

# WELCOME TO 3iS

YOUR GUIDE TO SETTLING IN AND SUCCEEDING IN YOUR EXPERIENCE  
IN FRANCE



# COMPLETE YOUR FIRST STEPS

## REGISTER FOR SOCIAL SECURITY

Social Security allows you to access the French healthcare system and get reimbursed for part of your medical expenses.

### Why is it important?

- ✓ reimbursement for consultations, medication, and hospitalization
  - ✓ access to healthcare like any student in France
- Without registration → you pay 100% of total costs

### Who is concerned?

- ✓ international students over 18
  - ✓ holding a student visa or residence permit
  - ✓ enrolled in an institution such as 3iS
- Registration is free

## WHAT TO DO AFTER ARRIVAL

- 1 Create your account on:** <https://www.ameli.fr/> (foreign students section)
- 2 Prepare your documents:**
  - passport
  - visa / residence permit
  - school certificate
  - birth certificate (sometimes translated)
  - address in France
  - bank details (RIB)
- 3 Submit your application online**
- 4 Wait for validation** → receive your certificate of enrollment
- 5 Finalize your registration:**
  - obtain your Social Security number
  - create your Ameli account
  - apply for your “Carte Vitale”

## IMPORTANT TO KNOW

- ✓ Registration is only possible after arrival
- ✓ Processing times may take several weeks
- ✓ Keep copies of all your documents

## TIP

You can take out additional health insurance (“mutuelle”) to get better reimbursements.

## CHECKLIST

- I have created my account
- I have sent my documents
- I have received my certificate
- I have applied for my “Carte Vitale”

## KEY POINTS TO REMEMBER

- ✓ mandatory and free procedure essential for your health in France
- ✓ protects you throughout your studies

## OPEN A BANK ACCOUNT

A bank account is essential for daily life. It allows you to manage your expenses, receive financial aid, and simplify all administrative procedures in France.

### It allows you to:

- receive reimbursements (Social Security, housing aid)
- pay rent and bills easily
- avoid international banking fees
- receive a salary (student job, internship)

### Payment methods in France:

- bank card (most common)
- contactless or mobile payment
- cash

## 3IS SUPPORT

3iS works with partner banks to offer:

- simplified account opening
- student-friendly offers
- possibility of student loans (often from the 2nd year)

## Contacts :

### BNP Paribas

Nicolas Flament  
nicolas.flament@bnpparisbas.com

### Caisse d'Épargne

Paul Jarrige  
paul.jarrige@ceapc.caisse-epargne.fr

## STEPS TO FOLLOW

- 1 Choose your bank
  - traditional bank (with branch)
  - or online bank
- 2 Prepare your documents
  - passport
  - visa / residence permit
  - school certificate
  - proof of address
  - (sometimes) French phone number
- 3 Apply
  - in person (appointment)
  - or online
- 4 Open your account → account becomes active within a few days
- 5 Receive your details
  - ✓ bank card
  - ✓ RIB (very important)
  - ✓ online access

## GOOD TO KNOW

- ✓ Opening an account is often free (fees may apply depending on the bank)
  - ✓ Conditions vary between institutions
  - ✓ In case of refusal, you can exercise your “right to an account” via the Banque de France
- Tip: Open your account as soon as you arrive

## GET INSURED

In France, civil liability insurance is often required.  
It covers damage you may cause to others.

### You can obtain it:

- through your home insurance
- or via student insurance

Remember to request your certificate when subscribing.

## PAY THE CVEC

Before finalizing your enrollment at 3iS, you must pay the CVEC (Student and Campus Life Contribution). This national contribution applies to most students, including international students.

What does it fund?

- health and well-being
- sports activities
- cultural projects
- social support and prevention

**Amount: €103 per year (indicative, updated annually)**

### How to proceed?

1. Create an account: <https://cvec.etudiant.gouv.fr>
  2. Pay the contribution (or claim exemption)
  3. Download your certificate
- Required to complete your enrollment at 3iS

### Exemptions

You may be exempt if:

- you are a French government scholarship holder
- you are a refugee or under international protection
- you are part of a specific exchange program

### KEY POINTS TO REMEMBER

- ✓ Mandatory step (payment or exemption)
- ✓ Certificate required for enrollment
- ✓ To be completed before arrival or as soon as possible



## SET UP YOUR PHONE AND INTERNET

When you arrive in France, having a phone number and internet access is essential for your administrative procedures, studies, and daily life.

A French phone number will often be required (banking, housing, Social Security, etc.)

### PHONE & INTERNET – TWO OPTIONS

#### ✔ Prepaid SIM card (upon arrival)

- ✔ easily available (airport, tobacco shops, supermarkets, stores)
  - ✔ quick activation, no commitment
- ideal for the first few days

#### ✔ Mobile plan (recommended)

- ✔ includes calls, SMS, and internet
- ✔ affordable rates (around €10–€20/month)

often no commitment

→ Main operators: Orange, SFR, Bouygues Telecom, Free Mobile

## INTERNET ACCESS

### On campus

- free Wi-Fi at 3iS
- login details provided upon arrival

### Tips

- choose no-commitment offers
- check data volume (4G/5G)
- use campus Wi-Fi to save money
- compare offers before choosing

### Documents required

To subscribe to a plan:

- passport
- proof of address
- RIB / IBAN

## FINALIZE YOUR ADMINISTRATIVE STEPS AT 3iS

To prepare for your arrival in the best conditions, a few steps must be completed before the start of the academic year.

### Access the student platform

Log in to My3iS: [www.my3is.fr](http://www.my3is.fr)

- ✔ upload your photo → used for your student ID and directory

### Sign your documents

sign the internal regulations (available on My3iS)

- ✔ complete internal surveys
- ✔ → These help improve course quality and student life



**DISCOVER YOUR LIVING  
ENVIRONMENT**



## Reinhart Building 36

36 rue des Terres Neuves, 33130 Bègles

Mainly dedicated to film and audiovisual production, this building is the central hub for creation and production on campus. **You will find:**

- ✓ several film sets
- ✓ a live performance stage
- used for projects and events (parties, live concerts)
- ✓ lecture halls and classrooms
- ✓ screening room
- ✓ recording, mixing, and radio studios
- used by acting and sound students

A versatile space at the heart of student life and artistic projects



## Dubuffet Building 10

10 rue des Terres Neuves, 33130 Bègles

Mainly dedicated to animation and video game students.

### You will find:

- computer rooms with PCs and graphic tablets
- drawing rooms
- a large professional recording studio with a piano



# GETTING TO CAMPUS & GETTING AROUND

Main campus location: Reinhart Building 36  
36 rue des Terres Neuves, 33130 Bègles  
Tram stop: La Belle Rose / Terres Neuves

Dubuffet Building  
10 rue des Terres Neuves 33130 Bègles  
Tram/bus stop: Terres Neuves

Both buildings are within walking distance from the Terres Neuves stop, but Reinhart (Building 36) is closer to La Belle Rose.

## Tramway

**The campus is well served by public transport:**

- Tram lines C and F  
(Line C → Villenave-Pyrénées) (Line F → Gare de Bègles)

## NEARBY TRAIN STATION

- Bordeaux Saint-Jean station

## BUS

Several lines serve the campus:

- Line H1
- Line H2
- Line 20
- Line 54.

## BY CAR

Parking available in front of the building

## FROM THE AIRPORT

From Bordeaux-Mérignac Airport:

- Tram line F (Airport → Gare de Bègles)
- Taxi / ride-hailing (~30 minutes)

## RECOMMENDED TRANSPORT PASSES

To get around Bordeaux easily: TBM subscriptions available: <https://boutique.infotbm.com/>

- ✓ Youth pass (under 28) : unlimited access to tram, bus, and river shuttle

## MOBILE APPS FOR TRANSPORT

- ✓ TBM
- ✓ Yego : scooters
- ✓ eDOG : scooters
- ✓ Pony : bikes et scooters
- ✓ DOTT : bikes et scooters

## HOW TO APPLY

online or in a TBM agency

Prepare:

- ID photo
- ID document  
(if needed) school certificate for student rates

## EATING ON A DAILY BASIS

Several options are available on campus and nearby to eat.

### On campus

- cafeterias with microwaves to heat your meals
- vending machines (drinks and snacks)
- Refectory (order your meal online before 10:30 a.m. and pick it up at the cafeteria)

### Nearby

- ✓ bakeries (Les Petits Pains de Louise, Le Moulin des Boulevards...)
- ✓ Casino supermarket
- ✓ restaurants (brasserie, Fellini – Italian, Resto & Cie)
- ✓ fast food (Barger Burger, Tutti Pizza, Yaki Yaki, Cosy Tacos)

## GOOD TO KNOW

Specific options (vegetarian, etc.) may be limited on-site.  
Cooking yourself is often the easiest and most flexible solution.

## USING THE SCHOOL'S DIGITAL TOOLS

At 3iS, several digital tools are available to help you organize your work, track your studies, and communicate easily.

### Wi-Fi on campus

- ✓ free Wi-Fi throughout the campus
- ✓ login details provided upon arrival
- ✓ easy connection for computer, phone, and tablet

### Work tools

- ✓ Microsoft 365 (Word, Excel, PowerPoint)  
→ for writing, analyzing, and presenting your projects
- ✓ collaborative online work with other students

### Tracking your studies

- ✓ YPAREO  
→ class schedule  
→ grades  
→ attendance

An essential tool for managing your academic progress daily

### Communication & remote learning

- ✓ Microsoft Teams  
→ video conferences  
→ communication with teachers and students  
→ sharing documents  
→ group work

### Career support

- ✓ Access to a job board  
→ internships, jobs, and work-study offers  
→ opportunities from partner companies  
→ advice and resources for applications

## KEY POINTS TO REMEMBER

These tools support you throughout your studies to improve your organization, communication, and overall success.



## INTEGRATING INTO STUDENT LIFE

At 3iS, everything is designed to help you integrate both academically and culturally.

### Your welcome

From your arrival, several key moments help you settle in and meet other students:

- ✓ welcome sessions with international coordinators
- ✓ campus and staff discovery
- ✓ integration party (September/October)
- ✓ events throughout the year

### Joining clubs and associations

Student life is driven by associations and clubs—ideal for meeting people and sharing your interests.

### Student Union (BDE)

→ events, parties, outings, and activities

- Sylvie Molines - [smolines@3is.fr](mailto:smolines@3is.fr)
- [bde\\_vision](#) (Instagram)
- [communication.bdx@3is.fr](mailto:communication.bdx@3is.fr)

### Student clubs

- Film Club : [adrien.bouriette@3is.fr](mailto:adrien.bouriette@3is.fr)
- Beekeeping Club : [lmames@3is.fr](mailto:lmames@3is.fr)
- Voice Acting/Dubbing Club : [arthur.bailly@3is.fr](mailto:arthur.bailly@3is.fr)
- Chess Club : [alexandre.moro@3is.fr](mailto:alexandre.moro@3is.fr)
- Video Game Club : [paul.deriviere@3is.fr](mailto:paul.deriviere@3is.fr)
- Photography Club : [maxence.emo@3is.fr](mailto:maxence.emo@3is.fr)
- Sports Club : [carla.roche@3is.fr](mailto:carla.roche@3is.fr)
- Music Club : [yanis.karolczakzamprogno@3is.fr](mailto:yanis.karolczakzamprogno@3is.fr)

Open to everyone, clubs are a great way to integrate quickly and meet other students

You can even create your own club with support from the school!

## GOING OUT & ENJOYING LOCAL LIFE

Bordeaux offers many opportunities to relax and enjoy student life outside of classes.

Close to campus you will easily find places to see a film, go out with friends or have a nice moment

### **Cinema**

UGC Ciné Cité Bordeaux

A large cinema complex with the latest releases, original-language films, and diverse programming. Easily accessible by public transport.

### **Bars & restaurants**

The Houses of Parliament

A popular English pub among students—great for watching matches, having a drink, and enjoying an international atmosphere.

Central Hostel Bordeaux

A hybrid venue with a bar and restaurant, very popular with young people. Relaxed atmosphere, ideal for meeting other students.

La Guinguette Chez Alriq

An iconic riverside spot, perfect in summer for concerts, food, and a festive outdoor atmosphere.

### **Hobbies**

Darwin Ecosystème

A unique alternative space combining culture, a skatepark, cafés, and events. Very popular among students for its creative and engaged atmosphere.





**ADAPTING TO  
LIFE IN FRANCE**

## UNDERSTANDING CULTURAL CODES

Discovering France also means adapting to new habits.

These small everyday codes may seem minor, but they play an important role in social interactions. Here are some key points to help you feel comfortable quickly:

### **Punctuality**

Being on time is very important in France, especially for classes, appointments, and group projects. Being late may be seen as disrespectful. If you are late, always inform the person in advance.

### **Politeness**

Greetings are essential in daily life. Remember to say:

- “Bonjour” (hello) when arriving
- “Merci” (thank you)
- “Au revoir” (goodbye) when leaving

This is expected everywhere: school, shops, administration

### **Formal address (“vous”)**

In France, “vous” is generally used with:

- teachers
- school staff
- people you don't know

“Tu” is used later, when the relationship becomes more informal

### **Direct communication style**

French people may sometimes seem direct in the way they speak.

This is not rudeness, but a way of being clear and efficient

### **Anticipating administrative procedures**

Administrative tasks (housing, social security, banking...) can take time.

Plan ahead and always keep your documents accessible

### **Respecting shared rules**

Respecting rules, schedules, and shared spaces is essential for good community life.

This applies to:

- classrooms
- equipment
- shared areas

### KEY POINT TO REMEMBER



These cultural codes may feel new at first, but you will quickly get used to them. Over time, they will become natural and help you to integrate easier.

## ADAPTING TO CLIMATE AND DAILY LIFE

Bordeaux has a temperate climate with distinct but generally pleasant seasons.

### In winter

- temperatures between 2°C and 7°C
- sometimes humid
- snow is rare but possible

### In summer

- temperatures between 20°C and 25°C
- occasional heatwaves above 30°C

## KEY POINT TO REMEMBER

Bring clothes adapted to each season: a coat for winter, light clothes for summer. No special equipment is needed; the climate is generally nice.



## ACCESSING HEALTHCARE

France has an accessible and high-quality healthcare system.

### Seeing a doctor

You can consult:

- a general practitioner (for common issues)
- a specialist if needed (dentist, dermatologist, etc.)

A consultation costs around €25–€50, with partial reimbursement if you are registered with Social Security.

### Choosing a primary doctor (“médecin traitant”)

It is recommended to declare a general practitioner as your primary doctor.

This allows:

- better medical follow-up
- better reimbursement

You are free to choose your doctor, for example via the Doctolib app.

### Making appointments easily

The easiest way is to use Doctolib:

- find a doctor near you
- book appointments quickly
- see real-time availability
- access teleconsultations

## Pharmacies

Pharmacies are very accessible.

You can: buy medication, ask for advice, receive basic care. Pharmacists provide guidance for free. Easily recognizable by a green cross

## Emergency pharmacies

At night, on weekends, or holidays, some pharmacies remain open.

You can find them online or by calling a nearby pharmacy.

## Hospitals & emergencies

In case of serious issues:

- go to the emergency room
- or a medical center

Emergency services are for serious situations only (accident, severe pain, breathing difficulties...)

## Useful Advice

- create your Doctolib account upon arrival
- always keep your documents readily available and secure (Carte Vitale, insurance...)
- don't hesitate to ask pharmacists for advice
- consult a general doctor first if unsure

## MANAGING DAILY LIFE

### Electricity & plugs

In France:

- plug types: C and E
- voltage: 230V

European devices usually work. Otherwise, bring an adapter (and sometimes a converter)

### Shopping & stores

Near campus, you will easily find: supermarkets (Casino, Auchan), bakeries, pharmacies, stationery stores, phone shops. Large stores often offer a wide range of affordable products, including international items

### Food & dietary needs

Food options in France are quite diverse. You can find : vegetarian and vegan options. pork-free and lactose-free products, halal products in some specialized stores. Gluten-free products are available but sometimes more expensive

## KEY POINT TO REMEMBER

You will easily find everything you need for daily life.  
Just remember to bring an electrical adapter when you arrive.







## DRIVING IN FRANCE

Is your license valid?

- EU license: you can drive freely during your entire studies
- Non-EU license: you can drive for up to 1 year after arrival, if your license is valid, translated into French (if required), and compliant with your visa

After that, you must exchange it or pass the French driving test

### **Mandatory insurance**

Car insurance is required in France.

It covers, at a minimum damage, caused to others.

Driving without insurance is illegal

### **Basic rules**

- drive on the right side of the road
- seatbelt are mandatory
- phone prohibited without hands-free system
- strict alcohol regulations
- speed limits: 50 km/h in cities, 80 km/h on roads, 110 to 130 km/h on highways

### **Parking**

Parking is often paid in cities and sometimes reserved for residents.

Be careful: fines apply in case of violation

Parking is available near the campus.

### **Renting or sharing a car**

No vehicle? You can:

- rent a car
- use car-sharing
- carpool (very common in France)

## PRACTICAL TIPS

- check your license before arriving
- translate it if needed
- compare insurance options
- prefer public transport in cities

## GOOD TO KNOW

In Bordeaux, a car is not essential thanks to public transport.

However, it can be useful for internships, projects, or exploring the region

## WORKING DURING YOUR STUDIES

In France, you can work during your studies to support your daily expenses, gain experience, and integrate more easily.

### Conditions for international students

If you are a non-EU student, you can work:

- up to 964 hours per year (~20 hours/week)
- with a valid student visa
- usually without additional authorization

### Salary

Minimum wage (SMIC):

- around €11–€12 gross/hour
- about €9 net/hour

May vary depending on the job and your experience

### Where to find a student job

- Online: job platforms and websites (Indeed, Hellowork, emploi.org)
- On campus: occasional missions, opportunities via 3iS
- Nearby: restaurants, cafés, supermarkets, cinemas, events

Don't hesitate to drop off your CV in person—it's often very effective

### Required documents

- valid visa or residence permit
- Social Security number
- French bank account (RIB)
- sometimes a school certificate

### Employment contract

Before starting, you must sign a contract (fixed-term, part-time, etc.).

- It specifies your hours, salary, and tasks
- It protects you legally

### Balancing studies and work

Working is a great opportunity, but your studies remain the priority.

Recommended workload:

- 8–10 hours/week → ideal balance
- 10–15 hours/week → possible if well organized
- 15+ hours/week → may become difficult

Choose flexible schedules

Prioritize jobs close to campus or home

Anticipate busy periods (projects, exams)

## Practical tips

- prepare a clear CV (French or English)
- start early in the academic year
- be punctual and professional
- use your network (students, teachers, associations)

## After the first year

- ✔ New opportunities may arise: internships, work-study programs (depending on conditions)
- ✔ jobs related to your field

## USEFUL APPS

When you arrive in Bordeaux, certain apps will quickly become your best allies. They help you get around, access healthcare, stay organized, and enjoy student life... stress-free.

You can download some of them even before your arrival.

### Getting around

- **Google Maps:** Ideal for finding your way around and locating places (restaurants, shops, addresses, etc.)
- **TBM:** Buy and manage your transport tickets, access official network information
- **SNCF Connect:** Book trains to travel within France or across Europe

### Food & saving money

- **Deliveroo :** Get food delivered easily
- **Too Good To Go :** Buy unsold food at discounted prices (very affordable)
- **TheFork :** Book restaurants (often with discounts)

### Managing your health

- **Doctolib :** Book medical appointments → access teleconsultations
- Essential as soon as you arrive

### Managing your budget

- **Your banks application** → track your expenses and make transfers
- **Lydia / PayPal :** Easily pay back friends (widely used among students)

### Housing & daily life

- **Leboncoin :** Find accommodation, furniture, or good deals
- **CAF** (website or app) : Track your housing benefits (if applicable)



### **Student life & communication**

- **Microsoft Teams / Outlook / OneDrive** : Your work tools at 3iS
- **WhatsApp** : The most widely used app for communication (class groups, projects, etc.)

### **Getting around differently**

**TBM** : Rent self-service bikes throughout the city

### **KEY POINT TO REMEMBER**

You don't need all of them, but these apps will quickly make your daily life easier.





**FINDING HELP & USEFUL  
CONTACTS**

## YOUR CONTACTS AT 3IS

At 3iS, several teams are here to support you at every stage of your journey. Never hesitate to contact them: their role is to listen, advise, and help you.

### **International Admissions Office**

international@3is.fr / ygondje@3is.fr

+33 6 69 19 92 45

This service is your main point of contact as an international student. They support you before your arrival, during your settling in, and throughout your academic year. Your main contact as an international student regarding:

- administrative procedures
- settling in France
- student life questions

### **3iS Equipment Office**

magasin\_bx@3is.fr

You can borrow equipment (cameras, sound, lighting, etc.) free of charge for your projects.

The main equipment office is located in Building 36, on the third floor.

### **Erasmus / International Mobility**

julie.beaulier@3is.fr / erasmus@3is.fr

For preparing an exchange program, a stay abroad, or exploring international opportunities.

### **Finance Department**

service-comptabilite@3is.fr smolinesbrissot@3is.fr

For any questions related to tuition fees, payments, or specific financial situations.

### **Student Affairs**

viescolaire.bordeaux@3is.fr

Your contact for schedules, absences, administrative documents, and the organization of your studies.

## Communication

ebalettini@3is.fr / communication.bdx@3is.fr

For promoting your projects, participating in events or clubs, or any request related to the school's image.

## IT Support

support@3is.fr

In case of technical issues (Wi-Fi, platforms, equipment, etc.), this service provides quick assistance.

## Corporate Relations (Internships & Work-Study)

alavolee@3is.fr atauziede@3is.fr

To support you in your search for internships, work-study opportunities, and to help prepare your professional integration.

## VHSS Contact (Violence & Harassment)

mdesport@3is.fr

A trusted person available to listen in a confidential and supportive environment. Whether you are a victim or a witness, you can speak freely. You will be listened to, supported, and guided without any obligation to take formal action.

## Disability Support

smangin@3is.fr

She supports students with specific needs (disability, health conditions, temporary situations, etc.). Adjustments can be put in place to facilitate classes, exams, and organization. All exchanges are confidential and tailored to your situation.

### KEY POINT TO REMEMBER

You are never alone.  
These teams are here to support you and help you succeed.



## Emergency numbers

In case of emergency, these numbers are available 24/7:

- 112 – European emergency number
- 15 – SAMU (medical emergency services)
- 17 – Police
- 18 – Fire brigade

These services are free and accessible at all times.



ORGANIZING YOUR  
FIRST 30 DAYS

Your arrival in France is an important step. Between settling in, completing administrative procedures, and discovering your new environment, it is normal to feel a bit lost at first.

Don't worry—just take things step by step. Here is a clear checklist to help you get off to a good start during your first month.

## FIRST MONTH CHECKLIST

### Administrative priorities

To do quickly after your arrival:

- Validate your student visa (OFII) if required
- Pay the CVEC (mandatory for your enrollment)
- Register for Social Security (Health Insurance)
- Create your Ameli account (health reimbursements)
- Create a tax account (impots.gouv) if you work or stay several months

### Daily life

To settle in comfortably:

- Open a bank account in France
- Take out home insurance (mandatory)
- Get a French phone line
- Complete your move-in inspection (housing)

### Transport

To save time daily:

- Get your transport card (TBM)
- Plan your routes between home ↔ campus

### To integrate successfully:

- Activate your digital tools (My3iS, Microsoft 365, YPAREO, Teams)
- Explore the campus and its services
- Participate in integration events

### Important documents

To secure from the start:

- Scan and save your documents (passport, visa, insurance, etc.)
- Always keep a copy (digital or paper)

+ BONUS (highly recommended)

- Check that utilities are set up (electricity, internet)
- Buy a temporary SIM card upon arrival
- Create your Doctolib account (useful for healthcare)
- Locate a nearby pharmacy and doctor
- Create an account on student job platforms (if needed)
- Look into housing benefits (CAF)



## KEY POINTS TO REMEMBER

You don't need to do everything immediately. Some procedures take time—the important thing is to organize yourself gradually and prioritize. And above all: you are not alone. The 3iS teams are here to support you at every step of your installation.

