

ORION MASTER GRANTS: PRACTICAL SHEET FOR THE RECEPTION OF FOREIGN STUDENTS

In the ORION program, international students have the opportunity to receive a grant of 1000€ per month to do a research stay at Master 2 level in a UL laboratory. The research stay can last from 4 to 6 months.

The purpose of this practical information sheet is to explain the administrative procedures involved in international mobility for applicants from foreign universities, and the services offered by the International Relations Department of the Université de Lorraine to welcome international students.

Students will be registered at the University of Lorraine in the LUE Graduate School Program. Enrolment in this University Diploma allows them to be part of this program and to apply for a **long-stay visa valid as a residence permit for students (abbreviated to "VLS-TS Étudiant" in French), valid for 4 months to 1 year.**

The structures involved:

- **The tutor** who commits to welcome and accompany the student in the laboratory.
- **ORION Department** which assists the tutor and the student for the administrative registration. The student can benefit, if they ask for it, from 1000€ before his arrival for his mobility (IBAN of his country of origin) or from a refunding of his mobility expenses as soon as they arrive in France (French IBAN). Then, they will receive 1000€ every month for their research stay (French IBAN). The maximum payment is 7000€.
- **The International and European Relations Department** (in French, *Direction des Relations Internationales et Européennes* or *DRIE*) which assists the student with the administrative steps they have to take before and when they arrive (visa, accommodation), as soon as they are registered.

Notice: As many procedures are now paperless, the DRIE cannot carry out these formalities in place of the student. The DRIE will inform and guide the student through the process, and it is up to them to follow the instructions or consult the DRIE in case of questions.

Reminder:

- To benefit from this mobility support, the student must not be living in France at the time of applying for the ORION Grant.
- For research stays taking place in laboratories located in restricted zones (ZRR), the laboratory must anticipate the student's application, as the processing time can be very long. Should the ZRR approval not be granted, the student won't be able to do their research stay.

ADMINISTRATIVE PROCEDURES

The student must provide ORION Department with the following documents:

- IBAN from the country of origin if the student wishes to benefit from a mobility grant
- ID photo for student card
- Application form for the LUE Graduate School Program
- Foreign agent creation form for registration in the management tools
- Hosting agreement
- Signed letter of commitment
- Copy of passport
- Copy of student visa
- French IBAN on arrival in France

The student must apply for a **long-stay visa valid as a residence permit for students (abbreviated to "VLS-TS Étudiant" in French)**.

Notice: the student **must NOT** apply for a visa for an internship (VLS-TS "*Stagiaire*") or for tourism, since the student is registered at the University of Lorraine in the LUE Graduate School Program. Moreover, please take into account the consulate's deadlines for processing the visa applications in order to determine the start date for the research stay.

ORION Department sends the student the Master Grants certificate and the university registration certificate so that the student can receive a visa.

When the student is in France, ORION Department will request the creation of the student card and the school certificate.

STUDENT WELCOME PROGRAM

The DRIE, and more specifically its Welcome Desk, can assist the student with the following procedures:

- Visa application
- Housing search
- Home or other insurance
- Opening of French bank account, Social Security affiliation, complementary health insurance OR European Health Insurance Card if the student is European.
- Other administrative formalities on arrival in France

After final notification of the ORION MASTER GRANTS, the student may contact the DRIE (Contact : Morgane LAFON, drie-orion-contact@univ-lorraine.fr) to schedule a videoconference interview to prepare for the mobility program. This meeting can also be organized with the student's tutor, if the latter so wishes.

The purpose of this interview is to:

- assess aptitude for international mobility (comfort zone, degree of autonomy).
- offer support for mobility and settling in Lorraine
- find out the student's precise status (as a couple/with children), inform them accordingly about the cost of living in Lorraine according to their situation (alone or with family), and provide them with all the practical information they need to prepare for their stay.

After this interview, the student will be invited to draw up a budget estimate to allow them to determine their financial capacity to come to France, since they shall advance money to cover the costs of their visa application, their housing, etc. before receiving their ORION grants.

PRACTICAL INFORMATION

- **Accommodation:**
 - **University residence (CROUS):**
 - Reservations are made by academic year or semester. It is not possible to book an accommodation in a hall of residence for a period straddling 2 academic years (e.g. from June 1 to November 1)
 - University residence leases systematically expire at the end of July or August
 - CROUS prioritize accommodation applications for the academic year starting in September, not for short stays. CROUS does not accept bookings for less than 2 months if the arrival date is in September.
 - **Other accommodation options are available**, including the Studapart housing platform with which the Université de Lorraine has set up a partnership. It offers support via webinars and tutorials, and a guarantor system. For more information on student housing, click here: <https://www.univ-lorraine.fr/welcome/trouver-un-logement/>
- Students can have lunch in university restaurants. To do so, they must download the Izly application: <https://www.izly.fr/> to load their CROUS account in euros.
- Students will find **all the information they need** to settle in on the [Welcome! website's Student section](#): welcome and integration, learning French, budgeting, banking, insurance, health, welfare, sport, mission handicap, transport, campus life, daily life, visa and residence permit. Before taking any action, they should contact the DRIE (see below).
- - Students can also download the [Welcome Kit](#), which lists the various services available to students to help them settle in, including the [BuddySystem](#) for sponsorship by a student already living in Lorraine.

CONTACTS

- **Registration at the university, ORION Grant**

ORION Department

Mohamed BETTAHAR

Mail: isite-orion-cellule@univ-lorraine.fr / mohamed.bettahar@univ-lorraine.fr

Phone: +33 (0) 3 72 74 05 32

- **Administrative steps before and after arrival (visa, housing, bank account, health insurance)**

DRIE's Welcome Desk

Morgane LAFON

Mail: drie-orion-contact@univ-lorraine.fr

Phone: +33 (0) 3 72 74 01 14