

## NOTE TO FUTURE STUDENTS OF THE UNIVERSITY DES ANTILLES (MARTINIQUE & GUADELOUPE) AND HIGHER EDUCATION INSTITUTIONS IN MARTINIQUE

Acceptance

Find Funding

Visa  
application

Accommodation

Travel tickets

Registration

Other  
formalities

This note concerns nationals of the OECS who have applied to the University des Antilles (Martinique or Guadeloupe) or any other higher education institution in Martinique.

It provides useful information which helps future students prepare their stay in the French Territories.

### BEFORE LEAVING

#### Acceptance

Ensure that you have received proof of acceptance from the institution of your choice.

#### Application for financial and administrative assistance from ELAN

In order to study in the French territories, students should be able to show proof of sufficient funding. Students who have been accepted into the Université des Antilles or any higher education institution in Martinique may apply for an [ELAN scholarship](#) and travel...

...subsidy by submitting a completed application form with the required supporting documents [elan@campusfrance.org](mailto:elan@campusfrance.org) and [elan.interreg@gmail.com](mailto:elan.interreg@gmail.com), before the deadline indicated on the form. [Click here to gain access to the application form.](#)

Successful candidates will be notified and invited to complete their file with the following documents:

- Copy of visa & proof of visa validation
- Boarding pass to Martinique or Guadeloupe
- Social security number- to be applied for online upon arrival
- Proof of registration at the university
- Bank account details of account in Martinique or Guadeloupe

#### Visa

Once accepted by the host institution, future students are required to apply for a visa at the French Embassy in Saint Lucia. The ELAN scholarship notification can be used as proof of revenue when applying. This link should provide further information on the procedure and required documents:

[file:///C:/Users/CampusFrance/Downloads/LO NG STAY HIGHER EDUCATION-4.pdf](file:///C:/Users/CampusFrance/Downloads/LO%20NG%20STAY%20HIGHER%20EDUCATION-4.pdf)

Upon receipt, a copy of the visa should be sent to the above ELAN email addresses.

#### Travel tickets

Once the visa has been issued, applicants can proceed to purchasing travel tickets. A copy of the ticket should be sent to [elan@campusfrance.org](mailto:elan@campusfrance.org) and [elan.interreg@gmail.com](mailto:elan.interreg@gmail.com) in order for the travel subsidy and scholarship to be paid.

#### Accommodation

Before leaving their home country, candidates should ensure that they have a place to stay.

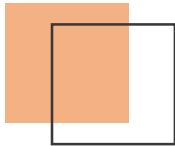


## On campus accommodation

Future students of the University des Antilles who wish to stay on Campus should make their request to the International Relations Office of the University.

## Off campus accommodation

Students who wish to stay off campus may gain assistance through the [Comité Local pour le Logement Autonome des Jeunes](#), a local association which assists young adults in finding accommodation. You may fill out the *CLLAJ Information sheet* if you are interested in off campus housing.



## Important Documents

Students should ensure that they bring along passport-sized photos, health cards, copies and originals of degrees/ academic qualifications, birth certificates and translations of all documents.



## UPON ARRIVAL

### Accommodation

Upon arrival students should complete formalities with the CROUS (for on campus housing), the CLLAJ or private home owner and should be able to pay the first month's rent and security deposit. Those who will be the CROUS should ensure that they arrive at an appropriate time of day when this can be done. Students who arrive after opening hours (or on public holidays/ weekends) will not be able to enter the residence and may have to make reservations at a hotel.

Once accommodation formalities have been completed, students should request proof of housing (i.e. lodging certificate (attestation de logement) from the CROUS or contract (bail) from landlord) as this will be needed to complete other administrative formalities.

### Registration

Students should ensure that they register at their relevant faculties/ departments before the deadline on the acceptance notice. They should bring along sufficient funds to pay [CVEC](#) & [registration fees](#).

### Bank Account

Upon arrival and in an effort to facilitate payment of funds, students are required to open a bank account.

Cf annex for required documents

**IMPORTANT:** It is advised that applicants carry sufficient funds to cover at least the first month's expenses (i.e. rent, security deposit (which is the equivalent of one month's rent), CVEC, registration fees, food, travel expenses etc.)

Successful applicants to the ELAN scholarship will receive the first month's payment and travel subsidy upon arrival and provided that they have submitted all required documents.

Other students are expected to cover expenses for the entire year.



Thanks to the ELAN project, international students may request to be assigned a buddy upon arrival. Their buddy, who is also a student at their institution, is there to assist the international student where necessary. This may include assistance in completing small administrative formalities, integration i.e. visiting the country and exposing them to the culture. This is also an opportunity for the two parties to improve their linguistic skills and form friendships.

## Visa Validation

Within the first three months of arrival, students must validate their visa at the following address:

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

Required information to validate visa:

- A valid email address
- Visa information
- Date of entry into French Antilles
- Address in the French Antilles
- Credit card detail for payment of online fee.

This will ensure legal residency in France. Failure to validate the visa within the given period will result in illegal residency and a prohibition of re-entering the Schengen Area.



## Social Security

Students are required to join the general health insurance plan at this link : <https://etudiant-etranger.ameli.fr>



## Additional Financial Assistance



### *Housing assistance- CAF (La Caisse d'Allocation Familiale)*

CAF is the organization that manages and allocates housing assistance to residents. All students with a monthly rent expense are entitled to apply for this assistance. It is paid from the second month of rent and can vary from 50€ to 150€ per month.

Visit [www.caf.fr](http://www.caf.fr), contact the CROUS or speak to your landlord for more information.



## *Le Fonds de Solidarité et de Développement des Initiatives Étudiantes (FSDIE)*

FSDIE is a financial instrument that facilitates solidarity and organization of student life.

The FSDIE has two missions which consist of helping finance student projects in various fields (culture, humanitarian, sport, solidarity, environment, civic engagement, etc.) as well as providing financial support to students in great difficulty, or in a precarious situation.

Contact the Bureau de la Vie Etudiante (on campus) for further information.

### *Universal health coverage (la CMU - Couverture Maladie Universelle)*

CMU is a form of coverage that exempts one from paying health fees up-front. Students who reside in France for more than 3 months are entitled to this aid. Foreign students, are eligible for CMU if their monthly income is below 550€. CMU application forms are available at the Caisses d'Assurance Maladie or the Communal Centers for Social Action (CCAS). For further information contact the International Relations office.

### **AFTER THE FIRST YEAR !**

Apply for a [residence permit](#) at the Préfecture in Martinique or Guadeloupe 2 months before visa expires or renew visa at the French Embassy in Saint Lucia.

## Useful Contacts

### Académie de Martinique

Hauts de Terreville

97233 Schoelcher

+596 596 52 25 11

<http://www.ac-martinique.fr>



### Campus France

28 Rue de la Grange aux Belles,

75010 Paris

+1 40 40 58 58

<https://www.campusfrance.org/en>



### CLLAJ Guadeloupe

+590 690 64 75 12.

Avenue Caruel,

Raizet RN5

97139 LES ABYMES

[cllaj.guadeloupe@asso-accors.org](mailto:cllaj.guadeloupe@asso-accors.org)

[www.asso-accors.org](http://www.asso-accors.org)

### CLLAJ Martinique

16, avenue Condorcet

97200 FORT DE France

Tél : +596 596 71 28 35

Fax : +596 596 70 42 15

[contact@cllaj-martinique.fr](mailto:contact@cllaj-martinique.fr)

<https://www.cllaj-martinique.fr/>



### CROUS

#### Guadeloupe

*Campus de Fouillole*

B.P. 51

97152 POINTE-A-PITRE Messageries Cedex

Tél. +590 590 89 46 60

Fax : +590 590 82 96 72

*Résidence de St-Claude*

Route de Morin

B.P.473

97100 BASSE-TERRE

Tel : +590 590 32 83 27

Fax : +590 590 95 80 03



#### Martinique

Cité universitaire de Schoelcher

B.P. 7208

97275 SCHOELCHER Cedex

Tél : +596 596 61 36 73

Fax : +596 596 61 91 50

<http://www.crous-antillesguyane.fr/>

### French Embassy to the OECS and Barbados

Nelson Mandela Drive Vigie,

Castries,

Sainte-Lucie

+1 758-455-6060

<https://lc.ambafrance.org/>

### International Relations of the University des Antilles

#### Guadeloupe

[magali.favard@univ-antilles.fr](mailto:magali.favard@univ-antilles.fr)

+590 590 48 33 43



#### Martinique

[Regine.Rouvel@univ-antilles.fr](mailto:Regine.Rouvel@univ-antilles.fr)

+596 596 55 46 31

[bri.univ@hotmail.com](mailto:bri.univ@hotmail.com)

<http://www.univ-ag.fr/>

### SUAPS -sports

#### Guadeloupe

[marinette.forestal@univ-antilles.fr](mailto:marinette.forestal@univ-antilles.fr)

+590 590 48 32 95

#### Martinique

[manuella.merlin@univ-antilles.fr](mailto:manuella.merlin@univ-antilles.fr)

+569 596 72 73 21

<http://www.univ-antilles.fr/vie-des-campus/sport>

### Préfecture Martinique

Rue Louis Blanc

97200 Fort-de-France

+ 596 596 39 36 00

### Sous- Préfecture Guadeloupe

Place de la Victoire

97110 Pointe-à-Pitre

+590 590 82 68 68





## Other Useful Contacts

### TRAVEL

#### *Air*

##### **Air Antilles Express**

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

#### **Air Caraïbes**

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

#### **Liat**

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

#### *Sea*

##### **Transports Express**

##### **Caraïbes- Capo Rosso**

<https://www.transports-express-caraibes.fr/>

##### **Express des îles**

<https://www.express-des-iles.fr/>

##### **Val Ferry**

<https://www.valferry.fr/fr/>

### ACCOMMODATION

#### **Centre International de Séjour de Martinique**

Rue Ernest Hemingway

Zac Etang Zabricot 97200 FORT-DE-FRANCE

+596 596 390909

+596 596 391011

[info @ cis-martinique.com](mailto:info@cis-martinique.com)

<https://www.cis-martinique.com/>



## ANNEX

### Bank Accounts

#### Required documents to open an account

- ☐ Photocopy of their passport
- ☐ Photocopy of their residence permit or visa
- ☐ Proof of domicile in Martinique or Guadeloupe (example: rent receipt, rental contract, utility bill. If you are hosted (by your family, friends ...): Declaration of accommodation signed by the host + copy of host's ID + proof of domicile of the host. If you are staying at the CROUS: A CROUS lodging certificate)
- ☐ Photocopy of student card

#### List of a few Banks:



- La Banque Populaire (BRED)
- La Banque Postale (partnership between Cœur de ville Agency- la Savane Fort-de-France and the ELAN project)
- BNP Paribas
- Le Crédit Agricole
- Le Crédit Mutuel



# LINGUISTIC EXCHANGES AND INNOVATIVE LEARNING through mobility



[www.elan-interreg.org](http://www.elan-interreg.org)

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