

1 Outgoing / Prepare my Mobility

1.1 Student mobility

We advise you to prepare your mobility at least 1 year in advance, especially if you're planning to travel outside Europe.

1.1.1 Discover your future destination

Thanks to the University of Lille's many partners, you have a wide choice of study opportunities abroad!

Attention : We remind you that it is forbidden to study in a high-risk country (red and orange zones, for example: terrorist risk, climatic risk, countries at war). So, before choosing your mobility destination, we invite you to check the country's risk level on the [French Ministry of Foreign Affairs website](#) (in French) - in the "security" tab of the concerned country.

To find out which destinations are available to you, visit the [interactive International Relations map](#). Search by faculty or field of study to find out which universities you can apply to.

Find out more about our partner universities on our [International Exchanges website](#). You'll find country profiles, university profiles and testimonials from students who have been on mobility before you.

You should also visit the websites of the universities you're interested in to check whether the courses offered match your program in Lille. This will help you prepare your Study/Learning Agreement.

It is also your responsibility to :

- Check the conditions for entering and leaving the country (whether or not borders are closed)
- Acknowledge the formalities required in the host country before traveling there. We strongly advise you to register for a repatriation insurance.
- Regularly consult the "latest news" section for the country sheet on the [French Ministry of Foreign Affairs website](#).

1.1.2 Talking about my project

Contact the [International Relations department](#) at your faculty to discuss your mobility project and find out what are the next steps.

Contact your academic coordinator to discuss your project and make sure it's compatible with your course.

1.1.3 Certify my language level

Vérifier également le niveau de langue exigé par certaine université. Elles vous demanderont de fournir un certificat officiel (TOEFL, TOEIC, etc) que vous pouvez préparer et passer avec le CLIL. Découvrez les différentes certifications et les dates d'examen sur la [page dédiée du CLIL](#).

Also check the language level required by certain universities. They will ask you to provide an official certificate (TOEFL, TOEIC, etc.) which you can prepare and take with CLIL. Find out more about the different certifications and exam dates on the [dedicated CLIL page](#).

1.1.4 Applying for mobility

Once you have defined your project, **start your application via your ENT on the “Partir à l'étranger” app by completing step 1 “Demande de mobilité internationale”**. If you encounter any difficulties, consult our tutorial [“Methodology of the “Partir à l'étranger” ENT app”](#).

NB: Application procedures and deadlines depend on your faculty. Mobility information meetings are organized at the beginning of each year. If you have any questions, please contact your [International Relations manager](#) and/or the [International Relations department of your faculty/school/institute](#).

1.2 Traineeship Mobility

1.2.1 Finding an internship abroad

To find an internship, you can get help from the [Direction Stages et Emplois](#). You can also get in touch with your course supervisors and teachers to find out which companies abroad have already taken on students from your course. Here are a few suggestions:

General :

- [Indeed](#) : depending on the country you are looking for, modify the hypertext link directly. Example: for a search in Portugal, replace “fr.indeed.com” with “pt.indeed.com”.
- [Glassdoor](#)
- [LinkedIn](#)
- [Myinternshipabroad](#)

EU4EU internships

The EU4EU France project aims to increase students' employability and maximize job opportunities by strengthening links with companies and encouraging interdisciplinary internships linked to European funding and projects: European affairs, political science, economics and marketing, communication, etc.

If you are selected, funding for your internship is available.

For more information and application dates, visit the [EU4EUFrance](#) website!

In Europe :

- [Erasmusintern](#)
- [Epsa](#)
- [Eurodesk](#)

Internship with the French Ministry of Europe and Foreign Affairs (MEAE): [France Diplomatie](#)

1.2.2 Choosing your mobility country

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To find out which destinations are available to you, visit the [interactive International Relations map](#). Search by faculty or field of study to find out which universities you can apply to.

Find out more about our partner universities on our [International Exchanges website](#). You'll find country profiles, university profiles and testimonials from students who have been on mobility before you.

You should also visit the websites of the universities you're interested in to check whether the courses offered match your program in Lille. This will help you prepare your Study/Learning Agreement.

It is also your responsibility to :

- Check the conditions for entering and leaving the country (whether or not borders are closed)
- Acknowledge the formalities required in the host country before traveling there. We strongly advise you to register for a repatriation insurance.
- Regularly consult the “latest news” section for the country sheet on the [French Ministry of Foreign Affairs website](#).

1.2.3 Creating my internship agreement and mobility request

To **create your internship agreement**, you need to agree with your mentor at the University of Lille and the host organization abroad on the content and terms of the internship period, which are to be written on the internship agreement.

The internship agreement must indicate the location of the internship, its duration, the activities to be carried out with a description of duties, rights and obligations, and the expected learning outcomes with the number of ECTS credits to be validated. It will indicate the assessment procedure and criteria to be used for the expected learning outcomes.

The internship agreement must be created via the “Gérer mes stages” application on your ENT, paying particular attention to the specific procedures for an international internship. A tutorial is available on the application's home page.

You'll then need to **put together your mobility file, which will enable you to apply for a grant.** [Go to your ENT](#), select “Partir à l'étranger” to access the “MoveOn” app and complete step 1 – demande de mobilité internationale.

1.3 Mobility fund

Multiple mobility fund exist but you do not receive them automatically even if you match the criteria. You will be able to fill in your grant application once your mobility request has been accepted by the International Relations coordinator and/or International Relations office of your faculty/school/institute.

Grant application is available only after your faculty approves Step 1 of the mobility form. Fill Step 2 of the « Partir à l'étranger » app on the ENT. **Filling the form once is enough to apply for all available grant** (Erasmus+, AMI or Mermoz). If your application meets deadline, it will pass before a commission and you'll receive the result by email.

The main fundings for your mobility (study or traineeship) are :

- [Aide à la mobilité internationale \(AMI\)](#) for those with à CROUS grant.
- [Erasmus+](#) grant from the European Union.
- [Bourse Mermoz](#) from Haut-de-France region.

For more details, visit our [dedicated page on financial support](#). A simulation tool is available to help you find which grant match your situation.

1.4 Inclusive Mobility

Are you a person with disabilities or with long-term illness? Do you need complementary financial support? Visit our [dedicated page](#) to find information on all available support and funding for your situation.

1.5 Contact

You will find the complete list of international services and supervisors on our [Website](#).

2 Outgoing/ My mobility step by step

2.1 Preparing for my departure

2.1.1 Entry formalities

An identity card or passport valid for at least 6 months after the planned return date is required. Beware of processing times!

Once you've received the official acceptance letter from your host university, you'll need to check with the embassy of your host country to find out about entry and visa formalities. Beware of processing times!

You have to apply for a visa by yourself. **We cannot assist you in this process.**

- For [European students](#) staying in Europe, you don't need to apply for a visa. All you need is your national identity card or passport.
- For [foreign students in France](#), make sure that your French residence permit allows you to stay in the host country for more than 3 months (or to apply for a visa), and that the expiry date of your French residence permit is after your mobility return date.

ATTENTION

Make sure you apply for a **student visa** and not any other type of visa. Otherwise you may find yourself blocked at the host country gates, unable to enter the territory.

Under no circumstances should you attempt to enter the country if your visa has not been granted!

Useful links : [France Diplomatie](#), websites of foreign embassies and consulates in France.

Don't forget to register with the [fil d'Ariane](#) and the [Registre des Français établis à l'étranger](#).

2.1.2 Bank and Finance

Budget

A year abroad costs more than a year in France: prepare a provisional budget before you leave so you don't find yourself in difficulty.

You can use the [Numbeo](#) website to find out about the cost of living in France, and consult the section dedicated to [financial aid](#).

Bank

We advise you to open a bank account in your host country to avoid all kinds of fees. Be careful not to close your French account, as this is where your grants will be paid!

If you're going to a country outside the Euro zone, make sure you have some local currency before you leave, or change it when you arrive at the airport.

2.1.3 Health and insurance

Healthcare abroad

Going in Europe :

- Ask your European Health Insurance Card from your [CPAM](#) account (2 weeks to process)

Going outside Europe :

- Visit the [french health insurance](#) website to find out about special cases (United Kingdom, Quebec and Andorra) and their recommendations for destinations outside Europe.
- It's essential to take out private health insurance, such as [SMENO](#) or [LMDE](#), when moving outside Europe, so make sure you choose the right plan and are as well covered as possible! Some universities require you to subscribe to the local social security system when you enroll.

Vaccinations :

- It's important to check which vaccinations are required in your host country: visit [Institut Pasteur's](#) "Vaccination by Country" section.

Medication :

- Remember to take essential medicines with you (headaches, stomach aches, etc.). If in doubt, ask a doctor!

Prescriptions :

- If you are undergoing medical treatment, remember to take your prescriptions with you, and don't hesitate to have them translated into the language of your host country. If you are traveling with your treatment for several months, the prescription must specify the quantity and duration of treatment (to be shown in case of an inspection).

Useful links :

- [AMELI « études à l'étranger »](#)
- [Protection sociale internationale](#)
- [Institut Pasteur](#)

2.1.4 Housing

Your host university will give you advice on finding local accommodation. Some will offer you accommodation on their campus or in partner residences. Others will provide you with an accommodation guide to help you in your search.

Prefer renting a flat-share rather than a studio and manage to have the equivalent of 2 rent upon arrival.

Watch out for potential scams. Never send money before visiting the apartment.

Take a look at offers posted by expatriate community groups on Facebook. You'll find useful information there.

If you don't have a place to stay when you arrive, don't panic. You may be able to stay in a hotel or youth hostel for the first few nights, and then continue looking for accommodation once you've arrived.

2.1.4.1 Housing platforms

The University of Lille works with the [Erasmus Play](#) housing platform to facilitate the search for accommodation for students going abroad. This site will help you find accommodation that best suits your needs.

Other useful addresses: [Housing Anywhere](#), [Uniplaces](#).

2.1.5 My Green Mobility

Going abroad doesn't have to mean flying to your destination and big Co2 emissions. Many tools exist to measure your environmental impact. You'll be able to identify what you can change to make your stay and lifestyle more eco-friendly.

Test your eco-friendliness and discover your carbon footprint :

- <https://nosgestesclimat.fr>
- [Erasmus Goes Green](#)

But why?

Erasmus+ Green Mobility offers a unique opportunity to combine civic commitment, respect for the environment and the development of cross-disciplinary skills such as adaptability, planning and communication. The bonus? An Erasmus+ financial supplement to help you with your green transport costs.

How can I make my mobility greener?

- Take the train, the bus or carpool with other people going on a trip. Consult our [interactive map](#) to find out about the advantages of train travel over plane travel, and the destinations that are easily accessible by train.
- For destinations requiring air travel, use carbon offsetting. Choose direct flights and combine it with trains and buses to reduce the distance you fly.
- Even when abroad, stick to everyday gestures that help preserve the environment (turning off lights and unused appliances, reducing energy and water consumption, using sustainable transports on a daily basis, etc.).
- Buy local. Adapt your diet to the food available locally and avoid buying imported products, even if these may feel more familiar.
- Whenever possible, recycle and try using reusable containers.
- Limit long-distance travel. There's no need to travel around the continent during our mobility. Your host country and region are certainly full of gems just waiting to be explored.
- And most importantly, spread the word!

Le site [greenerasmus \(en anglais\)](#) recense plein de conseils pour rendre ta mobilité écoresponsable. Vous pouvez également vous aider de la [Checklist élaborée par le Conseil de l'Europe pour les étudiant.es en mobilité](#) pour préparer votre Green mobility.

The [greenerasmus](#) website is full of tips on how to make your mobility eco-friendly. You can also use the Checklist created by the Council of Europe for students to prepare their Green mobility.

Financial support:

Pour toute mobilité Erasmus+, vous pouvez recevoir une participation financière à vos frais de transport écoresponsable en fonction de la distance parcouru pour votre aller et retour entre la France et le pays d'accueil. Cette participation concerne vos déplacements de début et de fin de mobilité. Pour cela, à la fin de la mobilité il vous sera demandé de fournir les justificatifs officiels de votre transport aller et retour (billets, justificatifs d'achat, etc.).

For all Erasmus+ mobility, you can receive a financial contribution towards the cost of eco-friendly transport, based on the distance you travel to and from your host country. This contribution covers your travel at the beginning and end of your mobility. At the end of your stay, you will be asked to provide official proof of your inward and outward journeys (tickets, proof of purchase, etc.).

Transports open for the green contribution : train, bus, carpool and bicycle.

Do you have a question about this supplement? Contact erasmus-students@univ-lille.fr

More information on My Green Mobility: <https://international.univ-lille.fr/partir-a-international/etudiantes/my-green-mobility/>

2.1.6 Language preparation

If you'd like to start or perfect the language of your destination country, you can visit the [CRL](#), which offers discussion workshops, refresher courses and the [Tandem program](#).

Numerous resources are also available in the University of Lille's libraries and on the "[Calao](#)" app on your ENT.

You can also sign up to the university's [Buddy System](#) to help an international student who is currently studying at the University of Lille.

2.1.7 Preventing cultural shock

Find out about the customs and practices of the host country before you leave. There's a lot of online content that can help you plan ahead. The adjustment period varies from person to person, but it's not uncommon for homesickness to set in within a month.

Contact an expatriate group if you're feeling lonely, and keep in touch with your family. Periods of "the blues" are perfectly normal and should not discourage you from pursuing your mobility.

To help you prepare for your departure, take the [intercultural communication module](#) available at the university.

2.1.8 For my safety

- I memorize my host country's emergency numbers
- I avoid places known to be dangerous, especially at night
- In the event of theft, my safety is more important than my personal belongings
- I avoid carrying a lot of money
- I avoid going out with my passport, I'd rather take copies with me
- I always go out with a copy of my papers and health insurance
- I avoid unlicensed cabs
- I avoid hitchhiking, which is illegal in some countries
- In the extreme case of arrest, I ask to notify the French embassy, which will be able to help me
- I visit the [France Diplomatie](#) website to find out the Ministry's recommendations for each country.

2.1.9 Becoming ambassador for the University of Lille during my mobility

As part of your mobility program, you can become an ambassador to promote global mobility and represent the University of Lille abroad.

You can choose from a range of missions that suit you best.

Examples of missions:

- Write a testimonial about your mobility,
- Create a collection of tips,
- Share your mobility on social networks,
- Participate in an international event,

- etc.

To register, visit our [ULillExplore](#) mobile app or send an e-mail to ulillexplore@univ-lille.fr.

For more information on the Ambassador program, visit the [dedicated page](#).

2.1.10 To summarize

- I check the validity of my identity card or passport,
- I fill in and submit all the necessary documents to the International Relations department of my home faculty and host university,
- I register with the University of Lille even if I'm going on a mobility program,
- I register on the "[fil d'Ariane](#)",
- I scan my identity documents and store them on a cloud,
- I apply for the European Health Insurance Card (Europe) or I take out international insurance (outside Europe),
- I anticipate the costs I will have to bear during my mobility (rent, transports, etc),
- I plan for the vacancy of my accommodation in France (notice, subletting, mail, CAF, etc),
- I inform my bank of my departure and check the validity of my bank card abroad,
- I check my reservations (hotels/university residence, transport, etc),
- I share my itinerary with someone I trust,
- I take note of important numbers in case I can't use my phone,
- I check with my phone operator that my mobile will work abroad until I buy a SIM card or a package at my arrival.

2.2 Formalities during my mobility

2.2.1 Registering for exams

Even if you are not in France, register for your course with the "inscription pédagogique" on the University of Lille's ENT to validate the results obtained during your mobility.

2.2.2 Erasmus+ language test

Students receiving an Erasmus+ grant will receive an e-mail from the OLS platform inviting them to take a language test. The document obtained at the end of the test must be provided at stage 3 “début de mobilité”, which is a requirement for the payment of the grant.

2.2.3 Arrival certificate

Have the [arrival certificate](#) signed by International Relations of your host university as soon as you arrive. You must fill the “Step 1 - upon arrival at the host institution” section of the certificate.

Then complete the Step 3 form via the “Partir à l'étranger” application on your Ulille E.N.T as soon as you arrive at the host university. You will need the signed arrival certificate to complete this step.

Please note that this step is mandatory in order to receive your grants payment.

2.2.4 Changing your Learning agreement

- **For the Erasmus program:** if you need to modify your courses, remember to fill in the “During the mobility” section of your Learning Agreement with the new courses you have selected. This document must be signed by you, your University of Lille coordinator and your host university coordinator.
- **For other programs:** if you need to change your courses, remember to send us a new Learning Agreement / with the new courses selected.

2.2.5 Extending or reducing the length of my stay

- **If you wish to extend your stay from one semester to two semesters**, you must send the [attestation of mobility extension](#), completed and signed by all parties, by e-mail to erasmus-students@univ-lille.fr as soon as possible, or by November 15 at the latest.
- **If you wish to reduce your stay from two semesters to one semester**, you must send the [attestation of mobility reduction](#), completed and signed by all parties, as soon as possible, or no later than one month before the new planned end date, by e-mail to erasmus-students@univ-lille.fr.

2.2.6 To summarize

- I confirm my arrival with the International Relations department of my faculty, my family and the host university
- I have the arrival certificate filled in and uploaded with the other documents required in the form Step 3 “Début de mobilité”
- I check that the planned courses correspond to my learning agreement. If changes are necessary, see the section “Modification of the Learning agreement”
- I complete the compulsory formalities in the host country.

2.3 End-of-mobility formalities

2.3.1 End-of-mobility certificate

Before you leave, have your [end-of-mobility certificate](#) signed by your host university's international relations department. You must complete the “Step 2 - at the end of the mobility” section.

This document will be requested in step 4 “fin de mobilité”.

2.3.2 Erasmus+ Mobility

You will receive e-mails inviting you to take a second OLS test and fill in a final Erasmus+ mobility report. These documents must be provided to complete step 4.

2.3.3 "End of mobilité" form

Complete the Step 4 form via the "Partir à l'étranger" application on your ULille E.N.T. to validate the end of your mobility.

Please note that this step is mandatory in order to receive the remaining part of your grant!

2.3.4 Preparing my return

- **I download the [end-of-mobility certificate](#)** for signature, along with the other documents required for Step 4 "Fin de mobilité" of the "Partir à l'étranger" form.
- **I close my various accounts** (bank, internet, telephone, electricity, etc.), **respecting the notice period**. Please note that closure fees may apply.
- **Accommodation:**
 1. I respect the notice period if there is one;
 2. I am present and vigilant during the inventory at the end of the stay;
 3. I get my deposit back as much as possible
- **I make sure that the host establishment has the right address** (student e-mail address or university e-mail address) to send my transcripts.

2.4 Promoting my mobility

2.4.1 Label International

The Label International not only helps you promote your experience abroad, but also your language skills and intercultural awareness - a real plus on your resume!

You can apply via ENT in the "Partir à l'étranger" app. For more information, visit our "[Valoriser ma mobilité](#)" page.

2.4.2 Sponsoring an international student

Would you like to sponsor an international student and help them during their stay at the University of Lille?

Go to the [Université de Lille Buddy System via the ULilleExplore app](#) and become a Lilord!

This application is also available on the [Google Play Store](#) and [App Store](#).

2.4.3 Promoting mobility

Take part in events promoting mobility:

- Volunteer for [International Student Week](#),
- Share your experience at information meetings,
- Meet international students at "[Welcome Days](#)".

2.5 Contacts

For a complete list of our international relations managers and departments, visit our [website](#).