

MASTER GRANTS ORION

PRACTICAL SHEET

FOR HOSTING INTERNATIONAL STUDENTS

This guide is intended for international students who have been awarded an ORION Master Grants scholarship, and their advisors.

It aims at:

1. Describing the roles of Université de Lorraine's ORION Team and International Welcome Desk
2. Outlining the administrative procedures to be completed with the ORION Team
3. Providing important information regarding the orientation of international students coming from a foreign university and the administrative steps they must complete before their arrival

1. Roles of the ORION Team and International Welcome Desk

The ORION Team assists students and their advisors with the administrative registration process at the Université de Lorraine. They arrange financial aid to support students' research stay. The ORION Team is the primary point of contact for any administrative or financial questions related to the Master Grants scholarship.

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The International Welcome Desk, subdivision of the International and European Relations Office (*Direction des Relations Internationales et Européennes*, DRIE), assists students, once they are enrolled, with the administrative procedures they have to complete before and after their arrival (registration with *Études en France* if applicable, visa applications, housing search, etc.).

NOTE

Since many procedures are paperless, the International Welcome Desk cannot and will not complete these procedures in place of the student. Even though the Welcome Desk will provide guidance and support throughout the process, it is the student's responsibility to follow the instructions and recommendations outlined in the provided guides or to contact the International Welcome Desk if they have any questions.

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2. Administrative procedures to be completed with the ORION Team

Recipients of an ORION Master Grants scholarship, together with their advisor, should follow the steps listed below to ensure that their mobility program proceeds smoothly and that the instalments of their grants are processed.

List of required documents

Students must send by email the following documents to the ORION Team:

Before their arrival in France:

- Identity documents: a copy of the passport and a copy of their **student long-stay visa valid as a residence permit (VLS-TS or VLS Etudiant)**
- Contractual documents: signed letter of commitment and their completed hosting agreement (*Convention d'accueil*)
- Administrative registration: application form for the University Diploma (D.U.) "LUE Graduate School Program", accompanied by a passport-size photo
- Accounting: completed agent registration form (*Création d'agent étranger*) and IBAN number from their bank account in their country of origin (if students prefer to receive the mobility allowance prior to their departure)

After their arrival in France:

- Scholarship payments: bank account details from a bank account opened in France

Steps in the file processing

Step 1: Issuance of the Acceptance Letter

The acceptance letter is issued by the ORION Team once the dates of the research stay have been confirmed by the student and their advisor.

Step 2: Signature of the Hosting Agreement

Once the document has been completed by the student and their advisor, the ORION Team facilitates the electronic signature process between the student and the Office of the President of the Université de Lorraine via a secure signature platform.

Step 3: Payment of the mobility allowance

Upon request, students may receive €1,000 prior to their arrival to cover mobility expenses, or upon arrival. If students wish to receive the €1,000 mobility allowance before their trip, they must send the ORION Team an official document from a bank in their country of origin containing their bank details (IBAN/BIC/SWIFT). They must also send the completed agent registration form (*Création d'agent étranger*) to the ORION Team. The agent registration form is used to record the student's information in the University's management systems and enables the payment of the mobility allowance.

Please note that the mobility allowance will only be paid upon receipt of the visa.

Step 4: Administrative registration

Upon receipt of the application form and ID photo, the ORION Team completes the student's administrative registration and requests that the University's dedicated division issues a student ID card and a certificate of enrollment. This certificate is sent to the student to assist with housing arrangements (particularly with the CROUS).

Step 5: Sending the student ID card

Upon receipt, the ORION Team will forward the student ID card to their supervisor, who will give it to the student upon their arrival.

Step 6: Payment of scholarships

The recipient receives a stipend of €1,000 per month for a period of 4 to 6 months.

- Payment conditions: Scholarships are paid only after the supervisor and the student have confirmed that the stay has actually begun.
- Bank details: To receive monthly payments, you must provide your French bank account information when you open the account.
- Schedule: Transfers are processed around the 25th of each month.

3. Support for international students provided by the International Welcome Desk

After notification of acceptance into the ORION program, the International Welcome Desk sends successful candidates an informational email and an invitation to a pre-arrival webinar.

This webinar aims at:

- Providing basic general information to help students prepare for their study abroad experience (budget planning, housing search, visa applications)
- Providing information about the support services offered by the International Welcome Desk for coming to and settling in in Lorraine

Following this webinar, students will receive a welcome guide detailing all the steps they need to take before and after their arrival.

They will also be invited to prepare a budget estimate to assess their financial ability to cover the costs of their stay in France, especially since they will need to pay certain expenses upfront before receiving their scholarship (*Études en France* registration, visa application, moving expenses, insurance, plane and/or train tickets, etc.).

The International Welcome Desk assists students upon request with the following procedures:

- *Études en France* registration (if applicable)
- Visa application
- Housing search
- Home insurance or other types of insurance
- Opening a French bank account
- Social Security Registration if the student is from outside Europe **OR** Application for the European Health Insurance Card (EHIC) if the student is a European citizen
- Subscription of a supplemental health insurance

IMPORTANT INFORMATION

- ZRR ACCESS AUTHORIZATION PROCEDURE

For laboratories located in Restricted Access Zones (ZRR), it is recommended that the laboratory plans ahead for the student's admission, given that there are long processing times for approvals (2 to 3 months).

It should be noted that any delay in the access authorization procedure may delay the student's arrival procedures. Indeed, students are advised NOT to finalize their *Études en France* registration, visa application, or housing reservation until they have received their ZRR approval, as these procedures require significant upfront costs.

If the student does not obtain the ZRR approval, they will not be able to complete their research stay.

- DATES OF STAY

When discussing the dates of the research stay, it is important to take into account the processing times for visa applications when determining the start date of the stay (these processing times vary by consular office and depend on the available appointment slots at each consulate).

The acceptance letter states that the student is authorized to arrive two months after the official arrival date. The ORION Team remains available to consular services and Campus France offices for any additional information that may be required.

- DEMANDE DE VISA

As part of their research stay at Université de Lorraine, selected students will be enrolled in the University Diploma (D.U.) “LUE Graduate School Program.”

Enrollment in this D.U. allows students to benefit from the advantages of this status and apply for a **long-stay visa valid as a residence permit with the student status (valid for 4 months to 1 year)**.

When applying for a visa, students must ensure they apply for a STUDENT **long-stay visa valid as a residence permit, and NOT an internship or tourist visa**.

NOTE

It is important to avoid any mention of an internship when discussing the research stay with students in order to avoid any possible confusion and ensure that they obtain the student visa appropriate for their situation.

We advise students to specify, during their interview with Campus France and the Consulate, that they are coming to France to undertake **a research stay or laboratory work**.

- ACCOMMODATION

There are several accommodation options in Lorraine, including:

- **Studapart**

This housing platform, a partner of Université de Lorraine, offers students a variety of housing options in the private sector: furnished or unfurnished studios, private student residences, and rooms in shared flats.

Studapart offers students support through webinars and tutorials, assistance in English, and a range of services (guarantee, cancellation option, home insurance).

A guide will be provided to students after the pre-arrival webinar.

 [Studapart Website](#)

- **CROUS Student Halls**

The International Welcome Desk exchanges with the CROUS, but DOES NOT handle housing assignments or rental applications.

Important to know:

- Reservations are made on an academic year or semester basis. It is not possible to reserve housing in a CROUS student hall for a period spanning two academic years (for example, from June 1 to November 1)
- A lease for a CROUS accommodation automatically ends on August 31
- The CROUS gives priority to housing applications for the academic year starting in September. The CROUS does not accept reservations for less than two months if the arrival date is in September

A step-by-step guide will be sent to students after the pre-arrival webinar to help them through the process of reserving their housing.

GOOD TO KNOW

Under an agreement between Université de Lorraine and the CROUS, **an academic department or a laboratory may act as a guarantor for a student living in a CROUS student hall.**

» **Conditions:** The training unit or laboratory must explicitly agree to act as guarantor using its own resources

» **Limits:** The security deposit is capped at an amount equivalent to three months' rent in the event of non-payment

Advisors may find the guarantee procedure in the [Welcome Desk's Wiki \(section « Ressources et liens utiles » in French only\).](#)

👉 Find all the information you need about housing in France and a list of reliable listing sites on [our Welcome! website](#)

- **MEALS**

Students can eat lunch at CROUS university dining halls at the student rate by presenting their student ID at the time of payment.

USEFUL RESOURCES

- **Welcome! website**

Students will find all the information they need to get settled on our [Welcome! website \(section "Student"\)](#), available in French and English.

- **Welcome Kit**

Students can also download the [Welcome Kit](#), which lists the various services available to help them settle in, including the [Buddy System](#), which pairs them with a student already living in Lorraine.

- **Welcome guide** sent by the International Welcome Desk after acceptance into the ORION program