. If an American citizen wishes to ensure that his or her entry is properly documented, it may be necessary to request a stamp at an official point of entry. Under local law, travelers without a stamp in their passport may be questioned and asked to document the length of their stay in Schengen countries at the time of departure or at any other point during their visit, and could face possible fines or other repercussions if unable to do so.

Find more information about [Entry and Exit Requirements](#) pertaining to [dual nationality](#) and the prevention of [international child abduction](#). Please refer to our [Customs Information](#) to learn more about customs regulations.

**SAFETY AND SECURITY:** The Government of France maintains a threat rating system known locally as “Vigipirate” it is similar to the U.S. Homeland Security Advisory System. Under this plan, in times of heightened security concerns, the government augments police with armed forces and increases visibility at airports, train and metro stations, and other high-profile locations such as schools, major tourist attractions, and government installations. Over the last year, there have been numerous arrests of suspected Islamic militants involved in various terrorist plots. As with other countries in the Schengen area, France maintains open borders with its European neighbors, allowing the possibility of terrorist groups entering/exiting the country with anonymity.

In the past, political assassinations and bombings have occurred in France. The National Front for the Liberation of Corsica (FLNC), as part of its decades-long bombing campaign on the island of Corsica, continues to conduct limited operations in the south of France and on Corsica. In the 1990s there was a wave of bombings and attacks in Paris carried out by Algerian terrorists. Today, numerous radical Islamic groups claim sympathizers within France’s large immigrant community, as evidenced by arrests over the last few years.

Although Americans have not been specifically targeted in terrorist attacks in France within the past few years, travelers should maintain vigilance. Immediately report unattended packages observed in public places or any other suspicious activities. French law enforcement authorities are proactive and will respond immediately. If there is a security incident or suspicious package, do not linger in the area to observe.

Although violent civil disorder is rare in France, in the past, student demonstrations, labor protests, and other demonstrations have developed into violent confrontations between demonstrators and police. This was the case in March/April 2006, when a series of large demonstrations took place in central Paris. Several weeks of unrest occurred in the suburbs of Paris, as well as in other French cities and towns, in November 2005. Neither of these periods of disorder exhibited any anti-U.S. sentiment, but it is important to remember that passersby can always suffer collateral damage should demon-

strations devolve into violence. Americans are advised to avoid street demonstrations, particularly if riot police are on the scene.

For the latest security information, Americans traveling abroad should regularly monitor the Department of State, Bureau of Consular Affairs' Internet site at <http://travel.state.gov>, where the current Travel Warnings and Travel Alerts, including the Worldwide Caution Travel Alert, can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or, for callers outside the U.S. and Canada, a regular toll line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect themselves in an overseas environment, see the Department of State's pamphlet A Safe Trip Abroad.

**CRIME:** While both France and Monaco have relatively low rates of violent crime, a limited number of neighborhoods in the larger French cities merit extra caution. Additionally, although the overall crime rate has fallen slightly in recent years, the violent crime rate has increased. Thieves commonly target vehicles with non-local license plates, and work in or near tourist attractions such as museums, monuments, restaurants, hotels, beaches, trains, train stations, airports, and subways. Americans in France and Monaco should be particularly alert to pickpockets in train stations and subways. Photocopies of travel documents and credit cards should be kept separate from the originals, and key telephone numbers maintained to contact banks if credit cards are stolen or lost.

Although thieves may operate anywhere, the U.S. Embassy in Paris receives frequent reports of theft from several areas in particular:

*Paris:* The Paris Police Prefecture has published a pamphlet entitled "Feeling Safe in Paris," which provides practical advice and useful telephone numbers for visitors and can be accessed at [http://www.prefecture-police-paris.interieur.gouv.fr/feeling\\_safe\\_in\\_paris.htm](http://www.prefecture-police-paris.interieur.gouv.fr/feeling_safe_in_paris.htm). Thieves operate on the rail link (RER) from Charles de Gaulle Airport to downtown Paris, where they prey on jet-lagged, luggage-burdened tourists. In one common ruse, a thief distracts a tourist with a question about directions, while an accomplice steals a momentarily unguarded backpack, briefcase, or purse. Thieves also time their thefts to coincide with train stops so they may quickly exit the car just before the automatic doors close. Travelers may wish to consider taking an airport shuttle bus or taxi from the airport into the city.

Reports of stolen purses, briefcases, and carry-on bags at Charles de Gaulle Airport have been on the rise. Travelers should monitor their bags at all times and never leave them unattended. As thieves commonly target laptop bags, travelers should avoid carrying passports and other valuables in computer bags. One common method involves timing the theft so that while the traveler is busy at the ticket counter, the traveler's shoulder bag is picked up after being placed on the floor. Also be aware that unattended bags are subject to destruction by airport security.

There have been reports of robberies in which thieves on motorcycles reach into a moving car by opening the car door or accessing an open window or even breaking the window to steal purses and other bags visible inside. The same technique is used against pedestrians walking with purses/bags/cameras slung over their street-side shoulder. Those traveling by car should remember to keep the windows up and the doors locked and items that may be attractive to thieves out of sight. Pedestrians are encouraged to walk as far from the street side as possible, and to keep bags slung across the body, with the bag hanging away from the street.

Many thefts occur on the Number One Subway Line, which runs through the center of Paris by many major tourist attractions (including the Grand Arch at La Défense, the Arc de Triomphe, the Champs Elysées, Place de la Concorde, the Louvre, and the Bastille). Pickpockets are especially active on this metro line during the summer months and use a number of techniques. The most common, and unfortunately the most successful, is the simple "bump and snatch," where an individual bumps into the tourist while at the same time reaching into the pockets/purse/bag. Visitors should be particularly careful when metro doors are closing, as this is a favored moment for the less-sophisticated pickpockets to simply grab valuables and jump through the closing doors, leaving the victim helplessly watching as the thief flees. Visitors are encouraged NOT to aggressively confront thieves, who often operate in groups and may become violent if cornered. Simply drawing attention to an attempted theft will most likely stop the operation and cause a tactical withdrawal by the thief.

Gare du Nord train station, where the express trains from the airport arrive in Paris, is also a high-risk area for pocket-picking and theft. Travelers should also beware of thefts that occur on both overnight and day trains, especially on trains originating in Spain, Italy, and Belgium. These involve the theft of valuables while passengers are sleeping, or when the bags are left unattended.

In hotels, thieves target lobbies and breakfast rooms, and take advantage of a minute of inattention to snatch jackets, purses, and backpacks. While many hotels do have safety latches that allow guests to secure their rooms from inside, this feature is not as universal as it is in the United States. If no chain or latch is present, a chair placed up against the door and

wedged under the handle is usually an effective obstacle to surreptitious entry during the night. There are, however, reports of thieves breaking into hotel rooms on lower floors through open windows while the occupants are sleeping. To guard against this, hotel room windows should be kept locked at all times. Whenever possible, valuables should be kept in the hotel safe.

Many Americans have reported thefts occurring in restaurants and nightclubs/bars, where purses are stolen from the back of a chair or from under the table. Again, keep valuables on your person and do not leave them unattended or out of sight. Theft also occurs at the major department stores such as Galeries Lafayette and Printemps where tourists often place wallets, passports, and credit cards on cashier counters during transactions.

Automatic Teller Machines (ATMs) are very common in France and provide ready access to cash, allowing travelers to carry as much money as they need for each day. The rates are competitive with local exchange bureaus, and an ATM transaction is easier than the cashing of travelers' checks. However, crime involving ATMs is increasing. Travelers should not use ATMs in isolated, unlit areas or where loiterers are present. Travelers should be especially aware of persons standing close enough to see the Personal Identification Number (PIN) being entered into the machine. Thieves often conduct successful scams by simply observing the PIN as it is entered and then stealing the card from the user in some other location. If the card becomes stuck, travelers should immediately report it to the bank where the machine is located.

Large criminal operations in Paris involving the use of ATMs that "eat" the user's ATM card have been reported. This most often happens during a weekend or at night when the bank is closed. The frustrated traveler often walks away after unsuccessfully trying to retrieve the card, with plans to return the first day the bank is open. In such cases, a criminal gang has modified the machine using an add-on device equipped with a microchip that records the user's PIN when it is typed in, and also prevents the card from being ejected. The criminal retrieves the card from the device once the visitor departs, downloads the recorded PIN and then goes to other ATMs and withdraws as much cash as possible. ATM users are strongly encouraged to carry a 24-hour emergency number for their ATM card and bank account that will enable the immediate prevention of withdrawals from the account if difficulties occur.

Pigalle is the "adult entertainment district" of Paris. Many entertainment establishments in this area engage in aggressive marketing and charge well beyond the normal rate for drinks. There have been reports of threats of violence to coerce patrons into paying exorbitant beverage tabs. There have also been several violent confrontations between rival gangs in the district, including one in August 2007 one block from the famous Moulin Rouge cabaret. Visitors are encouraged to avoid this area unless touring with a well-organized and reputable tour company.

*Normandy:* There has been an increase in break-ins and thefts from vehicles in the parking lots at the Normandy beaches and American cemeteries. Valuables should not be left unattended in a car, and locking valuables in the trunk should not be considered a safeguard. Thieves often pry open car trunks to steal bags inside.

*Southern France:* Theft from cars with unlocked doors or open windows stopped at red lights or caught in slow traffic are very common, particularly along the Riviera of the Nice-Antibes-Cannes area, and in Marseille. Car doors should be kept locked and windows raised at all times to prevent incidents of "snatch-and-grab" thefts. In this type of scenario, the thief is usually a passenger on a motorcycle. Break-ins of parked cars are also fairly common. Valuables should not be left in the car, not even in the trunk, when the vehicle is unattended.

**INFORMATION FOR VICTIMS OF CRIME:** The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, to contact family members or friends, and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed. Under French law, compensation is available to victims of crime committed on French soil under certain circumstances.

See our information on [Victims of Crime](#).

**MEDICAL FACILITIES AND HEALTH INFORMATION:** Medical care comparable to that found in the United States is widely available.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention's hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC's web site at <http://wwwn.cdc.gov/travel/default.aspx>. For information about outbreaks of infectious diseases abroad consult the World Health Organization's (WHO) web site at <http://www.who.int/en>. Further health information for travelers is available at <http://www.who.int/ith/en>.

**MEDICAL INSURANCE:** The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see our information on [medical insurance overseas](#).

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning France and Monaco is provided for general reference only, and it may not be totally accurate in a particular location or circumstance.

Roads in France are generally comparable to those in the United States, but traffic engineering and driving habits pose special dangers. Usually, lane markings and sign placements are not as clear as in the United States. Drivers should be prepared to make last-minute maneuvers, as most French drivers do. The French typically drive more aggressively and faster than Americans, and tend to exceed posted speed limits. Right-of-way rules in France may differ from those in the United States. Drivers entering intersections from the right have priority over those on the left (unless specifically indicated otherwise), even when entering relatively large boulevards from small side streets. Many intersections in France are being replaced by traffic circles, where the right-of-way belongs to drivers in the circle.

On major highways, service stations are situated at least every 25 miles. Service stations are not as plentiful on secondary roads in France as they are in the United States. Paris, the capital and largest city in France, has an extensive and efficient public transportation system. The interconnecting system of buses, subways, and commuter rails serves more than 4 million people a day with a safety record comparable to or better than the systems of major American cities. Similar transportation systems are found in all major French cities. Between cities, France is served by an equally extensive rail service, which is reliable. High-speed rail links connect the major cities in France. Many cities are also served by frequent air service.

Please refer to our Road Safety page for more information. Visit the web site of the French and Monegasque National Tourist Office at <http://franceguide.com/>. The website contains specific information concerning French and Monegasque driver's permits, vehicle inspection, road tax, and mandatory insurance.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the Government of France's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of France's air carrier operations. For more information, travelers may visit the FAA's web site at [http://www.faa.gov/safety/programs\\_initiatives/oversight/iasa](http://www.faa.gov/safety/programs_initiatives/oversight/iasa).

**SPECIAL CIRCUMSTANCES:** French and Monegasque customs authorities enforce strict regulations concerning temporary importation into or export from France of items such as firearms, antiquities, medications, business equipment, sales samples, and other items. It is advisable to contact the Embassy of France in Washington, D.C., one of France's consulates in the United States, or the Consulate General of Monaco in New York for specific information regarding customs requirements. Please see our [customs regulations](#).

The emergency numbers in France for police, fire, and medical assistance are as follows: 17 (police emergency), 18 (fire department) and 15 (emergency medical/paramedic team/ambulance). In Monaco, the numbers are 17 (police emergency), 18 (fire department) and 9375-2525 (medical/paramedic team/ambulance).

**CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating French or Monegasque laws, even unknowingly, may be expelled, arrested, or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in France or Monaco are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on [Criminal Penalties](#).

**CHILDREN'S ISSUES:** For information see our [Office of Children's Issues](#) web page on [international adoption of children](#) and [international parental child abduction](#).

**REGISTRATION/EMBASSY AND CONSULATE LOCATIONS:** Americans living or traveling in France or Monaco are encouraged to register with the nearest U.S. Embassy or Consulate through the State [Department's travel registration web site](#), and to obtain updated information on travel and security within France and Monaco. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in cases of emergency.

The Consular Section of the U.S. Embassy in Paris is located at 4 avenue Gabriel, 75008 Paris (Place de La Concorde, Metro Stop Concorde), tel. 011-33-1-43-12-22-22 or (in France) 01-43-12-22-22; fax: 011-33-1-42-96-28-39 for Passport Services, or fax 011-33-1-42-61-61-40 for Special Consular Services (emergencies). Further information can be obtained at the U.S. Embassy's web site at <http://france.usembassy.gov/>.

The Consulate General in Marseille is located at Place Varian Fry, 13006 Marseille, tel. 011-33-4-91-54-92-00, or (in France) 04-91-54-92-00; fax 011-33-4-91-55-55-56-95 or 011-33-4-91-55-09-47. Web site: <http://france.usembassy.gov/marseille/default.htm>

The Consulate General in Strasbourg is located at 15 Avenue d'Alsace, 67082 Strasbourg, tel. 011-33-3-88-35-31-04 or (in France) 03-88-35-31-04; fax 011-33-3-88-24-06-95.

The Consulate General in Strasbourg does not produce passports on the premises. American citizens in this area whose passports are lost or stolen and have urgent travel needs should contact the U.S. Embassy in Paris. Web site: <http://www.amb-usa.fr/strasbourg/>.

The Consular Agency in Nice is located at 7, Avenue Gustave V, 3rd floor, 06000 Nice, tel. 011-33-4-93-88-89-55 or (in France) 04-93-88-89-55; fax 011-33-4-93-87-07-38. Web site: <http://france.usembassy.gov/marseille/nice.htm>.

The U.S. Government also has consular representation in Bordeaux, Lille, Lyon, Rennes, and Toulouse that provide some services to Americans, by appointment only.

The post in Bordeaux is located at 10 place de la Bourse, 33076 Bordeaux (entry on rue Fernand Philippart); tel. 011-33-5-56-48-63-85 or 05-56-48-63-85 in France; fax: 011-33-5-56-51-61-97. Web site: <http://france.usembassy.gov/bordeaux/default.htm>.

The post in Lille is located at 107, rue Royale, 59000 Lille; tel. 011-33-3-28-04-25-00 or 03-28-04-25-00 in France; fax: 011-33-3-20-74-88-23. Web site: <http://france.usembassy.gov/lille/default.htm>.

The post in Lyon is located at 1, quai Jules Courmont, 69002 Lyon; tel. 011-33-4-78-38- 33-03 or 04-78-38- 33-03 in France; fax: 011-33-4-72-41-71-81. Web site: <http://france.usembassy.gov/lyon/default.htm>.

The post in Rennes is located at 30, quai Duguay Trouin, 35000 Rennes; tel. 011-33-2-23-44-09-60 or 02-23-44-09-60 in France; fax: 011-33-2-99-35-00-92. Web site: <http://france.usembassy.gov/rennes/default.htm>.

The post in Toulouse is located at 25, Allée Jean Jaures, 31000 Toulouse; tel. 011-33-5-34-41-36-50 or 05-34-41-36-50 in France; fax: 011-33-5-34-41-16-19. Web site: <http://france.usembassy.gov/toulouse/default.htm>.

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This replaces the Country Specific Information for France and Monaco dated March 7, 2007 to update the sections on Entry/Exit Requirements, Aviation Safety Oversight, Crime, Safety & Security, and Registration/Embassy Location.



# Agreement

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As a participant in the International Programs, you are a representative of the CSU, the State of California, and the United States. As such you are bound both by the normal requirements of social behavior which apply at home and by additional requirements related to maintaining the reputation and interests of the program overseas. This section features the legal and policy requirements that apply to your year overseas.

As a condition of participation in IP, all students are required to sign a program Agreement, a copy of which follows for your records. A separate copy for your signature is included in Packet #1 online. You should read the Agreement carefully, sign it and return it to OIP by **May 15**. Particular attention is directed to paragraph 9.

This form constitutes the basic agreement between you and the Trustees of the CSU. It is important to understand that this agreement legally binds you to abide by all IP rules and regulations, which are described in this Guide, the IP Bulletin, and elsewhere.

Students are expected to comply with IP requirements before departure and while overseas and to give OIP staff and host university officials their full cooperation. Actions such as disruption of the administrative process or physical or verbal abuse toward any member of the IP community are not acceptable. Regarding the academic process, unacceptable conduct includes cheating or plagiarism, failure to attend class, failure to maintain the prescribed minimum unit load, unauthorized absences from the study center (e.g., leaving early for vacations or not returning on time), or violation of IP academic policies.

Normally, common sense will dictate acceptable personal conduct outside the classroom. Examples of behavior considered unacceptable are: disregard for the laws or customs of the host country, theft, failure to pay debts, trading in, consumption, or use of illegal or dangerous drugs or narcotics, or violation of any local law or ordinance with respect to these substances, involvement in illegal or offensive actions of a political nature as defined and interpreted by the lawful authorities of the host country, or engaging in any act which represents a potential danger or an embarrassment to the program or to others.

Failure to abide by these rules and regulations may result in one of several sanctions, depending upon the seriousness of the problem. In order of severity these include a verbal and/or written reprimand by the Resident Director or host university representatives, a written reprimand from the Director of International Programs, probation, and disenrollment.

We expect that you will have a productive and challenging year abroad. As we have indicated previously no location here in the US or abroad can be considered risk free. By informing yourself and acting responsibly, you can help make your stay abroad a safe one. Nevertheless, changing circumstances that pose risks to students may require OIP to act. In those cases, that action may include evacuation, relocation or suspension of the program. While this is extremely rare, it remains a possibility of which you should be aware.

## **Nondiscrimination Policy**

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### **Gender (Title IX)**

The California State University does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination (including harassment) on the basis of gender in education programs and activities operated by California State University. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of California State University International Programs may be referred to the Director of the Office of International Programs or to the Regional Director of the Office for Civil Rights, Region IX, 50 UN Plaza, Room 239, San Francisco, California 94102.

### **Disability**

The California State University does not discriminate on the basis of disability (including AIDS) in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder prohibit such discrimination. Inquiries concerning compliance may be addressed to the Director of the Office of International Programs.

### **Race, Color, or National Origin**

The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of The California State University.

### **Age, Ethnicity, Religion, Sexual Preference, Marital Status, Pregnancy, or Vietnam Veteran Status**

California State University does not discriminate on the basis of age, ethnicity, religion, sexual preference, marital status, pregnancy, or Vietnam veteran status in any of its programs or activities. California State University International Programs complies with all applicable federal laws, state laws and Trustee policies in this area. These statutes and policies also prohibit sexual harassment. Inquiries concerning compliance may be addressed to the Director of the Office of International Programs.

### **Federal Drug-Free Schools and Communities Act of 1989**

California State University is committed to achieving and maintaining a campus community that fosters personal and institutional excellence and strives to provide conditions under which the work of the University can go forward freely, with the highest standard of quality and integrity. In keeping with this commitment, all faculty, staff and students are urged to ensure that the learning environment is free of the problems of substance abuse and dependency. For information regarding the Federal Drug-Free Schools and Communities Act of 1989, please contact the Director of the Office of International Programs.

## **Privacy Rights of Students in Education Records**

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 12329) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect the privacy of students concerning their records maintained by the Office of International Programs. Specifically, the statute and regulations govern access to student records maintained by the campus, and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or oth-

erwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions.

The Office of International Programs is authorized under the Act to release "directory information" concerning students. "Directory information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The above designated information is subject to release at any time unless the Office of International Programs has received prior written notice from the student specifying information which the student requests not to be released. Written objections should be sent to the Director of the Office of International Programs.

The Office of International Programs is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring).

**Important Note:** While you are abroad you will be encountering cultures which have values and standards of behavior different from your own. Such differences are reflected in the educational system, in social relationships and the legal system. Attitudes surrounding the use of alcohol and drugs, for example, have social as well as legal implications. You need to know that while United States and California law continue to apply to you and Trustees with regard to your participation in the international education program, you are also subject to the laws and customs of the foreign country where you study, and your relationship with foreign nationals and foreign institutions will be governed by the law of the host country.

**THE CALIFORNIA STATE UNIVERSITY  
INTERNATIONAL PROGRAMS  
AGREEMENT**

This agreement is entered into by and between the State of California through the Trustees of The California State University, hereafter called "Trustees," and \_\_\_\_\_, hereafter called "Student." (enter your full name)

WHEREAS, the Trustees intend to provide an international education program in \_\_\_\_\_ for selected students of The California State University and (overseas center)

WHEREAS, Student desires to participate in the program under the terms and conditions hereafter set forth,

NOW, THEREFORE, Trustees and Student agree as follows:

1. Student shall qualify for admission as a student for credit in the International Programs of The California State University by satisfying all requirements, including payment of fees.
2. Student shall pay to Trustees' Office of International Programs by the dates specified the amounts set out in the Program Costs sheet which is attached hereto and by this reference made a part of this agreement. Refund of amounts which Student pays to the Office of International Programs and assessment of charges shall be as provided in the Program Costs sheet.
3. Student shall pay to Trustees' Office of International Programs sums in addition to those specified in the Program Costs sheet as may be necessary due to increases in charges by the host university or housing authority, fluctuation in United States dollar exchange rates, or commitments made by Student while overseas that are subsequently discharged by Trustees, and increases in fees or other charges relating to enrollment in the CSU International Programs. Student shall pay to the Office of International Programs any additional sums within 30 days notification by Trustees.
4. Student shall obtain and provide all materials, meet all deadlines, and otherwise comply with all participation requirements established by the Office of International Program.
5. Student agrees to expend his or her best efforts in successfully completing the academic requirements of the courses in which Student enrolls.
6. Student understands and agrees that acts, omissions, occurrences, or events beyond the control of the parties hereto may make necessary or desirable the modification, relocation, or cancellation of the program contemplated by this agreement. Trustees shall be authorized to modify or relocate the program contemplated by the agreement with respect to cost, dates and times, and academic content so long as any such modification or relocation is a reasonable substitute for the originally contemplated program. Student acknowledges that courses may be added, cancelled, or changed by the host institution as well as by the Trustees.

- Furthermore, Trustees reserve the right to suspend or relocate a program in a host country if, in their judgement, it is deemed advisable to do so in the event of civil disturbance, hostilities, potential hostilities, or warning from the US State Department. Student acknowledges and agrees to cooperate and follow any instructions from the Trustees in connection with a suspension or relocation of a program.
7. Trustees shall enroll Student in the International Programs of The California State University if Student otherwise qualifies for enrollment and shall provide appropriate academic credit for the courses that Student successfully completes.
  8. Trustees shall provide or arrange for the provision of those services and benefits stated in the Program Costs sheet.
  9. It is understood that the international implications of this agreement are such that the conduct of Student during the course of the program is of utmost importance. Student, therefore, agrees to conform to standards of conduct consistent with the maintenance of a positive reputation of The California State University and to conform to all applicable rules, regulations and policies of The California State University International Programs. Student understands and agrees that in the event the Director of International Programs, in his or her discretion, shall determine the conduct or academic standards of Student are detrimental to the best interests of the International Programs, the Director may terminate the participation of Student in the International Programs. Such termination shall not diminish or otherwise affect Student's obligation to make to Trustees any payments specified in this agreement. Trustees in no event shall be required to refund to Student any payment made by Student to Trustees, but may make such refunds as are consistent with Trustees' policy.
  10. Student understands that there are dangers, hazards, and risks inherent in international travel, living in a foreign country, and the activities included in the international education program including but not limited to air, land and sea travel, dietary differences, diseases less common in the United States, differences in legal expectations and protection, building code and other safety differences, any of which could result in serious or even fatal injuries and property damage. Student agrees to assume all the risks and responsibilities surrounding student's participation in the international education program, and understands and agrees that the Trustees cannot and do not assume responsibility for any such personal injuries or property damage.
  11. This agreement is subject to all applicable laws and regulations. If performance of this agreement involves violation of applicable law or regulation thereby making it legally impossible to perform and such illegality is not the fault of Student, Trustees shall refund to Student those payments made pursuant to this agreement which are authorized to be refunded in Section 41802 of Title 5, California Administrative Code. Upon payment of said refund, all rights of Student and Trustees are waived under this agreement.
  12. Student agrees that the State of California, the Trustees of The California State University, the International Programs of The California State University, and each and every officer, agent and employee of each of them (hereafter in this paragraph 11 and in paragraph 12 collectively referred to as "the State") shall not be responsible for any injury, damage, or loss to Student or Student's property which occurs from any cause beyond the control of the State, or which does not occur from the sole negligence of the State.

International Programs Agreement

13. Student further agrees to hold harmless, defend and indemnify the State from any and all claims, injuries, damages, losses, causes of action, and demands, and all costs and expenses incurred in connection therewith (hereafter in this paragraph 12 collectively referred to as "liability") resulting from or in any manner arising out of, or in connection with any negligence on the part of Student, his or her agents, or employees, in the performance of this agreement, irrespective of whether such liability is also due to any negligence on the part of the State.
14. This agreement contains the sole and entire agreement between Trustees and Student and shall supersede any and all other agreements between the parties. Trustees and Student acknowledge and agree that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and that neither of them has relied thereon in connection with his or her or its dealings with the other.
15. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.
16. The laws of the State of California shall govern the interpretation of this agreement. Any action brought to enforce any right or obligation under this agreement or any action which arises out of or in connection with this agreement shall be brought in the courts of the State of California.

By signing below, Trustees and Student manifest their agreement to these terms and conditions.

TRUSTEES OF  
THE CALIFORNIA STATE UNIVERSITY

STUDENT

\_\_\_\_\_  
Tom Roberts, Director  
Procurement and Support Services Officer

Student's Copy  
\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

THE CALIFORNIA STATE UNIVERSITY  
INTERNATIONAL PROGRAMS

PROGRAM COST ESTIMATE

2008-09 FRANCE

Aix-en-Provence

**PREPAID COSTS for the Academic Year**

**Amount student pays to OIP covers these items ONLY:**

State University Fee-Pre session PLP	\$ 732.00*
State University Fee - academic year	2,772.00*
<i>State University Fee-Reserve for potential increase (10%)</i>	<i>350.00</i>
Study Abroad Fee	500.00
OIP Mandatory Insurance	170.00
Departure Processing	70.00
Group Activities	350.00
Temp Housing on arrival (approx 15 days)/arrival expense	550.00
Carte de Sejour (medical examination)	<u>100.00</u>
<b>TOTAL PREPAID- PAYMENT DUE MAY 15, 2008</b>	<b>\$ 5,594.00*</b>

**ADDITIONAL/OUT-OF-POCKET EXPENSES**

**Student pays directly for these items as they occur during the year overseas:**

Room, Board and Utilities	\$ 13,000.00**
Personal Expenses	5,000.00
Round-trip Transportation	<u>1,649.00</u>
<b>TOTAL ADDITIONAL</b>	<b>\$19,649.00</b>

This is an estimate of *minimum* out-of-pocket expenses. The estimate does not include personal entertainment or independent travel abroad; nor does it account for fluctuations in exchange rates.

**TOTAL ESTIMATED PROGRAM COST (PREPAID+ADDT'L) \$25,243.00**

\*An additional \$891 is due from graduate/post baccalaureate students, and students seeking a second undergraduate degree.

\*\*Students should be prepared to pay a housing deposit of approximately \$800 when securing academic year housing.

## Withdrawals

A student who wishes to withdraw from International Programs must complete a *Predeparture Withdrawal Notification* form and submit it to OIP as soon as possible so that alternate students may be offered the opportunity to participate.

### Prior to Departure

Students who withdraw from OIP before departure retain their status as continuing students at their home CSU campuses.

### After Departure

Because of the extensive commitments made by the State on each student's behalf, withdrawal after departure is a very serious matter. Students who request withdrawal at any time after arrival at the overseas site must consult with the Resident Director or host university representative and must fill out the required withdrawal form.

Students who discontinue their academic programs without completing the required steps for withdrawal will receive failing grades in all courses. Withdrawal after departure constitutes withdrawal not only from OIP, but also from the student's home CSU campus.

Financial aid recipients should work closely with OIP and their home campus financial aid counselor regarding funds that may need to be repaid and/or debts owed to OIP as a result of their withdrawal.

In some instances, a change in visa status as a result of withdrawal from IP, and thus no longer having student status, may mean having to leave the host country immediately.

In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

## Refunds

Students are entitled to a full refund of funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to June 15**.

Students who withdraw or are disenrolled **after June 15**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Students who withdraw or are disenrolled **after the beginning of instruction** will receive a refund of funds not already committed or expended on their behalf.

**State University Fee (SUF) refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not a student will receive course credit for the term at the overseas university.**

**No refunds will be made for the IP student Abroad fee after departure.**

**No refunds will be made for health insurance cancellation after departure.**

**No refunds will be made for nonparticipation in group activities.**

**Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.**

If students who receive financial aid withdraw, they may be required to make immediate restitution of monies awarded for participation in OIP.

# Overseas Centers

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## **Australia - Griffith University**

c/o Ms. Amy Johnson  
Study Abroad and Exchange  
Griffith University  
International Office  
Nathan Campus  
Queensland 4111  
Australia

## **Australia - Macquarie University**

c/o Mr. Toby Driscoll  
Macquarie International  
Macquarie University  
North Ryde, NSW 2109  
Australia

## **Australia - Queensland University of Technology**

c/o Ms. Natalie Pye  
Study Abroad and Exchange  
2 George Street, GPO Box 2434  
Brisbane, Queensland 4001  
Australia

## **Australia - The University of Queensland**

c/o Ms. Karen Fisher  
Student Exchange Program  
International Education Directorate  
Level 2, J.D. Story Building  
The University of Queensland  
Brisbane QLD 4072  
Australia

## **Australia - University of Western Sydney**

c/o Ms. Wendy Spinks  
Exchange and Study Abroad Officer  
UWS International  
Penrith Building K1.18  
Locked Bag 1797  
Penrith South DC NSW 1797  
Australia

## **Australia - Victoria University**

c/o Ms. Wendy Martinec  
International Officer  
International Office  
P.O. Box 14428  
Victoria University  
Melbourne City  
MC, VIC 8001 Australia

## **Chile**

c/o Programa California State University  
Oficina N°5 Programme California State University  
Pontificia Universidad Catolica  
Campus San Jaoquin  
Av. Vicuña Mackena 4860  
Macul, Santiago, Chile

## **China**

c/o CSU International Programs  
Peking University  
Shao Yuan 2-101  
Beijing  
People's Republic of China, 100871

## **Denmark**

c/o DIS Study Program  
Vestergade 7  
DK-1456 Copenhagen K  
Denmark

## **France - Aix-en-Provence**

c/o The California State University  
5, rue du 4 Septembre  
13100, Aix-en-Provence, France

## **France - Paris**

c/o MICEFA  
Centre Saint-Jacques  
26, rue du Faubourg Saint-Jacques  
75014 Paris, France

## **Germany - Tübingen**

c/o Dezernat für Internationale Beziehungen  
University of Tübingen  
Wilhelmstrasse 9  
D-72074 Tübingen  
Federal Republic of Germany

## **Ghana**

c/o University of California Study Center  
University of Ghana  
P.O. Box 356  
Legon, Ghana  
West Africa

## **Israel**

Suspended

## **Italy**

c/o The California State University International Programs  
Via G. Leopardi 12  
50121 Firenze, Italy

## **Japan**

CSU International Program in Japan  
c/o School of International Liberal Studies (SILS)  
Waseda University  
Nishi-Waseda Bldg.  
1-21-1 Nishi-Waseda  
Shinjuku-ku, Tokyo 169-0051  
Japan

**Korea**

c/o Division of International Education and Exchange  
Yonsei University  
134 Shinchon  
Seoul 120-749  
Korea

**México - Queretaro**

c/o Programas Internacionales  
Tecnologico de Monterrey  
Campus Querétaro  
Ave. Epigmenio Gonzalez No. 500  
Col. San Pablo CP  
76130 Querétaro, Qro  
Mexico, DF

**New Zealand - Lincoln**

c/o International Centre  
P.O. Box 94  
Lincoln University  
Canterbury, New Zealand

**New Zealand - Massey**

c/o International Student's Office  
Massey University  
Tennant Drive  
Private Bag 11-222  
Palmerston North, New Zealand

**Quebec**

c/o The California State University  
Office of International Programs  
401 Golden Shore, Sixth Floor  
Long Beach, California 90802-4210

**South Africa - Durban**

c/o Student Exchange/Study Abroad Coordinator  
Room 409,  
Rick Turner Students' Union Building  
University of KwaZulu-Natal  
Durban 4041  
South Africa

**South Africa - Port Elizabeth**

c/o Office of International Education  
Nelson Mandela Metropolitan University  
P.O. Box 77000  
Port Elizabeth 6031  
South Africa

**Spain - Granada**

c/o The California State University  
Cursos de Extranjeros  
Placeta del Hospicio Viejo 1  
Granada 18071, Spain

**Spain - Madrid**

c/o The California State University International Programs  
Facultad de Geografía e Historia, Edificio B  
Ciudad Universitaria  
28040, Madrid, Spain

**Sweden**

c/o Office of International Affairs  
Uppsala Universitet  
Box 256  
S-751 05 Uppsala  
Sweden

**Taiwan**

c/o Dr. Li-ling Tseng  
Foreign Languages and Literatures  
National Taiwan University  
1, Sec 4, Roosevelt Road  
Taipei 106  
Tawian, Republic of China

**United Kingdom - University of Bradford**

c/o International Office  
University of Bradford  
West Yorkshire BD7 1DP  
The United Kingdom

**United Kingdom - University of Bristol**

c/o Study Abroad Office  
International Centre  
University of Bristol Union  
Queen's Road  
Bristol BS8 1LN  
The United Kingdom

**United Kingdom - University of Hull**

c/o International Services Division  
The University of Hull  
Hull HU6 7RX  
The United Kingdom

**United Kingdom - Kingston University**

c/o Visiting Student Programme  
Kingston University  
Millenium House  
21 Eden Street  
Kingston Upon Thames  
Surry KT1 1BL  
The United Kingdom

**United Kingdom - University of Sheffield**

c/o International Office  
The University of Sheffield  
8 Palmerston Road  
Sheffield S10 2TE  
The United Kingdom

**United Kingdom - University of Swansea**

c/o American Studies Exchange Office  
University of Wales, Swansea  
Singleton Park  
Swansea SA2 8PP  
The United Kingdom

# THE STUDENT EXPERIENCE IN AIX-EN-PROVENCE

As of 1/8/2008  
European Union (Euros)  
1 USD = .6796 EUR  
1 EUR = 1.471 USD

Welcome to the IP Program in Aix-en-Provence. Your year of study in France could very well be one of the most valuable of your education; it has the potential to be a year of great intellectual, personal, and social growth. This will depend wholly on your attitude and self-motivation. This cannot be stressed enough. Leave your expectations behind; pack your most open mind and your determination.

This report is a summary of past student experiences. Although it will probably seem abstract, please read it carefully before leaving. We have tried to anticipate your questions and have included many bits of information we would have liked to have. You will be asked to update this report next year, so bring it with you and refer to it during your year in Aix. We wish you the best for a successful year abroad! **BON VOYAGE!!**

## YOUR ARRIVAL AND FIRST WEEKS IN AIX

Aix-en-Provence is a growing city with a rich historical past still very much in evidence. It houses a population of over 130,000, with approximately 30,000 students. The old town is small in area and crowded. Suburbs spread out around the *vieille ville* and thin out to dot the nearby hills. In 2002, Aix was selected as the number #1 city in France for its quality of life, according to the magazine "Le Point".

You will be arriving in Aix in the last days of August. This is still summer vacation in France. There will be backpackers and Parisians in town, and you will find some of the local businesses are closed. It will be hot and sunny, Aix's many fountains will be bubbling, and the plane trees will be in bloom along the beautiful Cours Mirabeau.

Things will return to normal fairly quickly, however, the natives prepare for the reopening of the primary schools and return to business. The University does not begin until mid-October. The Preparatory Language Program (PLP) will begin within a few days and you will find yourselves quite busy.

### A Few Things To Be Prepared For

- There are no 24-hour stores in Aix. There is one 24-hour bakery near the Cours Mirabeau, but it is often depleted. Hot snacks can be had until around 2:00 a.m., but expect to pay a premium for food and drink after 10:00 p.m.
- Most stores and businesses close for two hours at lunch, and on Sundays and Mondays. Cafes and restaurants are, of course, open for lunch, as are the Post Office and the *Monoprix* department store downtown. Most restaurants close between 2 and 7 p.m.
- They use the metric system in France. Yeah, we know you know that. So did we, BUT it still takes a lot of getting used to. (Conversions can be found in any large French-English dictionary or online). It would also be wise to start thinking in euros as soon as you can. In this report we have therefore given measurements and prices accordingly. Watch out for the wide fluctuations of exchange rates, as it has happened in the last few years.
- There are a lot of dogs in Aix. There are no yards for these dogs in downtown Aix. Thus, as you can imagine, it is a shock how many dog droppings one has to dodge every day. Giggle away now, but be warned.
- There is a recession in Europe and Aix has its share of homeless. These clochards are generally harmless, but one must be cautious. They will invariably ask for money more or less politely. It is common practice to ignore them and walk on; eye contact will encourage them.
- Last but not least, beware of the French driver. This is not said out of cultural superiority; it is just that pedestrians do not get the same respect in France as they do in California, and the streets and sidewalks are often very narrow.

These points may seem small but it is often the small things that add up to big differences.

## PHYSICAL CLIMATE

Situated near the Mediterranean, Aix has hot summers and mild to cool springs and autumns. September temperatures are typically 22-25°C [72 - 77 F], with little rain. October and November are usually cooler and wetter with possible heavy rains. December through February are colder than what most California students are used to; in November 99 and January 03, Aix had snow for a couple of days. There is the *Mistral*, a cold, powerful wind that comes from the Alps down the Rhône River Valley at speeds upwards to 80 km/h (53 mph), causing temperatures to drop to as low as -10°C. This is a miserable wind. It numbs the tips of your fingers and toes, and is not to be underestimated. Therefore bring warm clothes, including a heavy coat, scarf, hat and gloves. (or be prepared to buy them once winter arrives). Bring summer clothing for the earlier and later periods of the school year. For the winter, a variety of sweaters and other layered clothing, such as thermals or polar-fleece are advisable. A warm overcoat and a raincoat are essential.

## POLITICAL CLIMATE

French students are politically oriented, and gatherings can include animated discussions on national and international events. Most French students have strong opinions on world affairs and they keep current on world politics. You should keep up with world affairs, because you will be asked your reactions to events taking place in the US and elsewhere. You will encounter people with critical attitudes toward American policies, and you should be prepared to deal with the situations in a diplomatic and informed manner. By the way, you should not assume that an attack on the US government is a sign of personal antagonism or unwillingness to cultivate a friendship. The French are well aware that you personally are not responsible for the follies of your government. Regarding politics at home, if in an election year, don't forget to register for absentee ballot before you leave.

There is a wide variety of political activity which many students find to be educational. However, use discretion and common sense if you become involved in political organizations, demonstrations or other activities. (Note: OIP advises against participating in these!) Remember, visas can be revoked. French labor situations can also be stormy at times, with frequent strikes involving a number of private or public economic enterprises. Although in general they do not last long, they do require a lot of patience and sometimes an adjustment of plans.

## RELIGIOUS CLIMATE

Participation in church activities is an outstanding way to meet the natives and often leads to other invitations. Although France is largely Roman Catholic, virtually all major religions are represented in Aix. *Le Mois à Aix*, available at the Tourist Office, publishes a complete list of places of worship and times of services. Recently, a new controversial French law banning "ostentatious religious symbols" in public schools has been passed. The law should not apply to universities where professors can individually decide what can be worn or not in their classes.

## BANKING

**Before going into details the most important points are:**

- Withdraw money from ATMs, with a 4-digit pin
- Bring a check (debit) card, plus a back-up such as a credit card (more expensive to withdraw cash due to interest payments on cash advances). Make sure these cards are international: for example, domestic ATM cards do not work and are likely to be "eaten up" by the French ATM machines, and it is difficult to get them back from the bank.
- Bring Traveler's checks (American Express)
- Bring an INTERNATIONAL 1-800 number for bank balance, lost cards and directions.
- Consider giving co-signature to your parents, it may be helpful.
- Make sure your bank knows you are staying out of the US for a lengthy period of time so that you can use your credit card at once (and does not block it instead, suspecting a fraudulent use of it). Check and double-check BEFORE departure.

The way you handle your money makes a great difference in your adjustment to and the success of your year in France. This area of concern has posed many problems in the past, so be sure to consider your financial situation

carefully before leaving. This cannot be stressed enough. If you are planning on receiving financial aid you must be prepared to wait two to three months to receive your first checks. More importantly, you must make certain that you have taken all the necessary steps to secure your aid. Check and double-check! Make sure your financial aid officer knows you will be overseas. Make sure you have notified the holders of any existing loans of your plans. It is bad enough to have to wait for the aid without trying to solve problems from overseas.

Traveler's checks are the easiest way of handling money when you first arrive. It is recommended that you bring enough checks to last for two months, and more if you expect financial aid. Some students bring enough traveler's checks with them for the entire year, since you can cash them according to need. Traveler's checks are valuable for obtaining small amounts of cash when banks are not open. They also are very convenient for students who are planning to travel during the year.

Perhaps the best method for obtaining cash during the year is to obtain a VISA debit card which allows you to draw money directly out of your US checking account. This also gives you a good rate of exchange, as you get the bank's money market rate. The debit card is easy to find in California and is available at American Savings, Sacramento Savings and First Interstate. This card can be used at ATMs throughout Europe and thus can replace traveler's checks. Some students have reported a delay in receiving these cards, so explore this option right away and do not forget to get an international (4-digit) "PIN" number. It is strongly recommended that you initialize your card before coming to France, to ensure that it works properly.

Another very good method for getting cash is to obtain a VISA or MasterCard credit card (again with an international 4-digit PIN) with the highest limit possible and then draw cash advances against it in France. The VISA bill can then be paid in dollars with American checks at an excellent exchange rate. If you are using a VISA credit card, a good method to avoid interest charges is to keep a credit balance against which you draw cash advances. Students have also reported success putting a parent's name on their checking account and having the bills sent to the parent for payment. This works best if you know the billing date for your card. Then one can take cash advances a few days before the billing date and only pay interest on those four or five days.

Yet another option is to open a checking account with an American bank that is linked to an ATM in Aix. For example, a CIRRUS ATM card works at the *Crédit Mutuel*, 6 place Jeanne d'Arc. (Contact 1-800-4-CIRRUS). You can withdraw money directly from your checking account and take advantage of higher exchange rates, since your balance is in dollars until the time of withdrawal. If a parent is a co-signator on the account, he/she can deposit financial aid checks and pay bills as necessary. Make the necessary arrangements as soon as possible to assure that ATM cards and checks are available before you leave.

A recommended Credit Card with cheap fees : *Capital One*

If you are depending on money sent from home at different times throughout the year, be sure to request the money well in advance. Perhaps the fastest way to get it is to have it wired from the US to the American Express Office, Western Union (through the Post office) or direct transfer into your French bank account. This is a little expensive, but prompt, and you can receive the money in US dollar traveler's checks. While some students have opened accounts and had no problems, others have had to deal with expensive fees, unexplained costs, and lots of fine print. Worse, students have waited as long as five weeks for American checks to clear! Most students in recent years have used *Crédit Lyonnais*, and thought it was most useful, although there is a fairly low maximum amount for the student savings account (1,500 euros).

Remember that you are not in the US and things take a lot longer here... two weeks to get your bank card, two more for the check book, and a week to replace a lost or stolen card... You have two options for transferring money - wire a lump sum (expensive and a bit time consuming but worth it if you don't want the hassle) or withdraw from an ATM in smaller increments. Withdrawing from ATM will cost a little bit for each transaction, but the exchange rate is always the best, and some people find it easier to budget if they put one month worth of expenses in their French account and leave the rest in the States for the months ahead. The euro is a little easier to calculate exchange rates, which should make money managing easier than with the French franc in days past.

## BUDGETING

It is important to know that your 1st two months will be the most expensive so allow extra money. This is often due to the fact that most places require a deposit equal to one or two months rent as well as the first month's rent.

If you are receiving financial aid during the year, be sure to bring enough money with you to carry you through at least two or three months. This cannot be stressed enough. Your school will not send out the checks until after

registration. Then the check will go to Long Beach. You can avoid this extra step if you authorize your parents to receive your checks and deposit them directly into your American account. Be sure to authorize your parents to have access to that account. You will arrive at the end of August; your financial aid may not get here until mid-November. (Financial aid checks can, however, be cashed immediately at the *CRAMP Nazareth* change office).

Also, exchange rate fluctuations can significantly affect the dollar amount of your expenses in euros. That being said, the average monthly budget should be estimated at about \$600-700 per month, not including rent. (But the first month is significantly higher, so plan on \$ 1000 for September.) This figure does not include travel expenses and does not allow for an extremely active social life. It should cover pocket money, meal tickets, laundry (about 3 euros per load) and dry cleaning, toiletries, postage (letters to the States cost the same as postcards: 0.85 euros for up to 20 grams or about 0.5 oz), snacks, and a reasonable number of recreational activities.

The cost for textbooks is usually negligible compared to American universities; some students have only had to buy 2-5 books per semester, none of which were extremely expensive, others had no books to buy at all. Food prices are generally higher than those in California, especially for meat. Clothes are generally more expensive in France, particularly cotton, but one can find great deals at the open-air market. Note that there are sales in France only twice a year, in July and January. Do not miss the winter one! Since you may want to participate in the cultural life of southern France and also travel to other areas of Europe during your vacation periods, you should augment your budget accordingly. We have found that during vacations students usually spend two to three times the amount of money for the same time in Aix.

**Above all, plan ahead and overestimate whenever possible.** Allow yourself a comfortable living allowance; if you spend less than your budget, you can always augment your vacation money. Also be careful during Christmas break, as the rent is still due for January and the IP emergency loans are limited to 300 dollars maximum.

## HOUSING

Finding housing in Aix is probably what you're most worried about, but my advice is, "Don't worry! I felt the same way but it all works out." Yes, you have only about 2 to 3 weeks to find housing, but the IP staff will help you.

### Finding an Apartment

Brush up your French vocabulary as you will need them for flat hunting.

Students will find housing in a variety of studios or apartments in Aix. Some compromises may have to be made, so try to be flexible! Keep in mind that living conditions are different in France (smaller rooms, fewer facilities). Also bear in mind that the French students will not be in town until mid-October, approximately six weeks after you arrive. If you are dreaming of a French roommate, you may have to be patient, but it is always worth insisting.

They usually have tile floors, small bathtubs or a shower, a kitchenette, and a shared bedroom. They are more or less conveniently located, but in very old buildings that are unlike anything found in the US. The buildings are probably noisier than you are used to. Lodging of guests may be accepted, but this varies with landlords and roommates.

Studios/apartments are rented furnished or partially-furnished. Virtually all students have found furnished studios. This includes pots and pans, utensils, beds, and some other furniture. It pays to look around and to avoid agencies who generally charge a month's rent as a fee. In searching for housing students have received some assistance from the Institut; used the local newspaper or the specialized advertising bulletins, *Aix-Hebdo* and *Choc*; the rental list from the Tourist Office available every Wednesday, the many bulletin boards in town (especially in the program office and at the Institut), and word of mouth. Rents range from 300 to 600 euros, with most in the middle of that range.

### Homestay

Living with a French family is an experience (cuisine, slang, traditions, etc.), and if you have an open mind, it can be very satisfying. Most home stays are a bit more expensive than renting an apartment, but the experience is richer. Here are some tips to help you prepare for your homestay. We recommend you take these suggestions very seriously.

- **Think ahead about your expectations and goals for the year.** Think about what it means to live outside of town. You may think it quaint to have to walk two to three kilometers to school but when the Mistral is blowing icy winds out of the mountains the adventure wears thin. Do not be general about your likes and dislikes; do not try to sound easy to please. Chances are you are not easy to please.

- Next, don't expect a red-carpet welcome. Most families have been housing students for years. You are just another foreigner (and you might not be the only one in their house) trying to learn their language. Sound harsh? Maybe, but it really takes some time to work into a family in France. You will need patience. But the rewards can be great.
- The family will continue living their life as they did before you came. You might only see them at dinner (usually between 8:00 and 8:30 p.m.). Most of the time, meals on weekends are not included with a family stay, so do not forget to budget for these meals.
- It is a must that you come with a completely open mind and are willing to examine and adapt your own habits and lifestyle. Remember you are the foreigner here, not the French. Following is a list of issues that some of us had with our families. Read it carefully, consider them, and talk about it with your new family soon after your arrival.

If you use their telephone, don't abuse it. The French rarely telephone after 9:00 p.m. or before 8:00 a.m. Keep the calls short, not only because it's not your line, but French communication services are very expensive. If you are not allowed to use the phone (most students were), buy a phone card and use one of the many public phones.

Most families do not like a lot of noise late a night (what families do?). This is something to consider when going out at night or coming home late. Also, having someone sleep over, such as friends and relatives, is typically not accepted.

Most French homes or apartments are quite small, so do not be shocked if your room is just the right size for a bed and a desk. This probably will not be up for discussion, but bear it in mind.

**A few suggestions:** Most families have their preconceived ideas about Americans and the US (based on movies and TV programs) and they will often voice them. Some are funny (all Americans are fat, Americans only eat hamburgers, etc.), and some might annoy you. (The French feel free to make statements that Americans would find rude.) Instead of getting angry or defensive, ask why they think that, try to understand, and do not forget that Americans have preconceived ideas about other cultures, too. Comparing stereotypes can be fun, if it is done diplomatically. Offer to help with the dishes or setting the table. It is a great time to talk or listen to another family member. These activities also establish you into the family routine. Be sure to ask ahead of time how to use phone, laundries, bathroom, etc.

**Above all, be considerate.** Remember your real family might tolerate your "habits," but the same habits might annoy others. This is common sense. If you have any questions about behavior, ask your hosts what they expect. Communication is the key to your successful home-stay in France.

## EATING OUT

Although restaurants tend to be expensive for students, there are quite a few cheap places and snacks in Aix.

Vegetarians will need to be creative or prepare their own meals. There is an excellent health food store on the rue d'Italie (expensive), another on the rue Gaston de Saporta, just up from the Institut. A number of restaurants have vegetarian menus that are excellent, such as La Fontaine. The water in Aix is very good and safe to drink. Most students prefer to do their own cooking and find it more economical.

There are cafes and snack bars located near each student restaurant, and throughout the town, where students meet for a snack, or a drink and conversation with friends. The cafes along the Cours Mirabeau are popular but expensive. (You are paying for the privilege of sitting there as long as you choose.) A *café* costs 1.90 euros, a *café crème* 2.85 euros, a hot chocolate 2.85 euros, a beer 3 euros and a coke costs 3.50 euros. These prices are increased at night. Prices are generally much better at cafes and restaurants elsewhere in town.

## SOCIAL LIFE

Your attitude, openness to new experiences, and patience in developing friendships will greatly affect your success in the social arena. Do not be afraid to socialize and speak French. You will not be in school with French students, and you may find them aloof when you meet them in cafes or nightclubs. Bear in mind that you are not unique in Aix. Instead you are just the latest in a yearly cycle of foreign students. It may take a great effort on your part before you can make congenial friendships. It is not impossible and it is rewarding, but it takes time and effort on your part. The Cathedral also organizes dinners every Tuesday at the Cave (it is recommended to come early).

The women in the program want it made clear that many men in Aix, French and otherwise, seem to consider foreign women as prey. This goes back to the fact that there is a new group of foreign students in Aix each year. People will try to take advantage of your natural inclination to be friendly. This does not have to ruin your year or be frightening, but bear in mind that French men can be quite forward and persistent. Eye contact and a friendly smile will be construed as an invitation in France. Women have mentioned having had to learn how to tell a “creep” from more acceptable types. Don’t be afraid to be rude to those who persist!

Perhaps the best way to meet the natives is to pursue your hobby or interests while in Aix. There are numerous social organizations that are open to you; all it takes is some effort on your part to search them out.

There are many sources of information about clubs and various student organizations in Aix; look for them!

The University has a number of organizations which you may join for a small yearly membership. There are also organizations in town, such as AVF (*Accueil des Villes Françaises*) and *Accueil Loisirs*, that offer hikes, bike rides, and ski trips in and around Provence. Swimming is available at the municipal swimming pool on the route du Tholonet. There are many gyms available, as well as ballet and jazz dance studios, all of which can be found in the *Mois à Aix* (available at the Tourism office). When joining a sports club, keep in mind that you will probably have to undergo another basic medical exam.

**Movies:** There are 3 theaters in town which give a discount upon presentation of your Student Card, except on Saturdays, Sundays, and holidays. Movie prices are about 8.10. Discount prices equal US basic prices. The Cezanne shows films dubbed in French. The Mazarin and Renoir theaters have films in original version with French subtitles. For 17 euros, you can purchase the *Carte Cinétoile* which offers unlimited movies at 5.20 euros, including on weekends, at the 3 Movie Theaters. Wait until October to buy though since the yearly membership starts and ends in October.

**Plays, Operas and Concerts:** There are a number of theaters in Marseille which regularly offer both dramatic presentations and concerts. In Aix, apart from the summer Festival d’Aix, there is the Théâtre Municipal, rue de l’Opéra, and occasional concerts by visiting groups. Not to mention several community theatre groups. Check with the tourism office for a list.

**The “boîtes” in Aix:** Going to the boîtes is a popular activity among Aix students. A boîte is a discothèque, sometimes in cellars or caves beneath restaurants. While it is not uncommon for men to go to these nightclubs solo, women generally go with friends. The two most frequented boîtes in Aix are *L’IPN* and *Le Mistral*. These places vary on cover charges and stay open until 5:00 am. The boîtes differ from bars. Bars in Aix, like *Le Bar Sextius* on cours Sextius, or *O’Shannon* on rue de la Verrerie, offer live or recorded music, generally no cover charge and close at 2:00 a.m. There are many such bars in Aix, and their popularity with students ebbs and flows. Drink prices vary, but are more expensive than in the States, except for wine, of course. Cheap places to drink and socialize can be found though!

There are numerous boîtes outside of town and in Marseille but these require a car to visit. Some of the boîtes are free for women on certain nights. Drinks, however, are expensive, from 8 euros apiece depending on the night. Men can expect to pay from 10 euros to 20 euros for admission, which may include one free drink. Bear in mind that these boîtes attract some unsavory characters. Be firm with unwanted admirers and do not be afraid to tell the bouncers about problems. These clubs value highly the business of foreign students.

**Dating:** Socializing is mostly done in groups, but dating is not confined to group activities. There are many romantic spots in Aix to work on the finer points of cultural exchange.

## SERVICES

**Medical:** Health matters present no unusual problems in Aix. Medical and pharmaceutical services are comparable to those in the US. Your Resident Director and/or the Institute can recommend a doctor. Their charges are less than those in the US, usually 25 euros (*“tarifs conventionnés”*) for a general practitioner, 40 euros or more for a specialist, but doctors can charge more if they wish. Prescription prices are also usually lower. Be aware that some medicine available over-the-counter in the US requires a prescription in France.

Consider bringing a yearlong supply of any medicine you have to use regularly. It may be cheaper to get a new prescription for the same medication in France. Talk to your doctor and look into availability. Pharmacies are open 24 hours on a rotating basis (Call the Commissariat or look at the postings at any pharmacy entrance to find the

*pharmacie de garde*) and pharmacists are extremely helpful in advising remedies for common ailments. Doctors will make house calls in France ( *SOS Médecins*).

Contraceptives (condoms) are readily available and found everywhere in cheap public distributors.

**Dental work** is about 2 to 3 times less expensive than in the US but dental costs are not covered by student insurance. Since you are responsible for paying all medical bills upon treatment, funds for illness or emergency should be included in your budget. Program insurance will reimburse you at least partially (expect a month for reimbursement) for covered expenses, after the \$100 deductible, (doctor's fees, hospital bills, drugs, and medical lab expenses) upon submission of bills. French doctors, and dentists expect their fee to be paid at the time of your visit.

**Transportation:** In downtown Aix, everything is within walking distance. A lot of walking will soon become a part of your everyday life. You will need rain gear and at least one pair of the most comfortable walking shoes you can find; insulated boots are welcome in winter.

The local bus system is extensive and reliable; however, the main buses stop running around 9:30 p.m., depending on your route. This can present a problem for those who live out of town and who have a taste for night life. Anywhere else you might want to go is accessible by bus: Marseille, Avignon, Orange, Nîmes, etc. Or by train via Marseille: Lyon, Paris, Nice, Barcelona, etc. Marseille is about 30 minutes from Aix by bus at the *Gare Routière*. Buses leave every 5 minutes on weekdays. The regular roundtrip fare is 9.20 euros or 19.30 euros for a block of six tickets. The SNCF train is more expensive. Both the bus and the train arrive in Marseille at the *Gare St.-Charles*. Make sure there is a bus back to Aix. Being stuck somewhere and taking a taxi is stressful and expensive.

**Post:**Airmail letters up to 20 grams (about half an ounce) and postcards to North America cost 0.85 euros. They generally reach California in 7 to 21 days. You may want to send valuable items "*en recommandé*" (registered mail). For Christmas mail be sure to allow 2 to 3 weeks for airmail. The central post office is just off the Rotonde and a smaller office is located on the place de l'Hôtel de Ville. There is a new one located at the end of rue d'Italie, next to Schleckers supermarket. Be careful to declare a minimum value to avoid additional customs tax. No need anymore to wait in line at the counters for stamping your letters, as there are now coin-operated stamping machines. Great way to use those centimes coins although most machines have a tendency to spit them back out. There are weight and size limits for outgoing packages. The Post Office will handle packages up to 20 kg (44 lbs.). The SERNAM service is no longer available, so for packages over 5 kgs (11 lbs), try Colissimo International, XL size. Itemized customs declarations must be filled out for each package.

**Hair care:** French barbers are excellent but can be expensive. For men a wash, cut and style runs about 15 euros. For women the price can be double or more, depending on the salon. Designer hair care products are very expensive. If you insist on a certain American name brand, plan on bringing some with you, or having it shipped to you. You can also have a free haircut at the *Hairstyling School*, rue Fernand Dol (near the Office) for a very cheap price : 7 euros.

**Laundry and Dry Cleaning:** Laveries abound in Aix and they are all the same price. A single wash load costs 3.60 euros. Dryers cost 0.50 euros per six minutes or 1.20 euros per 15 minutes, count on a minimum of 3 euros. You may want to practice your hand-washing skills before you arrive. Woolite is sold in France though there is a cheaper French generic brand. Most Laundromats also have coin operated dry-cleaning machines, 8.40 euros per load. This is much more economical than a cleaners.

**Telephone:** *France Télécom*, 1, rue Chabrier 0800 131 014 (behind place de l'Hotel de Ville), or in the new Allées Provençales will be happy to install a telephone in your apartment at their convenience. (Count on it taking several weeks). The cost of installation (cheaper for students) is 30 euros or 40 euros depending on whether or not previous tenants had a phone. The basic service will cost you 7 euros per month, plus your local (minimum 3 euros per month) and long distance calls (available through other companies than *France Télécom*). Itemized billing is not standard but can now be obtained for free upon request. Also available are "receive only" and "local only" phone lines which may entail additional expense. Expect to spend a month or more haggling with *France Télécom* if there is a billing error or any other problem with your account or line. It is more expensive to call overseas than from the US. It is more economical to have friends and family call you and then reimburse them. Or you can use a card.

Calling cards, whether through ATT, Sprint, or MCI make reaching the States a lot easier, but much more expensive than with French calling cards. Note for US calling-card users: the phone number in France for an American operator is 00-0011. The *Continental* calling card seems to be the best deal and may be purchased at the store *Coup de Fil*, rue des Cordeliers, or at the *Phone Box*, 3 rue Lieutaud. This card offers from 300 to 1280 minutes of

calls to the US, for 15 euros depending on how you call, from a public or private or cell phone, through a regular or 800 number or through a call back system, all available on the card. Calls from a cell phone are always much more expensive. Watch out also for the expiration date (usually 3 months). For more information on other phone cards: [www.allomundo.com](http://www.allomundo.com)

In France, all public telephones are "chip"-card operated. These "*télécartes*" have a microchip rather than a code or magnetic stripe and can be bought at any "*bar-tabac*" (tobacco shop, usually in a *café/bar*): 50 units for 8 euros and 120 units for 15 euros. They should be used mostly for domestic calls, not for international calls. Checking expiration dates is always a good idea. Once you get settled, you may want to look into a mobile phone.

Nearly all students opt to get a cell phone. It turns out to be pretty expensive if you call overseas from a cell phone, so use a phone card (cf. above). However, mobile phones ("*portables*") are more popular and services are often cheaper than in the US (depending on the value of the dollar). Because of the lack of compatibility between the different cell phone systems in the US, I doubt that your cell phone will work in Europe (GSM 900/1800 Mhz), but I advise you to bring it if it is a tri-band phone (GMS 900/1800/1900 Mhz). There are two types of cell phone services: a monthly subscription (you usually get a free phone with it) costing around 30 euros per month for 2 hours, or a rechargeable card system (you buy the phone) if you do not call often. Based on experience, absolutely avoid at all cost the mobile of Orange (it belongs to France Télécom). There are two other companies, SFR and Bouygues Télécom, which are about equivalent.

Another cheap way to call the U.S. : use *Skype.com* from your laptop : 0.02 cts/ minute to the US, and US 0800 numbers are available. You cannot call a US 0800 number from a French fixed phone.

**Computers and Internet:** DSL is available for those bringing a computer, but you must be able to get a land line and most plans require a one year contract. Prices are coming down (as cheap as 20 euros for 128k, 30 euros for 512k), and having the Internet readily available to you may be worth it. For those without computers, Internet *café* are very prominent, one of the better deals being Easy-Everything. Also, many of the universities offer free Internet access, but you have to be willing to wait in long lines to get to a computer. Bringing a computer is a good idea if you are used to typing your papers, though not usually required in French universities.

Americans are spoiled by one of the most efficient systems in the world, at least that is my opinion given the bureaucratic tedium and the overall lack of motivation one will find in France. But then the French like it that way and aren't bothered by missed deadlines and broken engagements. For example, to write this message, one needs a computer with a word processing program, ubiquitous in the States, also ubiquitous in the bureaucratic maze over here; they even have those neat new flat screens. But lo, do the universities have anything comparable? As my tone may suggest, ready access to computers and the net is generally only found in private enterprises, which charge from two to eight bucks an hour. E-mail *cafés* do not include printers. Your best bet is to bring a laptop over and buy a printer (some under 100 euros) when you get here.

I was incorrectly informed that the teachers prefer to have our "*dossiers*" (our assignments) handed in handwritten. One teacher has so far requested that our assignments be printed out. Nevertheless, expect computer access, printing, photocopying and phone calls to be a lot less accessible, and generally more expensive. One may find some surprises at the various libraries, many of which will be available to you with your local "*carte d'étudiant*".

Electricity is an issue for printers and accessories, but usually not for laptop computers. Europe and most of the industrialized world uses 220V/50 hertz rather than our 110V/60 hertz. Never plug an electrical device constructed for 110V in a 220V outlet (or vice versa). You will need to have a converter for most electronic appliances. US/ France Adapters are cheaper in the US, so bring about 4 or 5.

**Shopping:** Aix has any number of quality shops and boutiques. Stores, grocery and otherwise, are more expensive downtown than in the suburbs or in Marseille. Aix has the well-deserved reputation of being an expensive town.

There are several kinds of well-supplied supermarkets & food stores, both in and outside of Aix, with varying ranges of prices. There are open air produce markets every morning in the *Place Richelm* on Tuesday, Thursday and Saturday, on the *Place du Palais de Justice* for clothes, shoes, and random items. If you cannot find it in Aix, you can usually find it in Marseille.

Most products that are available in the States, can be found here in some shape or form. You just have to be willing to look. However, if you do like a specific brand, you may want to consider bringing extras with you or having someone ship you some if necessary (shipping is not cheap and the mail system is not 100% reliable).

You probably have read it at least once already and you'll read it again in most of whatever your exchange program gives you, most students spend way too much in the first two months they're over here. So watch out !

## ACADEMIC LIFE

Your academic life in Aix will begin as soon as you arrive with a four-week, graded series of intensive courses (PLP) in French. An online computer placement test will group you with students whose language ability is similar to yours. The classes are designed to acquaint you with French culture, improve your language skills, and introduce you to the French style of writing, which is notably structured and precise. The professors are there to inform you about the nuances of the French language as well as cultural differences. Be sure to write down any questions you may have, whether they concern vocabulary, French life, or whatever puzzles you, and bring them to class.

You will begin your regular classes soon after the PLP. ALL STUDENTS ARE REQUIRED TO CARRY A MINIMUM OF 15 SEMESTER UNITS PER SEMESTER. Be sure to read the IP Bulletin for information on classes and IP policy. Because CSU unit values and class hours sometimes do not match, it is possible to have more than 20 contact hours a week of class. The load is rigorous and may require more time per week than you are used to. Attendance is essential. The Institut allows no unexcused absence; or else your grades may be reduced. Before leaving California be sure to discuss unit transfers and equivalents with your advisor. If you plan to graduate at the end of your year in Europe, you may wish to bring your home campus adviser's fax number and e-mail. It is usually a good idea to check and double-check whether a course transfers, as course descriptions sometimes don't match up once you are here.

All IP students take classes at the *Institut d'Études Françaises pour Étudiants Étrangers* (IEFEE). The courses include translation, phonetics, history, geography, political science, etc. Students there come from all over the world. You will take another similar written placement test and will be placed in one of five *Niveaux* (levels): *Niveau I*, *Niveau II*, *Niveau III*, *Niveau IV*, or *Niveau V* (from lowest to highest level). There is also the option of the DU (*Diplôme Universitaire*) program for the 15 best scores of the placement test. This is a rigorous and inflexible program that does not include basic writing and oral courses. Students must enroll in these on their own in *Niveau V* and still follow the DU course-load.

With careful planning and a lot of work you can complete your home campus requirements in French and also be eligible to take the Institut diploma examination at the end of the year. The diploma is optional and is in addition to the grades and units you receive in your courses. There is a separate diploma for each level and requirements vary, but a lot of additional effort is required.

Typically the results of the placement test for the fall semester are received on the Friday before classes start on the following Monday, and you cannot plan your classes until those results are available. Be prepared for a certain amount of confusion during the first week or two of the academic year. You will have about three weeks to finalize your fall schedules. Teaching styles vary greatly. Use the first weeks to visit as many of the available classes as possible, then choose. Relax and be patient; enrolling at most CSU campuses is more complicated than at the Institut.

**Note:** Not all courses offered will have precise CSU equivalents, and in some cases, your campus advisor may have required a class that is not offered during a particular academic year, or one that is inappropriate to your language level. You may also have to change your group if you really feel you are misplaced. Expect some frustrations in trying to satisfy your home campus. Stay in touch with your advisors at home to ease these tensions!

Physical education courses are available at the **Bureau des Sports** at the Institut d'Études Politiques (IEP), next to the IEFEE. Just show your French student card and you can access the University sports facility for 11 euros per year, located next to the dorms. The classes which are given at the **Centre des Sports** at Gazelles include tennis, swimming, yoga, dance, volleyball, basketball, self-defense, gymnastics, and field-hockey. These P.E. classes are an excellent way to make French contacts. It can be really cheap if you can join a gym as a group. No grades or unit credits are received for these courses, and you are allowed only one.

Expect to put in more work than usual to maintain your grade point average. Don't expect professors to be outgoing and available. Be prepared for a more "old-fashioned" way of teaching. Don't expect everybody to speak French; English is the more common language among students at the Institut. Do not forget however that ALL classes are taught in French. It takes determination to practice your French with the other students, many of who are just as happy practicing their English with you! Check bulletin boards at the program office and the Institut for notices from French

students seeking language sharing, and do not be afraid to put up your own notices at the neighboring *Faculté de Droit* or the "*Fac*" de *Lettres*, where there are many French students studying English.

At the Institut, there are at least two exams per semester for most courses. In the French system, personal interpretation and generalized theorizing are inappropriate for examinations. The professors do not want your opinions; they want to know that you have been listening to them and/or reading critical works.

There is a computer lab in the Institute, which you can use freely for e-mail. There is a significant waiting time, though and a daily limit of one hour. Be warned that Internet cafés can be pricey and an hour or two a week adds up fast!

## PREPARATION

Packing for a year is not easy. Most students recommend packing light and adjusting to a limited wardrobe. It should be remembered that you will be carrying all your luggage on your own. How does one pack light for a year? There is no easy answer but a good rule of thumb is to gather all of your "necessary" items and then pack only half of them.

Send winter clothing from home by boat (surface mail), which takes two or three months, but is not too expensive. Rush mail from the US is very expensive. Remember, the more you bring over, the more you have to send home and the French post office does not offer surface mail. List the contents on the outside of the package as "*DES EFFETS PERSONNELS, SANS VALEUR COMMERCIALE*" (personal belongings with no commercial value) and declare a maximum value of 30 dollars (never declare the actual value, especially if you are sending used personal items) to avoid customs costs and problems, and insure the package.

Have packages addressed to you:

c/o CSU International Programs  
5, rue du Quatre-septembre  
13100 Aix-en-Provence, FRANCE  
Tel (33) 4 42 26 73 52  
Fax (33) 4 42 38 34 57  
E-mail: csuipaix@orange.fr

**Do not mail packages to arrive before August 10.** There will be no one to receive them at the IP Office and they will be returned to sender after two weeks. However, do ship packages as soon as possible to avoid freezing while you wait. It is highly recommended that all letters and especially packages be sent to the program office throughout the academic year. Mail security at the studios is spotty.

At the risk of insulting your intelligence, here is a short list of essential items to bring with you. If you have traveled before you will have your own ideas.

Alarm clock  
Towels  
Soap & travel size shampoo  
Shower thongs  
A week's supply of shirts / blouses  
Two pairs pants/jeans  
Comfortable walking/tennis shoes  
Antiperspirant  
Money-belt  
Swiss army knife (in your suitcase, not with you on the plane).

### **Warm clothing to include:**

Scarf/gloves  
Warm socks  
Sweater/jacket  
Long underwear  
Cotton sportswear for warm days

### **You should consider bringing:**

AM/FM radio (if battery powered)  
Laptop computer (most adapters are made for int'l. current)

Flashlight  
Outfit for formal occasions  
Shoes with grip  
Cosmetics  
Robe and slippers with soles  
Metric converter  
Hiking boots  
Backpack  
Aspirin (Advil/Tylenol)  
One set of eating utensils  
A year's supply of any prescription drugs you use regularly (US prescriptions cannot be filled here BUT you may get a French doctor to give you a new prescription - Be sure to check on availability of meds with your own doctor first).  
Your favorite cold remedies, especially flu remedies (i.e. Nyquil, Contac)  
An extra pair of glasses (French optometrists do not read American prescriptions)  
A battery charger

**Common items which may be extremely expensive here:**

Art supplies  
Bedding and sheets  
Cosmetics  
Greeting cards  
Contact lens wearers can find everything they need in Aix, but products are different and may be expensive. Soft lens products are available under the same circumstances.

You will need a good English/French and French/English dictionary, which is readily available in Aix. Dictionaries, grammars, reference materials and a selection of travel materials left by past students can be consulted in the reference library of the IP Office, or can be purchased in Aix. You don't need to mail tons of books. Don't bother with "501 French Verbs" as you will probably buy a "*Bescherelle Conjugaison*" here, the smaller and more precise French equivalent.

France has a 220 volt/50 cycle electrical system rather than the 110v/60c system of the US. Do not bring electrical appliances (hairdryers, shavers, etc.) to France since everyday use, even with a converter/adaptor, can create fire and electrical hazards.

You do not need to bring any toilet articles, except those needed for your trip unless you feel you must have a certain brand. You will be able to find everything you need in France.

If you have to make a choice, opt to pack lighter - common sense is always the first thing to pack.

## TRAVEL

Many students travel on weekends, most often to the surrounding countryside, or other neighboring countries. It is a good idea to visit France also, not just other European countries : it has much to offer !

The Institut courses on Regional Studies of Provence offers a number of field trips at about 20 euros each. The *Accueil des Étudiants Étrangers*, located in Gazelles, and *CROUS* also sponsor regional trips.

Vacations (several days following the PLP, two weeks at Christmas, one week in February, and two weeks at Easter) provide students with the time for lengthy travel. L' *Office du Tourisme* in Aix, located at place de la Rotonde, plans tours to all parts of the world, often with student discounts. Students highly recommend checking with *CROUS*. *Wasteels*, located on cours Sextius, has been popular with students because not only do they offer student discount rates, they also handle both airplane and train tickets. Also check the travel agency OTU at the Gazelles Student Hall. USIT on Cours Sextius offers cheap student tickets. *Idée Nomade* located at new Allées Provençales has excellent packages for students, though most are weekend or week-long trips by bus. In most European cities there are student discounts on tickets for public events. Your French student body card will enable you to save money at many museums and art galleries, and allows discounts on public transportation, movies, concerts, etc.

Students usually budget a minimum of 40 euros a day for vacation travel not including transportation. You can save money by making arrangements to stay in the youth hostels. You can buy a Youth Hostel card before your departure from the US or after your arrival in Aix at the local hostel. Accommodations there are fairly comfortable

and cost approximately 20 euros per night with breakfast. Prices vary in other countries. In budgeting for meals, students usually save by shopping for food in supermarkets or bakeries rather than eating in restaurants.

If you plan to go to other countries during vacation, you can always count on train expenses running at least 125 euros round-trip to central spots in Europe. During the October break, remember that some hotels may be closed. Also, there is a tendency to indulge in the local specialties and to buy souvenirs, so two-week vacations cost between 500 euros and 700 euros. Students are always surprised to find that travel is so expensive. Most countries have their own kind of passes - check with any travel agency in Aix. There are some excellent values on French Rail Passes that can only be purchased in the US (by you or a friend) up to six months in advance. They are valid for any 15 or 30 day period, so they are great values for Christmas or Easter traveling if you are staying in France.

The French railway system has a good option for students (up to 25 years old): *Carte 12-25*. Buy this card 49 euros, and then all your other train tickets, if purchased in advance, will be up to 50 % cheaper. Another way to save on transportation is to buy a Student Eurailpass, which will allow you to travel by railroads, second class, for a one- or two-month period throughout most of Europe. These passes cannot be bought in Europe, but if you decide you want one after having left, someone in the States can buy it for you. All they need is your passport number. Eurail Passes cannot be used in Great Britain or in most of the former Eastern Bloc countries, but if you check with travel agencies in the States these areas offer train passes of their own. Interrail Pass, on the other hand, can be bought only in European countries (including the UK) and also in Morocco. You pay half-price in the country of purchase, nothing after that.

**Automobiles:** A car is utterly useless in Aix. Parking is difficult and expensive - 8 euros per day, depending on the area. Car insurance is mandatory and expensive. Gasoline costs about 3 euros per liter (tanks average 15 liters). It would be wise (but not absolutely necessary) to get an International Driver's License at any AAA office before leaving the States, in case you decide to rent a vehicle. Renting a car is expensive, but within reach if the price is going to be divided among at least four people. Agencies will rent to a person at least 21 years old (some others require you to be 23 or 25 years old) who has a major credit card. Be sure to figure gas and mileage and expensive tolls (15 euros between Aix and Lyon) into the cost.

## STUDENT WITH ACCOMPANYING DEPENDENTS

**Budget:** In past years married couples without children have estimated that, being very careful, they can live on about \$1500 a month, including room, food, utilities and transportation. We would recommend increasing this figure at least ten percent. The best rule is to be especially careful about expenditures, contractual commitments and other planning, especially during the first month, until you feel more confident in the new environment.

**Hotel:** If for any reason you choose to spend time in a hotel, the less expensive hotels in Aix cost about \$60-70 per night for a couple.

**Services and utilities:** For a two-bedroom apartment, electricity and heating may average between \$100 to \$150 a month. Count on a food budget roughly equivalent to that in California.

**Child Care and Schools:** French public schools are free, though children must attend the school in whose district they reside. Although registration is very easy, and directors demonstrate goodwill toward foreigners, parents should check registration procedures as soon as possible. There are also private schools. Among these, the *École Sainte-Geneviève* (an école maternelle or kindergarten) has been recommended. Also the *Pensionnat de la Nativité*, rue de l'Opéra, and the *École Maternelle Sainte-Marie*, rue du Bon-Pasteur, near the Institut. There is also an International School in the nearby village of Luynes, but it is pricey.

On Wednesdays children have the whole day off, but attend school on Saturday mornings. During major holidays, there is a day camp called *Le Centre Aéré des Services Municipaux*, 7 rue du Maréchal-Foch (ages 3 to 12). Passport needed for identification. Certain immunizations are required. The public schools run from 8:00 a.m. to 5:00 p.m. with a lunch recess from around 12:00 noon to 2:00 p.m. This schedule varies at the *collège* and *lycée* level.

The success or failure of the child's year in a French school will depend upon many factors: age, health, general adaptability, previous study of French, etc. Experience has shown that, especially with junior and senior high school students, it is well to consult with schools at home before leaving about requirements, receiving credit, etc. Parents and children must realize that methods and attitudes are different in French schools. The customary, perhaps blunt, directness of French teachers will undoubtedly be interpreted as overly harsh by Americans.

Babysitters can sometimes be hired from among your fellow students.

It is highly recommended that students with dependents contact and join the *Anglo-American Group of Provence* (AAGP) right away. They have an impressive network of contacts and programs, including one for newcomers. They should even be contacted prior to your arrival by writing AAGP, 1 rue Emile-Tavan, 13100 Aix-en-Provence, France (aagp-provence.com). They will place an ad in their monthly newsletter under "Housing Wanted," if you wish. The membership fee of 30 euros (\$28) is probably a good investment.

## **FINAL CHECKLIST AND REMINDER OF THINGS TO DO BEFORE LEAVING**

Make sure your passport and your student visa are finalized and valid BEFORE departure!

Complete all financial aid papers.

Send packages c/o the IP office in Aix, taking into account that the office reopens on August 10.

Have all dental work done before leaving for France.

Obtain all credit cards you anticipate using.

Obtain an International Youth Hostel Card even if you don't anticipate a need.

Obtain an International Driver's License, even if you don't anticipate a need.

Make sure your Academic Advisement form is completed by your home campus advisor.

**REREAD THIS DOCUMENT; BRING IT TO FRANCE AND REREAD IT THERE. WE GUARANTEE THAT YOU WILL LEARN SOMETHING NEW EACH TIME.**

For the best possible information, talk to previous participants, who will, no doubt, go out of their way to give you the best advice or scoop.

**BON VOYAGE ET BONNE CHANCE!**