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PROGRAM CONTACTS

Brown University in France - Paris
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75011 Paris
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Brown University Office of International Programs (OIP)
Box 1973
Providence, RI 02912
Tel.: 401-863-3555
Fax: 401-863-3311
E-mail: OIP@brown.edu

OIP Office Hours
8:30 a.m. – 5 p.m., M-F September – May
8 a.m. – 4 p.m., M-F June – August

If you have an emergency outside of normal business hours at Brown, please call Brown University Public Safety at (401) 863-3322

The Office of International Programs in consultation with the on-site personnel and the program faculty directors at Brown reserves the right to dismiss a student and require that s/he leave immediately if in our judgment the student behaves in a manner which endangers him/herself, others on the program or the program’s continued operations. Illegal drug use is grounds for immediate dismissal.
PRE-DEPARTURE CHECK LIST

[] Prepare myself. Read this handbook and other appropriate OIP publications, like the OIP website and the Take It With You Guide, OIP’s general study abroad handbook. Be mentally prepared for the challenge. Read a book on France or French culture.

[] Meet with my concentration/major advisor to discuss any credit that I want to count for my concentration and get pre-approval. Arrange a way to contact concentration/major advisors, if changes are necessary once in Paris. (General credit for graduation transfers automatically for Brown students, as long as you earn a grade of C or higher. C = 9 - 11/20 in the French system.)

[] Take with me to France all documents I had to provide to the consulate for my visa. Very Important!

[] Have health insurance information: policy number, reimbursement procedures and forms, and list of medical procedures covered. Must have proof of insurance with dates of policy clearly stating I am covered for the period of study. Must bring this letter with me to France (a card is NOT sufficient).

[] Have had my medical, dental and eyesight check-ups as recommended.

[] Get supply of prescription medication if I am taking any. If I know that the medication is available in France, I will bring the original prescription.

[] Give my travel schedule for my arrival to the OIP and the Brown in Paris office.

[] Be sure not to bring too much stuff! I won't need it, and it will just cost a lot to mail it back home. One suitcase ONLY and preferably not too big so I can carry it by myself!

[] Contact my cell phone service provider to unlock my phone if I plan to use it with a French SIM card.

[] Check that all electric/electronic equipment that I bring to France is set for 220 voltage. Avoid bringing small appliances such as hair dryer as they will not work and will break if plugged into incompatible voltage. Most computers, iPods and rechargeable cameras are fine. Pack an adapter for the electronics that I can bring. Think about bringing back-up storage devices.
ACADEMICS

Carte d’étudiant/Registration
In Paris you will fill out a registration form (usually online) for each university where you choose to enroll. The Brown in Paris staff will take care of this Inscription administrative process; it will lead to your receiving your student card(s)—if you enroll at two universities, you will receive two cards.

Transferring Credits
French universities use the European Credit Transfer System (ECTS) and every course is assigned a value in ECTS (5 on average, with a 2-12 range). For all European and French students a full semester load is defined as 30 ECTS. The full course load in the Brown in Paris program has been established at 27-30 ECTS, giving us some flexibility to address differences between the various universities. In all cases, the semester starts with a credit-bearing pro-seminar, which includes an initial one-two week course taught by a team of professors and continues throughout the semester with a number of required cultural activities and oral/written assignments, including a mini independent research project. The pro-seminar carries a value of 6 ECTS. Full-year students do not repeat the pro-seminar in the spring semester but instead take university courses totaling 27-30 ECTS.

In order to receive full credit for the semester (4 Brown credits) students need to pass the required pro-seminar for 6 ECTS and receive 21-24 ECTS in university courses/direct enrollment (4-6 courses.) Students taking fewer courses will receive partial credit as follows:

<table>
<thead>
<tr>
<th>Pro-seminar ECTS</th>
<th>University courses ECTS</th>
<th>Total ECTS</th>
<th>Total Brown credits</th>
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<tbody>
<tr>
<td>6</td>
<td>21-24</td>
<td>27-30</td>
<td>4</td>
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<td>6</td>
<td>15-20</td>
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</tr>
<tr>
<td>6</td>
<td>8</td>
<td>14</td>
<td>1</td>
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Note that you will receive no more than four course units unless you are registered for a GLISP, in which case it will be possible to receive five (5) course units total for your semester.

No letter grades will appear on your Brown transcript for courses taken abroad. Your French grades will all be transferred as "S". Course titles will be translated and listed on your transcript. However, the original grade reports from the French institutions will be available to you, which graduate schools and certain employers may ask to see. The OIP will contact you once your transcript has been received from the French institution. When you are back on your campus, the program director can provide a description of the French system or an equivalency of French grades should you need such information, e.g., to send to graduate schools.

Note to Brown students: Because all your classes are in French, the Department of French Studies will give you credit for all the courses you take (and pass!) that are related to French civilization: history, political science, economics, art. However, it does not accept more than four courses
taken outside the department towards concentration credit (six if you are a transfer student). As a general rule, other departments will not accept more than two or three courses for concentration credit. Since each department has its own rules, it is imperative that you check with your concentration advisor before you leave about the number of courses—as well as specific courses—that may be counted toward your concentration requirements.

Courses
If you have taken equivalent prerequisite courses, we recommend that you enroll in L3 courses. Classes at that level tend to be smaller, somewhat less impersonal and expect more student participation than introductory courses. In some UFRs, you might be able to take courses at the L2 level, but it is not the general rule. M1 classes might also be open to you if you have taken the adequate prerequisite courses. L1 courses should be avoided.

You will be able to choose among third-year Licence courses, referred to L3 (Licence 3ème année) in some departments or as LS6 (for Licence, Semester 6) in others. French students take most of their courses in one department or UFR (Unité de Formation et de Recherche) and have very few electives. For example, all third-year students preparing a Licence in history have to take a certain number of specific courses chosen from the LS6 History lists. Since students are not free to choose their courses there is no such thing as "shopping", and each UFR determines its own schedule for only those courses offered within the UFR. In effect, UFR's are independent from one another even within the same university, unlike in the US. In some cases, they start and end classes on different dates, which may or may not correspond to the "official" starting date announced by the university. Most UFR's edit on their website course lists, brief descriptions and class schedules, but some don't. If they don't, they communicate such information to students via bulletin boards near their secrétariat. Because French students deal with only one UFR, they do not need detailed information beyond their main subject, but you will, since you will most likely take courses in two universities and several UFR's. As soon as information becomes available on the web (course listings will be posted first and in September schedules and rooms), you will be able to access it through the UFR websites.

Be in touch with the Brown in Paris academic advisors if you have trouble finding information you need. We ask you to pre-select more courses than you will need to take, for there is a chance that courses or schedules will change at the last minute, and time conflicts between courses offered by different UFR's are common. We also urge you to go to the different UFR's before classes begin in order to find your way around, locate the bulletin boards, peek into classrooms and get a lay of the land before the classes start. We will organize such group visits during orientation.

If you have taken equivalent prerequisite courses, we strongly recommend that you check out L3. Classes at that level tend to be smaller, somewhat less impersonal and expect more student participation than introductory courses. In some UFRs
you might be able to take courses at the L2 level, but it is not the general rule. M1 classes may also be open to you if you have taken the adequate prerequisite courses. L1 courses should be avoided.

## Choosing Courses

**Before leaving Brown:**
- Pre-select at least 10 courses and complete the Course Pre-Approval Form as part of your application to the OIP.
- The Paris program page on the OIP website has a link to all the French institutions’ sites, most of which now have detailed and complete information.
- Meet with your concentration/major advisor to determine which courses will count toward concentration credit and to obtain their signature on the Course Pre-Approval form.
- Discuss selected courses with Brown in France faculty advisor.
- Send an email to the Resident Director if you have any questions.
- Your Course Pre-Approval Form will be forwarded to the Paris office.

**Once in France:**
- Review your list of pre-selected courses with the Resident Director. Confirm what constitutes a full semester load. Some courses may not be acceptable as they are part of a set of courses that need to be taken as a whole.
- Check the schedule for the courses you have selected. If timetables are not available at the office or on the web, you will need to go to all the relevant UFR’s to check bulletin boards. For each course, you should note the total hours for both the *cours magistral (CM)* and the *travaux dirigés (TD)*, or discussion section, if there is one. When there are TD’s, they are usually scheduled at a number of different times, thereby minimizing the risk of scheduling conflicts.
- Confirm your finalized list of courses with the Resident Director, with the names of the instructors.
- Check that the total number of ECTS corresponds to the equivalent of a full course load at Brown and that the number of contact hours is adequate.
- For each course provide the exact description of the assessment method: list exams, papers, exposés, etc., with dates and topics when available. This is done usually later in the semester.

**Note:** All institutions require an *inscription pédagogique* in order to be officially enrolled. This process, which is your responsibility, will be explained to you step by step when you start classes.

## Professors / Assignments / Grades

It is your responsibility to make sure that the TD instructors (usually the ones who correct papers and give grades) know who you are and understand your status as an international student. As much as possible, you should ask them to specify final assignments and request or agree on a topic early in the semester so that you won’t have a major paper due in every class during your last month in France. Professors in France rarely distribute a detailed syllabus; rather, they expect students to organize their own reading and work schedule. You should think about this early on and know what the expectations and assignments are in each course by mid-semester. Also, if you sign-up for an exposé during the first class session, it is imperative you notify the professor if you decide to drop the class. In most courses, you can expect to be asked to write papers or to do oral or
written reports. (The format of these assignments will be explained during orientation.) All students must take final exams when required.

Grades
Grades in France are based on a scale of zero to twenty, with ten (la moyenne) considered a passing grade – and an acceptable one. It is extremely rare for French students to get over 16, and a grade over 12 is considered a good grade.

For this reason, it is difficult to accurately “translate” French grades into American ones, but rough equivalents are as follows:

• 9-10 is equivalent to C
• 11-13 is equivalent to B
• 14 and above is equivalent to A

According to the above scale, we consider a 9 to be a passing grade, and you will receive credit if your final course grade is a 9. We strongly advise you to keep notes, drafts, and final copies of all of your papers in all courses until you have received your final grades. In addition, you should bring back to your home school all syllabi, bibliographies, notes, etc., from your courses in Paris so that, if asked, you can show what you did in specific courses, e.g., to obtain concentration/major credit.

Teaching and French Universities
Teacher and student roles are different in the French and American systems. You will observe many differences in teacher and student behavior in the classroom compared to the US: teachers lecture more in France while students listen and take notes; French students rarely ask questions, much less express their views. In most traditional French classrooms, it is assumed that the teacher is the one with knowledge to transmit, and students get that knowledge directly from the instructor, not from anyone else. Moreover, many French professors consider one of their main roles to be to criticize students so that they will learn from their mistakes. They sometimes do so publicly, e.g., after a student oral presentation, if they think that the whole class could benefit from the comments. Similarly, in their written remarks on your papers, professors will most likely stress ways in which you could improve your work, and you may feel that they are overly negative. Try not to take such criticism personally and remember that in France, such feedback is the norm, which is why French students don’t get upset about it. Some professors simply do not give grades above 14, in which case a grade of 11 or 12 is really good. Learn to take a comment like "pas mal, mais...” as a real compliment! As a former student put it, “You must remember that there is no comparison between the French system and ours at home, grades vary from professor to professor because not all grades are created equal.”

Make sure that you make copies of all your papers before you give them to your professors. Always try to hand in your papers directly to your professors. Do not leave them with a secretary at the UFR office; some professors never go to the UFR because they do not have private offices at the university—and therefore no office hours. It is virtually impossible to contact a French professor through the
UFR, and the best time to talk to a professor or try to make an appointment is usually right after class, unless he or she appears rushed. More and more professors accept to give their email addresses to students, however. This is very precious information you should store carefully (and share with the office).

Program Tutors
There are two writing tutors hired by Brown who are available throughout the year (by appointment) to give feedback and help you correct language errors or help you prepare for an oral exposé, for example. The tutorial system will be explained in greater detail during orientation. You are expected to use the spell checker and grammar editor before showing a first draft to a tutor. We recommend you equip your laptop computer with “Antidote HD”, a Druide informatique software product which contains a relatively intelligent spellchecker, a dictionary, a thesaurus, a grammar and a conjugation guide. This software is available on the computers at the Paris office. If a tutor in a specific discipline is needed, for example in science or economics, that will be arranged on demand.

Academic terms
UFR or Unité de Formation et de Recherche: Equivalent of a department in the U.S. French students usually take all their courses in one UFR. Because of your special status, you can take courses in several.

- **Unité d’enseignement (UE)** A course or set of courses.
- **European Credit Transfer System (ECTS)** A European credit. 27-30 ECTS constitute a full load for the semester.
- **Cours Magistral (CM)** A lecture course. Usually taught in large lecture halls or *amphis*; has several TD’s attached to it.
- **Travaux Dirigés (TD)** A discussion section or lab. Meetings in smaller groups (about 30 students) to expand on a lecture topic. TD professors are full-time professors, not graduate students or teaching assistants. The TD is where you will do nearly all the written work, oral exposés and get your grades.
- **Travaux Pratiques (TP)** In science courses: basically a lab.
- **Module** The combination of a cours magistral + a TD or sometimes an option. All courses do not automatically have both, a course can combine the two.
- **Option or cours optionnel** Optional class within a module. Usually several are offered on various themes: Contrôle Continu (CC); Devoir sur table (DST); Modalités d’évaluation
Before you go...
You should consult your own physician and dentist or other health care provider for a checkup to make sure there are no current health issues. If you have specific concerns about your own personal health situation, please discuss them with your own health care provider in terms of your plans to study abroad. The Center for Disease Control (http://www.cdc.gov/) publishes a list of all the vaccines and health precautions it recommends for those planning a stay abroad. Please check what might be required for health preparations, especially if you plan to travel outside Europe, to the Middle East or North Africa.

Insurance

US Health Insurance: Be certain to consult your insurance provider for coverage overseas. Please remember that healthcare providers in France will ask for payment up front with the expectation that you will get reimbursed after you submit forms and receipts to your insurance provider. Make sure you bring your private insurance policy number and other relevant documents, including information on all medical procedures covered by your policy and the process for reimbursement. Contact your health insurance provider for reimbursement forms, and please take these forms with you when you go. This will save you time if you need medical assistance. In addition, please contact your insurance provider for a letter of proof of insurance with the dates of coverage clearly stated for the period of study (the wallet-size card is not sufficient). Bring this letter with you to France and send a copy to the OIP for your student file. If you are carrying Brown student health insurance, reimbursement forms are available from the Office of Insurance and Purchasing Services. If you have any questions regarding Brown student health insurance, you should contact:

Cheryl Moan
Brown University, Office of Insurance and Purchasing Services
Box 1848
Providence, RI 02912
Phone: 401-863-9481
Email: Cheryl_Moan@brown.edu

Note: Do not suspend any American or other coverage, since if you become ill, then this may be considered a pre-existing condition when you need to re-enroll in coverage at home.

Emergency Travel Assistance
All students studying abroad through Brown’s OIP are provided with a Brown travel assistance plan, which covers evacuation and repatriation as well as some other services. This plan is provided by International SOS.

IMPORTANT: In case of emergency, contact the Brown in Paris staff as well, first if possible! We recommend that students NOT use International SOS when they are in Paris or elsewhere in France. They should contact our Paris office staff first, as the program staff can be much more efficient and helpful in these cases.
Only when traveling in other countries should student use SOS.

In an emergency situation outside of France, please call your nearest International SOS Alarm Center. Paris International SOS Office is the regional center for continental Europe and the northwest region of Africa.

International SOS Office
International SOS
1, rue du Parc
92593 Levallois-Perret Cedex
Paris, France
Admin Tel: +33 (0) 155 633 232
Admin Fax: +33 (0) 155 633 234

Assistance center - Paris
Open 24 hours a day
International SOS (Assistance) S.A.
Tel: +33 (0) 155 633 155
Tel (Japanese): +33 (0) 155 633 107
Fax: +33 (0) 155 633 156

When you contact International SOS, you must reference your Group Membership #: 11BSGC000031

The services provided by International SOS range from telephone advice and referrals to full-scale evacuation by private air ambulance. The SOS network of multilingual specialists operates 24 hour a day, 365 days a year from SOS Alarm Centers around the world. However, International SOS is not health insurance. Requests for reimbursement for medical care received while abroad should be submitted to your health insurance provider. You will also be given a wallet size card with important information on how to access International SOS services. Please carry this with you at all times in case you need emergency assistance.

Health Care
We have lists of doctors, counseling services, etc. in the Paris office. Please contact us if you need any assistance making appointments or dealing with health issues. For minor problems and medical advice (e.g., cold or flu symptoms, headaches), it is common to first consult a pharmacist in France. He or she can tell you if you need to see a doctor and also recommend appropriate over-the-counter medication. If you are accustomed to taking a specific brand of medication, such as Tylenol or Sudafed, it is best to bring some with you, as certain U.S. brands are not available in France.

Prescription Medication
IMPORTANT: Medication cannot be mailed to you in France. If you are taking any prescription medication, you should therefore bring enough with you for the semester unless you plan to return to the U.S. during your stay. Prescription drugs have the additional problem of brand name changes from place to place. If you need prescription medication regularly and do not intend to bring a semester’s supply, bring a copy of your prescription along. Make sure it is clearly written and indicates the generic name of the drug. In most cases, a physician in France will not fill the prescription provided by your U.S. doctor without first doing an examination and confirming the diagnosis of your condition.

Be aware that some drugs commonly prescribed in the United States are considered “narcotics” and highly regulated in France (e.g. Ritalin). It is best
to bring with you the full amount necessary for your stay upon arrival.

When you travel in Europe, make sure to label all medication clearly and to keep it in the original containers, which show the prescription number. This will facilitate customs clearance in and out of the country. You should also carry with you a copy of the prescription script from your doctor as custom officials have the right to confiscate medications as illegal drugs if you cannot prove proof that the medication is a legal prescription.

If you need a doctor or a prescription on weekends or in the middle of the night, you can call SOS-Médecins: 01.47.07.77.77. They make house calls 24 hours a day 7 days a week.
MONEY MATTERS

Program Costs
In order to help you budget appropriately for your academic experience in France we have created a cost information sheet that is available on our website and included in your predeparture packet. Airfare and living costs are based on our best information but these costs can change quickly with exchange rate fluctuations and price changes.

Cost Of Living
Your biggest expense will be housing, then followed by food. Certain things like electric heat and gym memberships are considerably more expensive than in the US. For a range of housing prices, see the “Housing” section.

Banking

Bank Accounts
You may open a bank account with any bank you choose. If you like, you may open an account at the program’s bank, LCL (Le Crédit Lyonnais). The Paris staff can assist you in making an appointment.

All French bank cards (carte bleue) have a microchip (puce). If you choose to request one, your PIN will be sent to you: you will not choose your own. You must type in your PIN when using your card in stores and restaurants. ATM machines allow you to withdraw money with your American debit card (and take out a cash advance on your credit card, but be careful of the high fees!). You can usually use these cards in stores and restaurants, but be aware that American Express is less widely accepted than Visa and Mastercard.

Money Exchange
You should come to France with sufficient funds to pay two months worth of rent (first month, plus security deposit). Some students choose to travel with American dollars. The Paris staff can assist you in finding a bureau de change once you arrive if this is your case. Other students choose to buy euros in their country of origin before travelling. The third option is to withdraw money from ATMs upon arrival. If you decide to do this, be aware that there is generally a daily and/or weekly cap on how much you can withdraw. You will need to plan accordingly in order to have the necessary amount when you move into your housing.

Important: Do not bring US bank checks.
**Typical First Month Budget**

[ ] 3 meals a day while you’re at Les Citadines: as little as 6€ for a take-out sandwich+pastry+soft drink from a boulangerie or as much as 30€ for a full meal. Tip: cook in your room for much cheaper meals!

[ ] Security deposit: up to one month’s rent.

[ ] First month rent: 600€ minimum and 700€ - 800€ average.

[ ] Navigo: 73€ for a monthly subway/buss pass.

[ ] Cell phone service: 10€ - 30€.

[ ] Other (groceries, laundry, museums, movies, restaurants,).
HOUSING

General
The housing situation in Paris is much like that in all major cities: demand and prices are on the high side and it can be a difficult and lengthy process. To facilitate the search for housing, the Brown in Paris staff compiles a list of offers that correspond to students’ requests, budgets and length of stay.

Brown in Paris offers two main categories of housing: furnished apartments for single occupancy (either studios or small one-bedrooms) and rooms in French homes.

Arranging for Housing
Prior to departure, every student will have met with Erin Reeser, Associate Director of Brown in Paris, by Skype. To prepare for this meeting, students answer a detailed series of questions about their housing budget and requirements, but also about their hobbies, studies and any possible allergies or other details potentially important to the housing process. This information will be used to pre-select a housing placements for each student. During the meeting, students will have a chance to ask any question they might have about housing options.

Upon arrival in Paris, students will spend the first night at the hotel, Les Citadines Paris République, and will move into their permanent housing the following day.

Students should be prepared to pay the first month’s rent, plus one additional month as the security deposit (returned at the end of the stay if the apartment is clean and undamaged).

Students are not required to choose from the housing proposed by Brown in Paris. They are free to house themselves.

Range of prices
Studio (single-room) or one-bedroom apartment: 600 – 1300€
Room in French apartment: 650 - 700€

Things to keep in mind
• There are certain costs that may or may not be included in the rent: electricity and internet access, for example. You should always check with the landlord.
• If you are renting a room in an apartment, you need to make sure that you have access to the kitchen, find out under what conditions you can use the common space and whether you can have overnight guests. You need to discuss all of the living arrangements in detail.
• Landlords usually ask for the first month’s rent and a one-month deposit that they give you back when you move out (note that landlords have the legal right to wait two months after you leave the place before returning your deposit). Deposits in France cannot count as your last month’s rent.
• Parisian apartments are typically smaller than US apartments. If you expect a lot of visitors, keep in mind that they are not well suited to sharing with a large group of friends.
ARRIVAL IN PARIS

The first night of the program, you will be housed in an hotel near the office, Les Citadines. You should plan to arrive in Paris on the program Arrival Day in the early afternoon at the latest. A brief group meeting will be held at the hotel at 4 p.m. on the program Arrival Day. More information will be given to you at that point. Rooms have been reserved at Les Citadines where you will share an apartment (with an equipped kitchen with some cooking supplies and utensils) with one or two program participants. All apartments are equipped with a telephone to receive and make outside calls and have internet access. Breakfast is provided.

Les Citadines will bill you directly for the extra days.

Directions to “Les Citadines” From Charles-de-Gaulle airport (Roissy):
1. by bus: Easier and safer than the RER, less expensive than a taxi. Roissy Bus to Opéra for 11€50, then metro line 3 to Parmentier (or a taxi). You can also take the Air-France bus to Gare de Lyon. A ticket costs 17€. From Gare de Lyon, take a taxi to the hotel.
2. by taxi: Cost will be approximately 55€ (including fee for luggage). Don’t forget to tip the driver (10% suggested)
3. by RER (suburban train) and metro: Take the RER line B (blue line) - direction Paris (you might have to take the shuttle to change terminals, depending on the airline you use). Cost: around 10€. At the Gare du Nord stop, change to subway line 5, direction Place d’Italie, and get off at République. It is a short walk down av de la République to the hotel. Beware of pickpockets on the RER.

From Orly airport:
1. by bus: Take Orlybus to Denfert-Rochereau, then the RER to Gare du Nord change to subway line 5, direction Place d’Italie, and get off at République. It is a short walk down av de la République to the hotel. Cost is approximately 10€.
2. by taxi: Cost will be approximately 50€.
3. by RER/metro: Take the RER to Gare du Nord and follow directions above.

Les Citadines is conveniently located within walking distance of the Brown in Paris office. The address is:

Citadines République Paris
75bis, av Parmentier
75011 Paris
tel: 0.11. 33. 0 1 55 28 08 20
Fax: 0.11. 33. 0 1 43 14 90 30

Note: If you are planning to arrive prior to the program arrival date and wish to stay at Les Citadines, you should get in touch with them directly as soon as possible.
TRANSPORTATION

Metro-Bus-RER-Train
Transportation in and around Paris is easy and safe. You should buy a monthly pass (Pass Navigo mensuel) that can be used on the metro, bus and RER and covers the entire region of Ile de France. The pass costs 73€ per month. (See http://www.ratp.com/ for more information on lines and schedules).

Trains
Brown in Paris purchases a pass allowing you to use the national trains at a reduced rate: the Carte Jeune SNCF. Don’t forget to use it! Note that you can reserve tickets easily on the web through their web agency or go to any train station.

Traveling outside Paris
Important: When you leave Paris to travel, the OIP requires that you inform the Brown in Paris program staff of your detailed travel plans. In case of emergency, we need to be able to reach you.

Communication

Mail
We advise you to have your mail sent to the program address even when you are settled in your apartment. That way, we will be able to forward it to you in the US at the end of your stay. Many students cannot receive mail at their apartments, so it is the only option for some. Do not forget to have your correspondents include Brown University or Brown in Paris with your name and before the street address on the envelope for it to be delivered.

Beware that if friends or family send you packages by mail, you will have to pay customs on them if the declared value is above $50. For personal belongings, in order to minimize these fees, ship items clearly marked “Used Personal Goods”, include the original bill of sale whenever possible and place a low value on the customs declaration. Please also remember that often, you may be able to purchase the item for the cost of shipping: a sweater in a box costs $30 to ship.

Telephone
To call abroad from France: 00 + country code (USA code is 1) + area code.
To call France from the US: 011 + 33 (France code is 33) + local number (omit the 0 at the beginning of the 10-digit local number)

We strongly recommend that you obtain a French phone number while studying in Paris. This is an excellent way to communicate with other students, to be accessible to professors and to be reachable in case of emergency. All incoming calls to a French cell phone are free.

Providers now offer cell phone service on a month-to-month basis. You can use your American phone with a French SIM card, provided you have had your phone unlocked before leaving the country. Check with your provider before your departure for instructions. Don’t forget that you can also use the Wifi feature on your phone for email and internet.
If you choose to purchase an inexpensive French cellphone, consider leaving it behind for the next group of students.

**Computers and E-mail**
There are currently three iMacs available for student use at the office, as well as Wifi access. We recommend buying your own version of Antidote HD so you can work on your papers on your laptop. Unlike on your home campus in the US, there are no free computer services or experts available at the Brown in Paris office, so make sure you know what you need to bring to use your computer overseas. Do not forget to bring the proper equipment to back up your data on a regular basis (usb key, external drive.).

**Practical Facts**
- Dates: 12/05/15 is May 12, 2015 and not December 5, 2015.
- Time of day is expressed using the 24-hour clock: 8am=8h00 and 8pm=20h00
- Numbers: commas and periods are used differently
  1.240,80€ = mille deux cent quarante euros et quatre-vingts centimes d’euro
  2.500€ = deux mille cinq cents euros
- Electric current: France = 220 volts; US = 110 volts
- Electrical devices besides computers do not work in France. Don’t bring them! You can buy a hairdryer anywhere in Paris.
Useful Online Resources

The American Embassy of Paris
http://france.usembassy.gov/
Please note that you will have to register on-line once in France in order to have access to all the services of the embassy, including passports.

Smart Traveler Enrollment Program
https://step.state.gov/step/
Brown encourages you to register with STEP in order to receive all of the latest information from the State Department, including travel advisories.

Universities
Paris IV: http://www.paris-sorbonne.fr/
Paris VI: http://www.upmc.fr/
Paris VIII: http://www.univ-paris8.fr/

Paris
Ville de Paris: http://www.paris.fr/
Paris transportation: www.ratp.fr

Travel
SNCF: http://www.voyages-sncf.com/
Eurostar: http://www.eurostar.com/
Thalys: http://www.thalys.com

Daily Life
Exchange Rates: http://www.xe.com/ucc/
Weights, Measures, Money conversion tables: http://www.onlineconversion.com/
Cooking Converters: http://www.hintsandthings.co.uk/kitchen/oventemp.htm
CHECK LIST: GOING HOME

[ ] Let the Brown in Paris staff know your date of departure as soon as possible.

[ ] 1 month before departure: confirm your departure date with your landlord and schedule the final walk-through.

[ ] 1 month before departure: make sure you cancel all your direct debit services (Phone, Internet, Insurance...etc.) if you have any.

[ ] 1 week before departure: go to your bank to close your account and notify them of your change of address.

[ ] 1 week before departure: send a copy of any pending paper / homework to the Resident Director in case your professor has not received it.