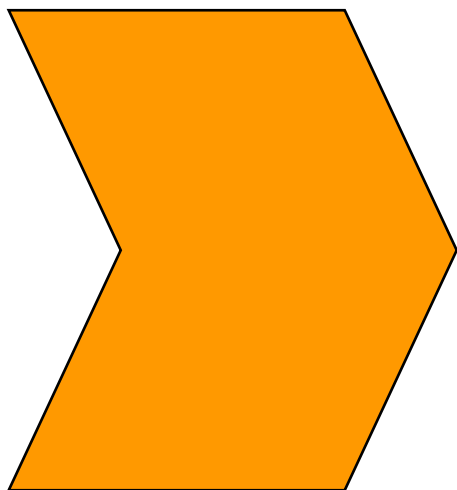


THE SAPV STUDENT HANDBOOK 2010-2011

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NOTE



**THIS BOOKLET
CONTAINS
VERY IMPORTANT
INFORMATION**

**IT MUST BE BROUGHT
TO ALL MEETINGS
AND
TAKEN TO FRANCE**

A Message from the Versailles Committee

The School of Architecture of the University of Illinois at Urbana-Champaign established a Study Abroad Program in Europe in the 1960s. Originally located in southern France, since 1970 it has operated as an Exchange Program with the *Ecole Nationale Supérieure d'Architecture de Versailles* (ENSA-V). However, the Versailles program –known as the SAPV-- is an integral part of the School of Architecture of the University of Illinois at Urbana-Champaign, and operates autonomously from, yet related to and within, the French host institution. The prime objective of this program is to provide an opportunity for undergraduate students to spend one year of study in Europe while receiving academic credit towards the degree of Bachelor of Science in Architectural Studies granted by the University of Illinois.

The Study Abroad Program is designed to give students the opportunity to examine one foreign country and culture in depth and to observe several others. By taking the initiative, students may benefit from direct exchange with French architecture students and faculty in Versailles. The exchange could be much more meaningful for those able to communicate in French. Therefore, between now and your departure in September you should learn the basics of the French language. Being prepared to carry on basic conversations with French people will make the year abroad a far more enlightening experience and will help you to overcome the many difficulties inherent in living in a foreign culture.

The activities of the program consist of offering a wide variety of architectural courses and numerous extracurricular activities such as lectures, field trips, and exhibitions. All courses are offered in English by faculty from the University of Illinois at Urbana-Champaign and/or visiting professors, lecturers, and guest instructors who come to participate in the program from various locations in Europe and the United States. The program is administered by a Program Director, appointed by the Director of the School of Architecture, and by an administrative coordinator.

Acceptance of a student by the University of Illinois and the School of Architecture in the Study Abroad Program makes it possible for that student to have one of the greatest educational experiences of their career. As in any other educational experience, the optimization of the opportunity depends primarily on the student's willingness to be involved, to prepare, and to participate.

1. The Study Abroad Program in Versailles (SAPV)

Since its creation in 1970, the SAPV has been an integral part of the School's offerings, the flagship of its numerous and expanding study abroad opportunities. Its success resides in many converging aspects. Two of them are the year-long structure that allows full immersion into European culture, and the full credit and content equivalence with the courses offered at Urbana-Champaign. Thus, students who participate in this extraordinary program do not see their path toward graduation altered in any way. This is possible thanks to a unique calendar structure that combines intense periods of study with four study-travel breaks (each lasts approximately 10 to 14 days) in which students have the opportunity to travel independently throughout Europe discovering the singular culture and architecture of many cities, regions and countries.

"The team wishes to highlight the program in Versailles as one of the best study-abroad opportunities offered by an American university."

2003 NAAB Accreditation Visiting Team Report

Academic Structure

The extraordinary academic quality of the SAPV is based on a strong and dedicated faculty and the combination of the strengths of UIUC's Architecture undergraduate curriculum and the unique opportunities that emerge from the program's wonderful location in Versailles, a city known by its architecture. This exceptional location, at only fifteen miles from Paris and at the center of gravity of continental Europe, provides numerous curricular and extracurricular opportunities during the class periods, and great advantages for independent traveling during the travel breaks built into the program's calendar. The courses offered at the Versailles program are equivalent to those offered at Urbana-Champaign at the same junior-level, notably in Architectural Design and Structures. Architectural History courses take advantage of the program's geographical location exploring specific aspects of French and European architecture. Similarly, courses in Architectural Design explore contemporary features and issues typical of dense historic cities, of which Paris is a paradigmatic example. Under the general umbrella of "Independent Studies," students take courses in French language and Sketching.

FALL SEMESTER	
<i>Course</i>	<i>crdts</i>
Architectural Design (I)	5
Structures : Statics and Dynamics	4
Architectural History Course: Overview of French architecture	3
Independent Study French Language + Sketching	4

Total credit hours

16

SPRING SEMESTER	
<i>Course</i>	<i>crdts</i>
Architectural Design (II)	5
Structures: Mechanics of Materials	4
Architectural History Seminar: Modern and Contemporary	3
Independent Study Sketch Trips + Sketching	4

Total credit hours

16

In addition to the curricular structure of courses shown above, the SAPV regularly offers a wide variety of extracurricular activities such as lectures by teachers from the host institutions, a series of guest public lectures by renowned professionals and scholars, field trips, visits to construction sites, and more.

Calendar Structure

The year-long program of studies is organized into four major time-frame components: Orientation (September), Fall Semester (October-December), Spring Semester (January-April), and The April Travel/Study Break (mid-April to early May). The Program ends in Versailles the week before Commencement.

In Orientation students participate in a variety of activities that include field trips, walking tours in Paris and Versailles, and sketch/analysis sessions. History, Structures and French language courses start in the first week of Orientation. The calendar structure of the French language course was recently reorganized with the objective of improving the students' current knowledge of the language and thus allowing them to better relate and communicate in the new social and cultural environment (landlords, French students, etc.).

In the Fall and Spring Semesters students are required to take courses in Architectural Design, Structures, History (all of which are equivalent to the courses offered on the main campus) as well as Independent Study assignments for credit. In the April Travel/Study Break students have the opportunity to participate in organized Sketch Trips, and travel on an independent basis for an extended period of time. Several travel/study breaks allow students to travel throughout Europe if they want to. It is important to stress that traveling throughout Europe is not mandatory and it is not a requirement for the activities of the program. Travel is undoubtedly an enriching experience, what is important is not to visit as many cities and countries as possible, but to make the best of each trip academically and culturally, stressing quality of the visit and not quantity of places visited. The development of specific academic assignments is usually required during these periods of independent travel. The program ends in early May with a short week of academic activities that mark the official culmination of the year at the Study Abroad Program in Versailles.

Facilities

The SAPV is hosted by the *Ecole Nationale Supérieure d'Architecture de Versailles* – arguably one of the most prestigious schools of architecture in France. As officially registered students of the host institution, the ENSAV's facilities are fully available to SAPV students. These include the right to use studio spaces, computer labs, the school's library, classrooms, etc. However, it should be noted that these facilities and the internal rules to use them are very different than those at UIUC. The SAPV faculty and staff will explain these differences in detail during the Orientation period. Naturally, SAPV students are obliged to respect them.

Faculty and Administration

The SAPV courses are taught by faculty members especially appointed to teach in

Versailles by the School of Architecture. Every year the faculty team is composed of five or six full and part-time faculty members who teach the program's core courses in Architectural Design, Structures and History, and share the responsibility of teaching and coordinating the other curricular and extra-curricular activities of the program. The program is administered by a Director (a full-time, tenured faculty member of the School of Architecture) and an Administrative Coordinator. Numerous guests and faculty members of the host institution also have an active participation in many activities of the program.

Students Advisory Committee

Before departing for Versailles, two student representatives will be elected to serve on the Versailles Students Advisory Committee. The main purpose of the Committee is to act as a liaison between faculty and students. The student representatives will help to organize special events such as the annual Thanksgiving Dinner and field trips, but should not be expected to do the work alone. Everybody must contribute to the work to enhance the year for all.

2. Costs and Fees

The costs for participating in the Versailles program consist of:

- University tuition and fees (mandatory)
- Versailles Program Fee (mandatory, collected by the School)
- Personal Expenses (they vary with each individual, not collected by the School)

University Tuition and Fees

For purposes of general planning, the current (2009-10) University tuition and fees, including general fees, for students in this program are:

\$11,372.00 for Illinois residents

\$25,156.00 for non-Illinois residents

Versailles Program Fee

In addition to University Tuition and Fees a Program Fee of \$14,500-\$15,000 maximum* is required to participate in the SAPV. This fee covers a large portion of the students' expenses including group round-trip air transportation (Chicago-Paris), ground transportation (Paris-Versailles) on arrival, students' housing in Versailles during the length of the program (from September through mid-May), CISI insurance, French civil insurance, registration at the ENSAV, fees and charges to obtain the definite Carte de Sejour (student visa, once in France), curricular and extracurricular activities, and administrative costs of the program. These are listed in the chart below.

School of Architecture International Programs Fee (non refundable)
Transportation ¹ (group round-trip Chicago-Paris + ground transportation Paris-Versailles on arrival only)
CISI Insurance (required by UIUC for study abroad programs)
Students Housing and Students Services (housing, student visa, French civil insurance, registration at ENSAV)
Program's Curricular and Extracurricular activities (except regular courses) (Orientation program, lectures, field trips ² , sketch trips and special activities)
Program's Administrative Expenses and Facilities' costs

**Dependent upon final budget costs and the euro exchange rate.
Additional costs should be expected for married students.*

- ¹ The Transportation fee is for a round trip flight from Chicago to Paris. It also includes bus transportation from Paris to Versailles upon arrival. The trip from Versailles to the airport for your return to Chicago is NOT included in the cost and is your responsibility to arrange.
- ² Some field trips are only partially covered; students should be aware that they will be required to pay a small fee in some program-oriented field trips. The contribution is usually kept to a reasonable amount.

Personal Expenses

Personal expenses for living in Versailles and traveling in Europe during the 9-month experience vary depending on the individual's personal spending habits. Nevertheless, what makes this experience unique is the possibility of living in France, visiting the buildings and sites you've been studying or will be studying later on, enjoying different approaches to design, urbanism and theory, sharing and meeting different cultures and ways to relate to social life, space and technology. In fact, to do all this, the sums below are generous; it is then up to you to decide whether to put your money on pastries, trendy boutiques, parties and/or drinks that you may enjoy everywhere or to spend it on activities that you may only enjoy while in Europe, and specifically in France.

The fluctuation of the exchange rate (the dollar value versus the *euro*) also plays an important role. The estimation of personal living and traveling expenses shown below is based on the current (December 15, 2009) exchange rate for which one euro (€1.00) equals US\$1.52. Similarly, the estimate does not take into consideration expenses for personal "entertainment" (movies, theaters, concerts, etc...).

Although traveling is considered per the costs below, traveling is optional.

Students can learn and enjoy a unique learning experience staying in France and even in the Parisian region (hence reducing the costs of housing/lodging). There are no mandatory travels besides the few class field trips during the school year and the two weeks of sketching in April.

As usual, getting established is the most expensive part of the experience. September and October may seem awfully expensive since you may be paying in advance for your yearly transportation pass, your telephone-internet connection, your cell-phone, and other essentials. But once you are settled in, you will have few opportunities to go over budget. In any case, even if you have no financial problems, we strongly encourage you to carefully plan, keep and stick to your budget.

Estimated personal living and miscellaneous expenses in Versailles approximately US\$180/week for 24 weeks	\$	4560.00
Estimated living and miscellaneous expenses during travel periods (includes basic lodging, eating out, entry fees to sites of interest, and local transportation) approximately US\$600/week for 12 weeks	\$	7200.00
Estimated transportation costs during travel periods (considers possible combinations of airfare, train, and/or bus transportation)	\$	1800.00
Estimate of Personal Expenses	\$	13,560.00

NOTE 1: Since it is impossible to predict the future fluctuation of the dollar in relation to the euro, it may be necessary to adjust the cost of the program. Unless there is an extreme fluctuation during the academic year, you will be notified of any change during the summer prior to departure.

NOTE 2: The cost of procuring specific documents that may be required for obtaining the *Carte de Séjour* (student visa in France), such as, for example, certified translations into French of documents required by France's Immigration authorities, is not included in any of the estimates provided in these pages. Since the cost of this expense varies with each document, it is impossible for us to provide any useful information at this point.

NOTE 3: The costs shown in these pages are for single students. Married students should anticipate much higher costs, especially for lodging, traveling and living expenses.

SUMMARY OF PROGRAM COSTS AT A GLANCE

	Illinois resident	Non Illinois resident
UIUC Tuition and Fees	\$ 11,372.00	\$ 25,156.00
Versailles Program Fees	\$ 14,500.00	\$ 14,500.00
Personal Expenses	\$ 13,560.00	\$ 13,560.00
Total	\$ 39,432.00	\$ 53,216.00

At first glance the additional costs of participating in the Versailles program may seem excessive; however, if one were to add all the expenses incurred regularly by a student in Urbana-Champaign (lodging, food, supplies, gasoline, personal expenses, leisure, etc...) and compare it to the cost of the SAPV, the two amounts may not be that different!

Calendar of Payments

- UIUC Tuition payments are according to the University's schedule
- The Versailles Program Fee is paid according to the following schedule of payments:

1. At time of application: non-refundable fee _____ \$ 25.00
2. March 2010: non-refundable deposit _____ \$ 500.00
3. April 2010: partial Payment _____ \$ 3,500.00
4. August 2010: final Payment _____ \$ 10,475.00

All payments should be made through your Student Account upon being billed. ***UI tuition and fees are NOT included in the above amounts.*** You will be billed separately by the UI for tuition.

Any loans or financial aid can only be sent to parents for cashing. Parents must then make payments for any unpaid program costs. If a Power of Attorney form is needed, it can be obtained at the Student Legal Services Office in the Illini Union. If you are receiving financial aid, be sure to sign a Promissory Note, even with a Power of Attorney. The Note has to be signed by you. Financial Aid will not accept a parent's signature for a Promissory Note. This will mean a delay in receiving your money.

If you are eligible for financial aid, students participating in the Versailles program are considered for more aid. Rhonda Frank will send a list of student participant names and a Versailles budget to the Financial Aid Office. You will receive a second financial aid letter reflecting the increase. Apply for aid the same as you would if studying on campus.

An application for Federal Student Aid or FAFSA is available at the Financial Aid Office for students who did not receive a renewal form, or online at www.fafsa.edu.gov. Some students who would not otherwise be eligible for a need-based loan may be eligible for a Direct Subsidized Loan because of the increased costs of studying abroad.

- Personal expenses are not collected by the University or by the program.

A wide range of scholarships and financial aid options are available for interested and eligible students.

Ask Rhonda Frank or the Financial Aid office for more information.

3. Policies, Rules and Requirements

The following paragraphs outline the basic policies, rules and requirements mandatory for all students interested in participating in the Versailles program.

Attendance at Meetings

Participants and alternates must attend all meetings scheduled for the Spring Semester. **Absence without prior excuse will be cause for removal from the list of participants and replacement by an alternate.**

Payments

Payments must be made through your Student Account according to the Calendar of payments shown on page 8. Without prior approved arrangement, failure to pay will be cause for removal of your name from the list of participants and replacement by an alternate. Keep all receipts and other records of payment. Anybody who is moved from the Alternate List to the Eligible List must pay the \$500 deposit within two weeks from the date of written notification. Due date of the first partial payment (\$3,500 - April 2010) will be adjusted for alternates moved up after that date, but the final payment date (\$10,475 - August 2010) remains unchanged.

Withdrawal from the Program

Report immediately to Rhonda Frank, the Versailles Secretary (rfrank@illinois.edu and 217-333-7720), if, for any reason, you cannot carry through your commitment. We must have a written record of your withdrawal. If prior to August and if an alternate is available for you, any uncommitted portion of payments you have made (except the \$25 fee and \$500 deposit) will be

considered for a refund. **After August 1 funds will have been irretrievably committed; any refund may only be partial and only upon review and approval by the Versailles Committee.**

Dismissal

If a student's conduct while participating in the Program is deemed undesirable or prejudicial to the University Community's best interest, as described in Regulations 11 of the *Code of Policies and Regulations Applying to All Students Handbook*, the student will be required to return to campus for the continuation of his/her studies and for possible disciplinary action. In addition, any student who has been accepted for the Versailles Program, but fails to meet the responsibilities of participation while in Europe, may be dropped from the Program upon recommendation of the Students Advisory Committee in Versailles.

Students involved in unlawful acts deemed detrimental to the welfare of the Program will be promptly dropped from the Program and the University so notified (i.e., participation in the political affairs of a foreign nation, possession or distribution of narcotics, destruction of property, improper or disturbing behavior especially as a consequence of alcohol consumption, etc.).

Encumbrances

Academic and administrative offices may place encumbrances on your record for academic reasons, funds owed to the University, judicial reasons, and for failure to meet medical/immunization requirements. If you have an encumbrance(s) on your record, resolve it with the appropriate campus office as soon as possible. You will be informed of any encumbrance(s) when you register. **Failure to resolve an encumbrance prior to 5:00 p.m. of the first day of instruction will result in cancellation of your course registration for the term.**

Students who cause any damage to their housing or the school are responsible and must pay for repairs or replacement. Individual students are financially responsible for any bills incurred by them while in the Study Abroad Program. Students not paying immediately will be encumbered by the University.

French Language Course

A French language course (French 199V) is required of all applicants to the program to take during the Spring Semester at the UI. All students participate for credit, regardless of fluency, in order to achieve a higher degree of proficiency in the language. The preparation is felt to be essential for each student living and studying in France and will be of benefit during the year abroad. **If you have already had a number of years of French language, you are still required to take an advanced French course.** Students must be prepared to learn as

much French as possible and apply that knowledge.

France's Student Visa

All participating students must obtain a visa to study in France. The requirements for completing this process are being currently reviewed by France's authorities. See page 18 for more details.

IMPORTANT NOTE FOR 2010-2011 PARTICIPANTS

This is a crucial bureaucratic process and you will have paperwork to present and process in the two countries, the United States and France. It is very straightforward if you strictly and punctually follow the requirements and the instructions that the French Consulate will give you. Please do not try to get any exceptions or adapt the rules. Spend the time you need to comply with all requirements; it is better to be extra careful at the beginning and have no problems with your visa process once in France.

To begin with, in the United States you need to contact the French Consulate and follow their instructions and procedures. The process has to be handled individually; the School and the program can only provide the school and housing certificates. All other documents have to be provided by the interested student. Remember to keep a set of copies of all documents presented at the Consulate, and to bring to France the copies and all originals you might receive from the French Consulate as a proof of the procedure; you will need to present this papers in France.

Once in France, you will need to give to the SAPV administrative coordinator the original stamped document obtained at the French Consulate and your passport. The SAPV will make copies of your passport and send them along with the form of the French Consulate to the French Immigration Office that takes care of the second part of your visa.

Insurance

Different agencies and institutions require that students who participate in the Versailles Program be covered by specific insurance programs. The following is an overview of the insurances needed and provided.

Cultural Insurance Services International (CISI)

Every student studying abroad through the University of Illinois is required to carry CISI insurance. It is a "world class coverage plan" administered by Cultural Insurance Services International, Stamford, CT through the Study Abroad Office at the UI. Students are covered for 6 to 10 months at a cost of \$325 which is

included in the program cost. Brochures on this coverage will be distributed at one of the informational meetings and an insurance coverage card, which should be carried by the student, will be mailed in July.

UI Student Insurance

All University of Illinois Urbana-Champaign students are automatically enrolled in the student health insurance plan and assessed the fee every semester that they register for classes, unless they have previously applied for a permanent exemption from the fee. Students who are enrolled in the Versailles Program are eligible to be assessed the Student Health insurance fee if they have not previously exempted, and will be enrolled in the UIUC Student Health insurance as well as the required CISI insurance for the semesters during which you are registered. The details of this plan are available at the Student Health Insurance website (www.si.uiuc.edu). This is a worldwide plan, however, it is optional for the semesters during which you have CISI insurance.

Since you will have the required CISI insurance, you may choose to temporarily waive your UIUC Student Health Insurance coverage during the semesters in which you are studying abroad. In order to do this, you must complete the Limited Exemption form, available from your Versailles program contact, prior to your departure and submit it to the School of Architecture Study Abroad Program. On this form, you will specify which semester(s) you are studying abroad and the date on which you request to be reinstated into the student health insurance plan. Your reinstatement date will generally be the beginning of the next semester in which you are registered for on-campus classes at UIUC. If you fail to submit the completed Limited Exemption form to your Versailles program contact prior to departure, you will be charged for both insurance plans and enrolled in coverage.

If you are not registering for the semester after studying abroad, and you wish to have Student Health Insurance coverage after your 6-10 month CISI coverage ends, you are eligible for a one-semester extension, to take effect after the last semester you were registered for your study abroad program. This is available to students who choose the limited exemption, as well as those who choose to keep their UIUC Student Health Insurance. Students must complete the Student Health Insurance Extension form, available at www.si.uiuc.edu, during the extension period at the end of the last registered semester. For extension period deadlines for each semester, please visit the Student Insurance website. The form must be submitted by mail or fax with payment of the student insurance premium directly to the Student Health Insurance Office. The insurance fee will not be billed to your account for a semester in which you are not registered. More information about extensions is available at www.si.uiuc.edu, or you may contact the office: *UIUC Student Health Insurance, 807 S. Wright St., Suite 480, Champaign, IL 61820; 217-333-0165; insure@uiuc.edu.*

must be paid for in cash upon service. CISI insurance claim forms along with original itemized bills are required to be submitted to their office in Connecticut.

If you have UIUC Student Health insurance, claim paperwork with itemized bills from the doctor's office can also be submitted to that office for reimbursement. UIUC Student Insurance requires that these bills be translated into English, and the prices converted to U.S. currency prior to submission. They must list diagnosis, procedures and charges for each treatment, date of service, patient name and medical facility contact information. If you have any questions about submitting a claim to the Student Insurance office, please contact the insurance office at (217) 333-0165 or insure@uiuc.edu.

If the School, for some unforeseen reason, has to make a payment on your behalf, you will be billed and/or encumbered. The coordinator in Versailles will assist you.

French Health Insurance

Depending on the annual changes of French Immigration laws and of the French School of Architecture office, we may need to ask you to pay for French Insurance. If that is the case, a sum of about \$350.00 may be collected for this purpose. In this case, your American health insurance will act as a complementary health insurance and pay for the parts not covered by the French health insurance. The French school and the Prefecture usually confirm this matter at the end of July. You will be then notified by August 15th if this payment is necessary.

4. Calendar of Meetings and Activities

Feb. 4 (Thurs), 2010

7:15 p.m.

you at the

Plym Auditorium

1st ORGANIZATIONAL MEETING OF PARTICIPANTS

Fill out information sheets (some information to have with meeting—your passport if you have it, your place of birth; parents' full names, including your mother's maiden name; their birth dates; their work phone numbers; emails, etc.)

March 23, 2010

DUE: \$500 non-refundable deposit toward program cost

This is earnest money and *will not be refunded* if you withdraw from the program.

Payment will be made through your Student Account. You will receive a bill for this just as you would for your tuition. Payment is then made online or in person—as you do for your tuition.

Mar. 1 (Mon) 2010

Deadline to apply for a passport – THIS IS A MUST to apply for your visa.

It is very important that you apply for your passport as early as possible due to the fact that it is now taking longer to obtain passports. If you already have a passport, make sure it is valid through your school year in France. Non-U.S. citizens, be sure your current country visa is renewed before July 1, 2010.

Feb. 25 (Thurs) 2010

7:15 p.m.

Plym Auditorium

2nd ORGANIZATIONAL MEETING OF PARTICIPANTS

- French Visa Applications
(2 application forms required and 3 ID pictures each signed on the front along the left hand side the same way you signed your passport along with name printed on the back of each)
- hand in to Rhonda Frank 4 color ID photos with your name printed on the back of each—for administrative purposes

Characteristics of the ID pictures:

3.5cm x 4.5cm (1 3/8 inches x 1 3/4 inches), white background, front portrait (minimum portrait length 1 1/4 inch, maximum portrait length 1 3/8 inches). (see page 18 for more information)

NOTE: Respect to this specifications is very important. Many French offices will not accept self-made or scanned photos. The French consulate may provide more info on this. See also page ?? with details, dimensions, etc.

- Introduce CampusFrance system

March 18 (Thurs) 2010

7:15 p.m.

Plym Auditorium

3rd ORGANIZATIONAL MEETING OF PARTICIPANTS

- Study Abroad Office Health and Safety DVD
- Election of student representatives to serve on the Versailles Students Advisory Committee (1male/1female)

April 8 (Thurs) 2010

7:15 p.m.

Plym Auditorium

4th ORGANIZATIONAL MEETING OF PARTICIPANTS

- Airline Ticket Forms
- Housing

Apr. 17 (Sat), 2010

9:00 a.m.

VERSAILLES PRESENTATION

[*UI Mom's Day Weekend*]

Plym Auditorium - Temple Hoyne Buell Hall

April 23 (Tues), 2010

DUE: Partial payment of \$3500 toward program cost

Payment will be made through your Student Account. You will receive a bill for this just as you would for your tuition. Payment is then made online or in person—as you do for your tuition.

May 3, 2010

DUE in the office of Rhonda Frank by this date

- Passport – *be sure to sign it*
- Student Visa Applications and 3 signed color ID photos
- 1 color ID Photos* – *your name printed on the back of each*
2.5 cm x 3.0 cm
- Proof of Tetanus vaccination
- Financial Guarantee – *signed by parent and notarized*
- Completed Information Forms

If your name or parents' name have changed, or any of your civil documents are composed of several pages, obtain a notarized document that summarizes all the essential legal information in one page (as simple and concise as possible). This is very important, since all documents will have to be translated by a French certified translator who charges for each word.

Mid to end of May 2010

Documents to start the immigration process have to be sent to France:

- Copy of passport
- Any notarized documents that have to do with change of name/s, change of parents' names (or parents).

August 23, 2010

DUE: Final payment of \$10,475 toward program cost

Payment will be made through your Student Account. You will receive a bill for this just as you would for your tuition. Payment is then made online or in person—as you do for your tuition.

Aug. 6, 2010

All required coursework must be completed

Those taking summer school classes are to have transcripts or letters from instructors sent to:

- Associate Dean Michael Andrejasich, Room 110
Architecture

August 25, 2010

Ship books, etc. to Versailles (if needed)

NOTE: DO NOT ship before this date as the School office is closed and items may be lost or returned.

September 2, 2010

Departure as a group from O'Hare Airport, Chicago

The airline tickets are purchased as a group in order to receive a discounted rate; therefore, participants are *required* to fly as a group, not individually.

IT IS VERY IMPORTANT TO CHECK YOUR UI EMAIL FOR LISTING UPDATES, MEETING DATES, TIMES, PLACES, AND OTHER IMPORTANT INFORMATION.

5. Preparations to Participate in the Versailles Program

This section is very important for all students who are getting ready to participate in the Versailles Program because it explains the necessary steps needed to attend the program prior to departure. It is subdivided in the following sections:

- Bureaucratic preparations (documents needed)
- Educational preparations
- Personal preparations

Bureaucratic Preparations

You will need a long list of documents, some of which require very specific information. A quick checklist is shown below, followed by more detailed information of each document needed. Please read this information very carefully.

Checklist of Documents needed

It is essential that each student considers everything on this list and completes at least items 1 through 5 as soon as possible, allowing sufficient time for preparations and processing of the many required applications, documents, etc.

NOTE: French immigration policies change often; therefore, all the information provided in this section and throughout the booklet is based on current information available and

may be subject to change. The SAPV Versailles office may provide a list of documents required to obtain the student visa in France as late as mid-summer.

1. Passport, valid through the entire duration of your stay in Europe (that is, until June 2011)
2. Proof of tetanus vaccination. In France booster shots are given every ten years, and the vaccine needs to cover you through the whole year in Europe.
3. Financial guarantee
4. Acknowledgement of risks and release of responsibility
5. French Visa: needed to apply for a student's resident permit in France
6. Registration for Fall Semester
7. Proof of Health insurance coverage

DESCRIPTION and EXPLANATION of DOCUMENTS NEEDED

1. Obtain a **PASSPORT** (*do not delay in getting this!*). **Sign your passport upon receipt of it!!**

An application for a passport can be made at the Circuit Clerk's office at the Champaign County Courthouse (101 E. Main, corner of Broadway and Main Streets in Urbana, 217-384-3725), from 8:00 a.m. to 4:30 p.m., Monday through Friday; or at the Champaign Post Office, 2001 North Mattis in Champaign (217-373-6000 ext 6018), from 9:00 to 4:00 p.m., Monday through Friday. If applying for a passport at the Champaign County Courthouse, there is a \$75 fee for the passport, which must be paid by check or money order made payable to the Department of State. Cash will not be accepted for this. There is also a \$25 fee collected by the Circuit Clerk, which must be paid in cash, check, or money order payable to the Circuit Clerk. At the Champaign Post Office a check or money order made payable to the Department of State for \$75 is required, along with a \$25 fee to the Postmaster.

You must show a driver's license and submit two passport photos and a certified copy of your birth certificate from the state or county in which you were born with the application. *You will need to know your parents' birth date and birthplace for the application.* If you are a naturalized citizen (born abroad) you must provide your original certificate of citizenship. Note that it is illegal to make copies of citizenship papers. If you are renewing a passport, you can pick up an application form at the Champaign Post Office and mail it along with a check to Chicago (address on back of application) and two passport pictures to receive a new passport. In all of these cases, you will need a birth certificate in order to apply for a new passport.

Passports take about 8 weeks from application date, therefore, apply for one as early as possible at either place. ***BE SURE TO SIGN YOUR PASSPORT AS SOON AS YOU RECEIVE IT.*** All passports must be given to Rhonda Frank for copying and will be returned to you in order for you to obtain your French visa over the summer. Please note that in France you will have to **carry your passport in a safe place with you AT ALL TIMES** because a driver's license or other ID is not valid for identification purposes in most European countries.

2. **PROOF of updated TETANUS VACCINATION** (in France it is required every 10 years).

A Tetanus update is required if it has been **10 years** or more since your last booster. You should carry the certificate with your passport. A copy of the tetanus record must be submitted to Rhonda Frank. You should be able to obtain a copy of your immunization record from McKinley Health Center (*be sure the Center sends the record to Rhonda at 117 Arch and NOT to the UI Study Abroad Office—or submit the copy to Rhonda yourself*) or obtain from your family physician.

3. **FINANCIAL GUARANTEE** - Obtain a *notarized* copy of the signed Guarantee.

This document is required by the French Consulate to accompany your visa application. This form will be distributed to you at one of the meetings and must be signed by one of your parents or guardian(s), ***notarized*** (Notaries are usually found in financial institutions--banks, credit unions; at libraries, attorney offices, etc. A Notary is someone who verifies the authenticity of the signature by witnessing the signing of the document.), and the original returned to Rhonda. The signed Financial Guarantee states that your parent(s) or guardian(s) will be responsible for you financially while studying in Versailles and for any unpaid debts or bills when you leave Versailles at the end of the academic year.

4. **ACKNOWLEDGEMENT OF RISKS AND RELEASE OF RESPONSIBILITY FORM.**

You must sign this document, which is required by the University's Study Abroad Office and the School. The form will be given to you at one of the meetings

5. **FRENCH VISA** (*the School does this for you, in most cases*).

It is mandatory for all students to attend the meeting in the Spring regarding application for a French visa. If absent from this meeting, the student must assume the responsibility for obtaining the necessary visa for France. They may be obtained from the French Consulate in Chicago.

Passports and visa applications applied for through the School will be delivered to the French Consulate in one package. Therefore, necessary documents must be delivered to Rhonda Frank by the scheduled time. Your French visa is only good for 3 months at which time you should have received your residency permit in France (Carte de Séjour—obtained for you by the Versailles office).

NOTE: You cannot leave France until your *Carte de Séjour* is obtained. This is very important as you may not be allowed to re-enter France without it and the School will not be able to help you.

In general, U.S. citizens do not need visas to visit most European countries, however, non-U.S. citizens may need to apply for other country visas. This can be done at that country's consulate in Paris. If you are a non-U.S. citizen, be sure your current country visa is renewed before July 2010, as the French Consulate may not issue you a visa.

Materials required for applying for the visa to study in France

The process for obtaining a visa to study in France is undergoing some changes;

therefore, the following is a tentative list based on previous experience. Be alert to receive notification of changes and/or the requirement to present additional documents.

- A signed passport **valid through at least September** of the following year (2011)
- Two complete and signed application forms (*the School of Architecture will supply these unless announced otherwise*)
- Three color ID photos *with your name at the back of the photo. Write your name with a pen that will not pass through, nor run or erase easily (see page 19 for details).*
- Signed and notarized Financial Guarantee* (*provided by the School*)
- Signed Insurance Statement from Consulate General (*provided by the School*)
- Proof of Health Insurance coverage (*the CISI Insurance is sufficient for this*)

**The signed Financial Guarantee from the parents' states that they will be responsible for any unpaid debts or bills when the student leaves Versailles at the end of the academic year. Unpaid hospital bills, etc., jeopardize our credit and credibility for the next year's Study Abroad group. The School will certify, by letter to the French Consulate, that you are a participant in the Versailles Program.*

6. **REGISTRATION for Fall Semester** classes (*a list of courses will be provided in April*)

If you are on the Eligibility List and plan to go to Versailles, enroll at the normal University registration period. [Alternates should register for regular on-campus classes. If moved to the Eligibility List, your course schedule can be changed.] You will be given registration information for courses in which to enroll in April.

Before leaving campus for the summer, be sure to change your campus address to your permanent home address, not your address in Versailles.

9. **PROOF OF HEALTH COVERAGE**

OTHER USEFUL DOCUMENTS FOR TRAVELING IN EUROPE

1. **INTERNATIONAL CERTIFICATE OF VACCINATION.**

If you plan to travel outside Western Europe, obtain a series of vaccinations (available through McKinley Health Services; or in France as well). If you plan to stay within Western Europe there are no international vaccinations required. However, vaccinations against measles, mumps, rubella, and tetanus diphtheria should be up to date. Vaccinations against Hepatitis A and B and/or Meningitis may be recommended. We advise that students consult their physicians.

If you plan to travel outside of Western Europe, other vaccinations may be required or highly recommended. McKinley Health Center's Preventive Medicine Department (217-333-2702) offers free travel information, and some vaccines for a fee. Six to eight weeks or longer may be required to complete a series of vaccinations. *Hepatitis shots take 3 months for the series of shots.* Plan ahead where you want to travel, and inquire about each and every country you are going to visit.

YOU ARE RESPONSIBLE FOR OBTAINING THE PROPER PROTECTION

2. Consider obtaining a National Student Association **INTERNATIONAL IDENTITY CARD**.

Recommended for American university students studying or traveling in Europe. This card is generally accepted by everyone and entitles the holder to discounts and student reductions at some theaters, concert halls, shops, and most museums. Holders of the ID card are also eligible for the money-saving services offered by the European national student travel bureaus. Of particular interest are intra-European student charter flights, student hostels, and meals in student restaurants. *The ID card is not essential but it is useful to have one to obtain discounts.* Your ENSAV student ID may also get you discounts at museums and admits you into some museums free.

This International Student Identity Card can be obtained online at <http://www.istc.org/sisp/index.htm> or through the Campus ID Center located on the 2nd floor, 809 S. Wright Street (Illini Union Bookstore), Champaign, 217-244-0135. Students are required to show their current student ID in order to obtain the International Student ID. A \$22 fee (cash or check only) and one passport photo must be submitted, as well as verification of birth date (driver's license or passport). *NOTE: If you purchase the card prior to September 1 you will only be able to use it until December of 2010. After September 1 the card will be valid for a year. Make sure your card is validated for this time period.* You can also obtain a student ID card in Europe at travel agencies.

3. Consider an **INTERNATIONAL DRIVER'S LICENSE** (*optional - but not necessary*).

It is required when renting motor scooters in some countries. You must be 21 to drive a rental car (or older in some countries—check with AAA).

A valid U.S. Driver's License is sufficient for car rentals in France. Although not recommended by recent students, you may want to have an International Driver's License. This may be obtained locally by making application for it at the AAA Chicago Motor Club, 1610 S. Neil, Champaign, 217-398-3621. You must have a U.S. driver's license, which will not expire for one year, and submit two passport photos signed on the back. There is a small fee (USD15) for the license and it is issued while you wait. Your valid U.S. driver's license should also be carried with you in Europe. *Make sure your U.S. driver's license will not expire while abroad.*

4. An **INTERNATIONAL YOUTH HOSTEL CARD** is highly recommended.

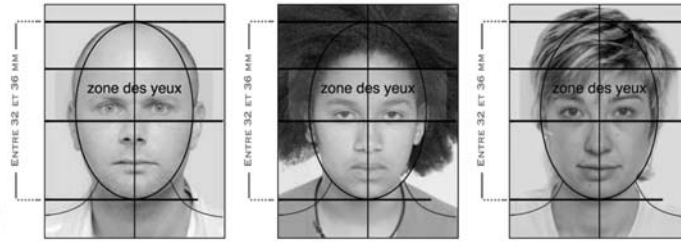
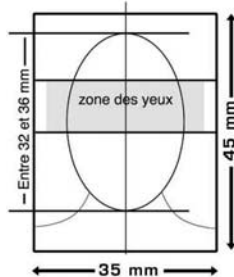
Youth hostels offer very modest but affordable accommodations in most cities. There are several Youth Hostel associations; you will need to search for the one that may suit your travel plans better. You can obtain the card online at www.hiayh.org or through a travel agent). This can also be obtained in Paris or the first Hostel visited.

5. **PHOTOGRAPHS for French IDs**

The SAPV office in Versailles will need at least four ID photos to include in your registration form at the ENSAV and to obtain the public transportation card. This ID photos need to comply with the following specific characteristics and dimensions:

SAMPLES

3.5cm x 4.5cm (1 3/8 inches x 1 3/4 inches),
white background, front portrait
(minimum portrait length 1 1/4 inch,
maximum portrait length 1 3/8 inches).



CONFORME À LA NORME ISO/IEC 19794-5 : 2005

You do not need to make/bring extra ID photos for presenting at the Immigration Office in France because the requirements for this ID are very specific. Thus, you will have to obtain these additional photos in Versailles (4 photos are at about €7.00, which are equivalent to \$10.50)

6. Last, but not least! Your AIRLINE TICKET

Airline tickets will be distributed by the travel agent at O'Hare airport at the time of departure. Remember there are two parts to your ticket. **DO NOT ACCIDENTALLY THROW AWAY YOUR RETURN TICKET!**

Educational Preparations

Textbooks

A textbook list will be available in May. They can be purchased through the Illini Union Bookstore (www.uofibookstore.uiuc.edu). Each student needs to take each required text with them to Versailles. Having your own book is a requirement because no sharing is allowed on exams. Take all Fall Semester textbooks with you on the plane. Spring textbooks may be shipped at a later date. Some students have purchased their books from Amazon.com and had them sent directly to the Versailles office. However, be sure not to have them sent before September 1 as there will not be anyone in the office to receive the package, and it may be sent back.

Computers

Whereas it is not a requirement, students are welcome to take a laptop computer or DVD drive. If you do, be sure the latest virus protection software is installed on your computer. If you do not bring your computer, computing facilities are available at the ENSAV's computer lab (open daily –except on weekends– from 8:00am to 8:00pm; *warning: the French keyboard is different from the US keyboard!*) and at the SAPV Annex, where we have a few PCs with US keyboards, and printers, scanners, etc... However, the Annex is only open a few hours per week and definitely closed on weekends. If you bring your own computer, please note that it is very unsafe to leave it

in studios. We strongly recommend that you bring a method of transferring files to computers in the lab to print. A USB memory key (512MB or 1GB) or CD-RWs are recommended. No special software programs are needed beyond what students usually use in Urbana-Champaign (word processing, imaging, publishing, CAD, REVIT or drawing software, etc...). Printing cards to use the ENSAV's printers and plotters are easy to purchase at the ENSAV (printing costs are similar to that at UIUC). It is recommended that you make a copy of your receipt and all serial and warranty numbers. **NOTE: Not having a personal computer should not be considered a disadvantage in attending the Versailles program.**

Students will want to have basic operating software programs (listed above) on their personal computers to be prepared for their courses in Versailles. To that end, please note the following:

- Autodesk allows students to download free versions of their software as long as the student is currently enrolled and has a University supplied email address (@illinois.edu)
- The software can be accessed from: <http://students.autodesk.com>
- Before the student can access the software, they must first register on the site using their University email address.
- The student will need to download and install the necessary Autodesk software onto their computer before they leave for Versailles.

If questions, contact the School's Architecture Computing staff at arch-computing@illinois.edu.

Supplies

A calculator is required for Structures' courses. An LCD non-rechargeable battery type is recommended. They are very expensive in France. If you must use a rechargeable one, make sure it can work on 220 volts, 50-cycle AC. *NOTE: Do not carry a calculator in carry-on baggage through foreign airports--their x-ray machine will damage the calculator.*

You will need the "normal" studio supplies in Versailles. All required equipment and supplies for use in the studios can be purchased in Versailles but can be expensive. Only equipment that you do not wish to purchase abroad should be taken along or shipped. These items might include:

- technical pens (4 to 6, depending on your habits)
- adjustable triangles, Sobo glue (not available in France)
- a metric-scale (the latter is fundamental because all work in done in metric scale)
- lots of yellow tracing paper (expensive here)
- sketch books (8-1/2" x 11", hardbound recommended),
- other drawing instruments (but do not bring Exacto blades)
- drafting pencils with lead, pastels or watercolors and brushes (optional)
- watercolors (in case you go on a watercolor sketch trip),

Equipment provided to students in Versailles' studio space consists of: a modest drawing board, a stool, a drafting lamp, extension cords (if needed) and locker (2 or 3 students usually share a locker); T-squares, parallel bars, etc... available upon request.

Personal Preparations

Leaving for nine months to live in a foreign country with different habits than the ones you are used to at home demands careful planning and numerous considerations. Speaking with previous participants and asking them about their experiences is highly recommended. Nevertheless, below please see a few recommendations taken from experience to help you get personally ready for your year abroad.

Cellular Phones

In recent years, students have purchased cellular phones in France for use there and while traveling throughout Europe. Those students who wish to obtain one may either purchase a new one from local stores in France (Orange, SFR or Bouygues) all of them located on the main market in Versailles (five minutes walk from the School). The price of a simple new phone (without many gadgets) varies frequently; estimate approximately \$60 to \$120). Many different "promotions" (plans for sale of cell phones) are proposed at the beginning of every year; we recommend doing some "shopping" on the Internet prior to your arrival.

You can also purchase used phones that are left in Versailles by previous students. A listing of phones available for purchase will be distributed in late-April or early-May. ***These transactions are strictly between students.*** Phones are then held in the Versailles school office for pick up when you arrive. Most phones brought from the U.S. will not work in France.

Bicycles

Bicycles cannot be taken on the flight you are taking because there is no space to carry them on the buses taking you to Versailles. If you wish to ship a bicycle to France, you must make your own arrangements in advance with the airlines (boxes are available through the airlines). An extra fee, anywhere from \$50-\$120 or more might be charged by the airlines.

The purchase of bicycles in Europe has been done in the past and should be considered as opposed to bringing your own (inexpensive new bicycles may be purchased in France; at a cost of approximately \$200/300). Used bicycles can also be purchased at various places in Versailles. Check upon arrival. Bicycles are not necessary and your apartment may not provide facilities to secure the bicycles at night. If you have a bicycle a U-lock is highly recommended to deter theft. Helmets and lights are mandatory.

Cameras, CD/DVD Players, etc...

A photographic camera (digital or "old fashioned" reflex) is fundamental for any architecture student, especially when traveling. Moreover, some assignments require the use of photographic documentation. CD players are mostly for personal entertainment. When taking certain personal belongings to Europe, it is advisable to take along the "bill of sale" or "origin" of the articles so that you have proof of purchase in the U.S. when returning to the U.S. Otherwise, you may be required to declare the articles upon re-entry, which can be a problem when the amount of "duty-free" articles (clothes, gifts, books, etc.) is limited. *Alternatively*, register your articles with Customs in Chicago before departure (i.e., camera, computer, etc.). Customs will issue a receipt. Save it for re-entry. At departure allow time to do this if you so choose. We recommend that you obtain insurance for cameras and other audio-visual equipment. Record serial numbers in a safe place and leave a copy of the numbers with your parents.

Suitcases and backpacks

TRAVEL LIGHT! Usually the airline luggage limit, without paying extra, is two suitcases (the biggest, lightest and sturdiest allowed). Purchase a good backpack and get it fitted before you go. One that can be used as a carry-on (a backpack, framed if possible that is comfortable to wear and walk with and that complies with the airline conditions to be considered carry-on). Try filling it and walking around for a few hours to make sure it is comfortable. Consider bringing a smaller lighter daypack item for your daily on-the-go items studying-traveling in Paris and Versailles (one that can hold your sketchbook, school material, computer, MP3 and camera).

For the plane, remember that besides your carry on you are allowed to only one personal item such as a laptop, purse or briefcase per person. You cannot have two personal items. The travel agent will send the latest information in August regarding the luggage size and weight limits. Moreover, space is limited on the buses taking you from Paris to Versailles upon your arrival. Besides, storage space is rare in your housing.

Clothing

General Hints for preparing your "Versailles wardrobe:" The basics are best. Consider taking less rather than more, for you can always buy a needed article of clothing along the way; however, in general, prices are higher throughout Europe. Pack washable, quick-drying fabrics as much as possible. Dry cleaning and laundry costs in France are very high. You should be prepared for cool, damp weather at any time, although generally you will be in a mild but humid climate. The weather in France has few extremes—an usually short freezing period in winter with temperatures usually in the 20s to 30s, and 70s to 80s in spring. It does rain frequently! It is suggested that you take a small, sturdy, collapsible umbrella. Purchase a good backpack and get it fitted before you go. Try filling it and walking around for a few hours to make sure it is comfortable. Bring a smaller daypack for everyday, on-the-go items. Plan a similar wardrobe to the one you have at UIUC --washable pants, shirts, fleeces, scarves, gloves, and sweaters. The school buildings and apartments are much colder than here. In fact, heating is regulated by law; it starts on October 15th and ends on April 15th. The legal temperature is 66.2F and landlords rarely set their heating above this temperature! It is suggested that you wear layers of clothing. For evenings in town and social occasions you may

want nicer clothing. Shoes should be good for walking and waterproof—consider bringing two pairs. Bring special sportswear as desired and flip-flop shoes to use when you go to youth hostels or for your field trips. When planning your clothes remember that you may be traveling for two weeks in a row, without much access to a laundry place. At the same time, too many things make traveling uncomfortable, and make you vulnerable to pickpockets or thieves. Remember, you have only one back and two arms to carry all the weight and handle tickets, plans, photographs, cell phones and move around new places as if you knew them.

Clothing and Miscellaneous Checklist

This suggested list was prepared by former participants for reference only. It is suggested to take older clothing that you wouldn't mind leaving in France to make room for souvenirs, new clothing, etc. in your luggage upon your return. (The following list is not exhaustive)

- 1 raincoat/overcoat (*with zip-out lining*) or other rain gear/poncho
- 1 down jacket or similar type (*waterproof*)
- 3 or 4 pairs of blue jeans
- 3 pair pants or skirts (*casual and dress*)
- 3 pair shorts (*2 pair casual, 1 pair athletic*)
- 7 shirts (*wash & wear*) and/or turtlenecks
- 4 warm wool sweaters
- 7 t-shirts
- underwear (*wash&wear, quick-dry*) to last for at least two weeks
- warm long underwear
- socks (*wash & wear, quick-dry, wool & cotton*)
- to last for at least two weeks
- sweatshirts and sweatpants
- ties, belts, miscellaneous
- 3 towels/3 washcloths (*minimum*)
- 1 pair of durable and comfortable boots or winter weather shoes (*waterproof*)
- gloves, scarf, and hat (*important for trips*)
- sleeping bag and flip-flop shoes for Hostels (*almost all Hostels provide blankets and sheets but at low-quality Hostels, personal sheets may be preferred for cleanliness*)

- hiking backpack for travels (*more convenient*) or small rolling suitcase

As architecture students remember that you are going to be building models, working in the ateliers, etc. Dressing accordingly does not require lots of items.

For special occasions or reviews just plan for formal sportswear clothes.

- daypack/book bag
 - small, sturdy, collapsible umbrella
- locks for your luggage (*for when you travel*)
- adapter and converter
- money belt or purse; or one to be worn around neck or waist
- hair clippers (*hair cuts are expensive, nearly 20 euros or more*)
- battery-operated alarm clock
- playing cards (*for the train rides*)
- a travel steamer and a travel hair

- dryer

Of course do not forget to bring the objects/books that you feel very attached to; just try to keep them small and light!

6. A quick pre-view of daily life at Versailles

This section is dedicated to provide basic information regarding the SAPV-students' life in Versailles. These comments and explanations are for reference only. Much more complete information about living in Versailles is provided to students in a similar handbook and folder –the “Bienvenue/Welcome to Versailles” package—which is distributed upon arrival at the ENSAV. This includes maps of Versailles, public transportation systems, hints for daily life, health care information in case of need, emergency cards, phone numbers, and much more useful information.

Student Housing

Housing for students in Versailles –and its environs—is very difficult to find and very expensive compared to prices at Urbana-Champaign. Moreover, laws that regulate rental contracts are very different in France than in the US, especially for short-term (nine months), furnished accommodations for students, and the socio-cultural approach to student housing is also different. Therefore, the University secures rooms in the homes of French families (a very widespread practice in this area), or rents apartments in or near Versailles that respect the legal restrictions and are a good compromise with these varying points of view about student housing. **In all cases, housing accommodations are adequate but very modest.**

Housing places are quite diverse; some are independent apartments or studios; others are bedrooms in family homes rented to students and providing access to other shared facilities such as bathroom and kitchen. As mentioned above accommodations are modest: a bed, a desk and a chair, bookshelf and a place to keep clothes. Some students have access to a full kitchen; others just have a microwave and a hotplate to prepare their meals. Since students do not spend a whole calendar year in France, and they travel during their stay, **it is not possible to provide them with access to TV, telephone lines (usually students have cell phones), or an Internet connection in their housing.** (Internet access –fundamental for communicating with family via email and or video-conference—is accessible at the ENSAV's studios, which are open on a virtually 7/7 and 24/24 basis; yet, this cannot be guaranteed).

It is important to be aware that living customs in the homes are different from those to which you are accustomed to here and you must be willing to make the necessary adjustments. You are a guest of the family you are living with and are expected to act accordingly. There are no telephones in the apartments; therefore messages can be left at the School Office (if you don't have a cell phone).

All single students are required to participate in the group-housing plan and each must be willing to accept the accommodations provided.

Each unit usually accommodates two or as many as four students. Consider your roommate(s) carefully as you will be living with them for nine months; and, once chosen and the list submitted to Versailles, you cannot change. Housing sign-up will be done at the April meeting. It is not necessary to bring pillows, sheets, or blankets, but you should bring your own towels and washcloths.

Upon your arrival and occupancy, each student will be asked to pay €200 (euros) in cash as housing deposit. It is not necessary to bring the euros with you; you can obtain them at ATM's upon your arrival. You also fill out a form to identify conditions prior to your occupancy of the apartment.

IMPORTANT NOTE: all rental agreements are for accommodating the STUDENT(S) only. Therefore family and friends who visit you are not allowed to stay in your housing.

Phones and Skype

Obviously communicating via Internet is the most inexpensive way of communicating with family and friends. Once you arrive in France, and open a bank account (see information below), many of you will have the possibility of getting Internet services at their housing. The Administrative Coordinator will brief you at the beginning of the year about this and other administrative subjects.

We have a special wi-fi network accessible when the French School is open in the American Studio. It is possible to communicate via Skype from the American Studio, but since there are several of you in a small space, try to bring headphones with incorporated microphone that will protect your privacy while allowing the others to work or to converse with their friends and family too. The ENSA-V'S computing facilities staff of our host institution will create accounts that will allow you to use the ENSA-V's wi-fi. This, however, will not be readily available at your arrival because some "red-tape" needs to be taken care of before setting your account.

Communicating by cell-phone is the other preferred way of communicating with family and friends back home and among participants as well. There are multiple offers on the market; some have preferential rates for international calls or specific countries. The offers vary so greatly from company to company that you will have to shop around before deciding the offer that better suits you.

It is very important to know that incoming calls are free of charge in France (regardless the point of origin); however, once outside of France, incoming calls are charged.

Food and Eating (cooking at home versus eating out)

Eating is not a problem in Versailles. After all, France is well known for its gastronomic culture!!! Students can cook at their housing and/or eat out. Cooking is significantly less expensive than eating out, which should be reserved for periods of travel when they live in hostels and/or have accommodations with even more limited access to cooking facilities. Some housing accommodations have well-equipped kitchens with stoves, cooking equipment, refrigerator, etc.; others have only a hot plate, microwave, and a small refrigerator; those who live in family homes have access to the home's kitchen (often there are "time rules" agreed upon with the landlord). Start searching for a few simple recipes that require few materials and techniques, do not forget your favorite meal recipe or the secret sauce you like so much with your meat. Making your everyday living enjoyable is very important to feel at home.

While there is no "American-size" grocery store in Versailles, there certainly are many places for buying groceries, including discount grocery stores and specialty shops (i.e., Picard is a wonderful little store that exclusively sells frozen food). More importantly, the fresh food open market, in the center of Versailles, is open three times per week and has everything one needs at very reasonable prices (meat, fish, vegetables, fruits, cheese, ready-made foods, specialty products, etc...).

There is a wide range of choices for eating out - from inexpensive to very expensive. Between October and May, students can eat lunch (lunch only) at the ENSAV's University Restaurant where a full meal (entrée, main course and dessert) costs approximately €3.00 (equivalent to US\$4.56). The lines can be long but it is a great value.

Banking and Money Issues

Starting January 1, 2002 the *euro* became the same currency used in most European countries. One *euro* (€) is more or less equivalent to \$1.52 (or, 1 dollar = 0.75 euros; rate as of December 15, 2009); but, like all international currencies, the dollar value is subject to fluctuation. Note that banks' exchange rate values are higher than the figures posted in newspapers by at least a few cents per dollar.

We have now an agreement with the BNP Paribas bank that allows our students to open an account during their sojourn. You can plan on making one year or several monthly money transfers. There are several advantages for having a French account but just to name a few: payments are easier to handle, reimbursements to the school (trips, materials, transportation passes, etc.) are more transparent and faster to handle, you may try to have a telephone-Internet line in your housing, traveling is easier, you block the exchange rate and avoid extra charges for using your credit card internationally. With the current agreement, you can open the account in the first ten days of your arrival and then close it at your departure. If you prefer not to have a French bank account, the best way to obtain cash for daily expenses is an ATM-Debit card that takes funds directly from your bank account in the US (or elsewhere). You can also bring Traveler checks, but we strongly discourage bringing large amount of cash in US dollars (having US\$200 in cash can be useful in case of emergency but not more.)

ATM Debit Cards

By far the easiest way to obtain cash, and highly recommended by former students and the Versailles administration as the best way to conduct finances; ATM machines are readily available everywhere, but the most important reason is that –in general– the exchange rate you will obtain for your dollars is better through ATM's than if you exchange cash at foreign exchange offices. Note that withdrawing cash with a debit card is not the same as making withdrawals from credit card accounts (i.e., VISA, MasterCard) because you will be charged interest from the moment you withdraw cash advances.

Some American banks have special agreements with European banks and do not charge any extra fees for each cash withdrawal, or may even give a preferential exchange rate. Especially look for those who have agreements with banks in France, particularly in Versailles (there are lots of French banks' branches in Versailles –BNP, Societe General, etc...-- and some international banks –HSBC, for example—but no major American bank. Some, however, have branches in Paris.

Check with your bank the maximum amount of money you can withdraw with your ATM card per day and per week. Remember that your daily living will depend on the money you can obtain. Some payments cannot be made with a credit card and require significant amounts of money (plane tickets, housing deposits, youth hostels, etc.)

Finally, make sure that the card you choose is part of a wide network such as *Cirrus*, *Plus*, or similar). It is suggested to have a joint checking account with your parents or guardian here in the States so that they may deposit money into the account for you during the school year.

**WE STRONGLY DISCOURAGE STUDENTS FROM
BRINGING SIGNIFICANT AMOUNTS OF CASH.**

French banks may charge a fee of approx. \$30 for exchanging up to \$5,000 in foreign currency.

Credit Cards

Credit cards are good for shopping. "Visa" or "Master Card" credit cards are accepted in most of Europe. If getting a credit card for the first time, test it at home before going abroad. Automatic teller machines are located throughout Europe; therefore you should obtain a PIN from your card's bank before you leave the U.S. Having more than one credit card is suggested in case one is not accepted.

IMPORTANT NOTE: notify your bank and/or credit card company that you are studying abroad otherwise they may cancel your card when they see transactions being made abroad (thinking the card has been stolen). Other banking procedures may be discussed at the Versailles Study Abroad meetings.

Exchanging Money/Traveler's Checks

You can use an American Express Card to obtain either cash or Traveler's Checks from the American Express office in Paris. Check for rules and regulations with American Express in the US before coming to France. Special checking accounts may be also

opened through American Express but require a lot of paperwork and carry expensive fees to open.

Traveler's Checks can be used, however students have commented that Traveler's Checks are becoming increasingly harder to cash while traveling. It may be good to carry ~\$200 in Traveler's Checks for emergencies. It is also possible to purchase Traveler's Checks in foreign currency. Be sure to record your check numbers in at least two separate locations in case of theft.

You may want to have on hand two \$50 Traveler's Checks at all times for emergencies. Keep in a separate, secure place away from the rest of your money. It is strongly suggested that you bring a few personal checks in case you need them (i.e., in order to buy more Traveler's Checks). Traveler's Checks are not often used for daily expenditures.

Safety of Valuable Papers

The importance of keeping your passport, Traveler's Checks, health certificate, driver's license, insurance papers, baggage checks, ticket vouchers, etc. in a safe place cannot be overemphasized.

Students must carry their passports and Carte de Séjour at all times. A photocopy is not a legal document and it is useless if, for any reason, a student is asked to present an ID to a police officer in France.

A money pouch to be worn inside clothing is recommended. BE ALERT to your surroundings and protective of your possessions.

When traveling, carry ID's and money in different places.

Make three copies of your passport, Traveler's Checks, insurance, and license numbers and information and store them in a safe place. Keep a copy of your passport always with you; in a different place from the one you keep your real passport in. Give a set of duplicate numbers and information to your parents. Proceeding in this manner can save you time and money if your documents are lost or stolen.

If loss or theft occurs, the following steps should be taken:

1. Declare the theft or loss to the local police and get a receipt ("*déposition*," in French).
2. With that receipt, you will need to go to the local American Consulate and get a new passport. (check the internet for the closest consulate; a list is available in the program's office in Versailles)

Health Care & Health-Related Issues

A brochure with basic information regarding health care issues will be distributed and explained upon the students' arrival in Versailles. This brochure provides information about what to do in case of a minor health problem (i.e., a cold, a flu, etc...) and includes directions to the doctor's office and a visual dictionary of health-related issues. Students also receive an "emergency card" with numbers and directions of what to do in case of emergency.

The SAPV office is always ready to help you if you need assistance. If, instead, you have a more important health problem, and you cannot solve it on your own by going to the doctor or the hospital, the following **procedures** are **recommended**:

First and foremost (*unless you prefer to handle the situation on your own*) contact the School Office.

If you have an emergency after school hours, you should contact the administrative coordinator Mrs. Lapunzina; or the director of the program, Professor Lapunzina. If they are not available, try to contact your French family or the emergency numbers distributed at the beginning of the year. Feel free to discuss your health problem with the coordinator in Versailles or the faculty. A list of English speaking doctors in Versailles and Paris (Generalists, Dentists, and Specialists) is available in the Program's office. The coordinator there will assist you in making appointments and give you directions.

In case of emergency, if the office is closed, contact (*follow the order*):

Professor Alejandro Lapunzina (at home): 01-39-53-35-25*
(cell): 06-83-70-28-28*

Mrs. Magalí Veronelli-Lapunzina (cell) : 06-42-88-24-74*

**Please use these numbers in case of emergency only; be respectful of Prof. Lapunzina's private life.*

**IF IT IS NOT AN EMERGENCY SITUATION
DO CONSULT THE SAPV OFFICE FOR ASSISTANCE PRIOR TO
GOING TO AND/OR SELECTING A HOSPITAL AND/OR PHYSICIAN.**

Please note that each student still is responsible for paying all personal medical bills; also, all medical expenses incurred while in Europe should be paid prior to returning to the U.S.

The SAPV office will supply claim forms that you will need to complete to make a claim for student insurance benefits; the SAPV office will assist you in case you need translations of medical terminology.

Prescription Medicines

Important medical information, such as medication prescriptions, eyeglass or contact lens prescriptions, should be recorded and taken along. If you take a regularly

prescribed medicine, it is highly recommended you bring with you as much medicine as possible and your prescription (or a copy of it). You may then be able to have your prescription(s) filled in France. Some medicines may not be available in France and therefore it would be necessary that your parents send them by mail to you. In doing so, make no reference on the package as to it being medicine and do not indicate any value. Send as "personal belongings without any commercial value." If you need allergy shots while in France, check with your doctor here and make sure they are available to you there. Leave a copy of important information with the School Office in Versailles.

Hospital Information

Medical care in France is –in general—of excellent quality. There are plenty of specialists and clinics in Versailles and Paris to take care of any necessary medical intervention.

Versailles is also served by a large regional hospital:

HOPITAL MIGNOT in LE CHESNAY-VERSAILLES
Phone: 01-39-63-91-33
177 Route de Versailles/LE CHESNAY (near Versailles)
(Bus H & A in front of Gare Rive Gauche, Versailles)

Closer to Paris (about 20 minutes by taxi from Versailles) the American Hospital at Neuilly is a private hospital that offers a wide range of medical services and combines the "best" of the French and the American health-care systems. Services may be, however, often very expensive.

AMERICAN HOSPITAL at NEUILLY
63 Blvd. Victor Hugo/NEUILLY (near Paris)
(Metro: Porte Maillot + Bus 82 direction with American Hospital as "terminus")
Phone: 01-46-41-25-25

The American Hospital accepts Blue Cross-Blue Shield coverage. If your parents have this coverage or any other insurance coverage for you, then you should obtain a card with their number on it. You will have to pay the costs at the time of service and then apply for reimbursement. Furthermore, to see a doctor in the Emergency Room at the American Hospital, you may have to pay in advance (by cash or check). Cost of appointments and medication are to be paid by the student.

Hints in case of need for medical attention:

- If you must be taken to a doctor or hospital by ambulance, in Versailles call 01-39-53-63-33 or 01-39-51-22-00. Ambulance fees must be paid the same day in CASH. Ask for a "facture" (receipt or invoice) and submit it to your insurance for reimbursement.
- If you are admitted to the hospital, or must remain at home for recovery, notify the SAPV Office and/or Professor Lapunzina as soon as possible.
- You will have to pay CASH for medical services at the time of service. Generally,

credit cards are not accepted by doctors or by hospitals, but American Express and Visa are accepted by the American Hospital in Paris. Emergency service is very expensive.

- ALWAYS obtain a receipt for services rendered.
- Obtain the appropriate form for insurance submittal at the SAPV Office. If covered by UI Student Insurance, have on hand your UI Insurance Booklet. Fill out the appropriate form and submit it to your insurance company along with the receipts from the doctor, ambulance, taxi, or hospital.

(Only then will your claim be processed for reimbursement. Remember, if you have a policy, which has a deductible and your claim is less than the deductible, you will not be reimbursed. However, submit your claim anyway because many deductibles are for a year's period, so your claims are totaled and your deductible may eventually be reached.)

If you develop a health problem while traveling throughout Europe, do not hesitate to contact a doctor or hospital. Physicians, consulates, hotels or businesses may be able to refer you to English speaking doctors. If you are delayed in returning to Versailles, notify the SAPV Office.

Exercise and Workout Facilities

The ENSAV, as all Architecture schools in France, is not part of any university. Thus, it lacks the infrastructure support of large universities like UIUC. A consequence of this is the lack of “support and leisure” facilities such as, for example, gyms, swimming pools, etc. Walking is pretty well built into your lifestyle while in Europe and the most important –and inexpensive—way of staying fit! There are, however, some small private gyms in and around Versailles, but they are expensive and most require a year-long membership fee and monthly payments.

An agreement between the Mairie of Versailles (city hall) and the SAPV allows students to use and enjoy access to a nearby gym/court where they can play basketball, volleyball, in-door soccer, etc., one night per week. Previously students organized weekly basketball and soccer games. Also, the Chateaux gardens are a great place for running and walking/hiking. Finally, being registered as a student of the ENSAV (all SAPV students automatically are) students can have access to the municipal swimming pool and its facilities at the same price that any Versailles resident pays to use these facilities (located 15 minutes walk from the school). There are also free tracks for runners in nearby Porchefontaine.

Local Transportation in Versailles and Paris

The public transportation system is one of the great assets of the program's location. Versailles is very well served with three train lines that go to Paris (20 to 45 minutes ride depending on final destination at the city). Service begins at around 5:30 a.m. and the last trains coming to Versailles leave Paris at around midnight. A night bus service –

running once per hour—provides a safe return at late night hours. (It is however, a long ride.) The metro system in Paris is one of the best in the world, serving all corners of the city and its immediate suburban borders. Buses serve all parts of Paris as well. Tickets for both of these can be purchased at any train station; it is better to buy a “*carnef*” to get a discount. The SAPV provides ample information on this aspect upon the students’ arrival in Versailles.

A new system of rental bicycles, established in 2007, is available in Paris; this is very popular and inexpensive for short rides in the city, but the administrative requirements to enroll in this system may be complex. The SAPV office is trying to find a way to allow participant students to enroll in 2010-2011, but it cannot be guaranteed.

Students who are assigned housing units beyond a radius considered as walking distance from the School receive a local transportation pass –an “*Imagine-R*” card (must be under 26 years old to qualify for this pass)-- for the entire year (the pass provided is limited for Versailles zone only). However, interested students can extend the validity of this pass to include the city of Paris and receive many other benefits (discounts at some restaurants, stores, movies, long-distance trains, etc.). Students who do not receive the pass and are under 26 years old, are nevertheless, eligible to obtain it, but they have to pay for the entire cost (approximately €510 for the entire year in 2009-2010); the cost seems very high at first glance, but past participants have demonstrated that the benefits received justified the big expense incurred at the beginning of the year. **This is, however, a personal decision!** Information regarding the process to apply for the *Imagine-R* card will be sent from Versailles in April.

7. Recommendations for Shipping Packages to Versailles

Traveling as light as possible is highly recommended. With airline luggage limitations, it will probably be necessary to ship some articles since, in addition to personal effects and clothing, each student is responsible for getting the required textbooks to Versailles. Carry your first semester textbooks and some warm clothes with you and ship those required for the second semester. Students are warned that it is considerably more expensive to ship articles back from France than to France. If you do ship things back, ship books. It's cheaper.

Personal effects may be shipped to France from any U.S. Post Office by International Parcel Post. Forms (available at the Post Office must be filled out for each package.

Ship to (this is your mailing address in Versailles)
[do not ship anything before August 25]

Parents and friends who wish to send letters

> **First LAST NAME**
c/o Université d'Illinois
2, Avenue de Paris
78000 Versailles
FRANCE

On arrival in France, each package, including books, is subject to Customs inspection and duty plus a handling charge unless you clearly state on the package that it has no commercial value (*sans valeur commerciale*) and, of course, you do not insure the

8. Traveling in France and Europe

The opportunity to travel in France and throughout Europe is one of the obvious and once-in-a-lifetime great opportunities open to participating students. **While it is possible to go on short weekend excursions, the intensity of the work done during periods of class makes it difficult.** Thus, traveling is usually concentrated in the four study-travel break periods built into the program's calendar (late October, winter holidays period, mid-February and mid-late April). The SAPV faculty can help students in the selection of travel destinations, but the organization (reservations, etc...) of these trips is to be done by the students.

These travel breaks are also the best times for family and friends who want to join a student for part of their trips (this is because at all other times the students are involved in intense coursework and are expected to concentrate on their studies.)

VERY IMPORTANT: remember that students are not allowed to house family members or friends in their housing: they will need to have special arrangements.

Traveling

There are two approaches to traveling—getting everything planned out in advance or getting a pass and seeing what happens. They both have rewards. Planning ahead can mean securing bargains and accommodations, but being more flexible and spontaneous allows for unexpected adventures. Whatever you do, start getting ideas of where you want to travel *now*. Most students do not travel alone—either in groups of 3 or 4 or up to 10. While in Versailles, you may need to visit government offices to obtain appropriate visas if you plan to travel in certain countries especially, but not limited to, if you are not a U.S. citizen. Make arrangements at least three weeks ahead of your departure.

In general, traveling in Europe can be relatively expensive. Personal habits and accommodations will vary, but if you are cost conscious, Europe on \$90/100 a day is possible with smart planning. The means of economical transportation within Europe is changing rapidly and daily. In earlier years, traveling by train and having a Euro Rail Pass was, virtually, the only reasonable way of traveling. Today, the proliferation of alternative means of travel—particularly low-cost airlines—and the Internet are having a major impact on this important aspect of the student's life during the year abroad. Any information provided today will be obsolete next week. Therefore, consulting options on the internet is the best advice that can be given. Hints for traveling will be discussed in Versailles. However, we strongly recommend getting some information prior to coming to Europe, especially about ways for purchasing in the US train passes for traveling in Europe. Often times it is possible to obtain a better deal in the US than in Europe. The SNCF office (France's long-distance train agency) is located three minutes from the School. Having an Imagine-R card may result in some discounts for long-distance train tickets.

Traveling through Europe by car (rental car) is also possible and can be both rewarding and economical. A car offers convenience and flexibility in travel schedules, yet certain aspects must be considered. If you decide that you want to rent a car for extended periods. Three or four people are recommended to save money on rentals and gas. A valid driver's license is required (for example, a State of Illinois driver's license). Insurance for the car is essential. Be aware that most cars in Europe are manual shift, not automatic. You may also contact American rental agencies that have European offices. Compare renting costs from the U.S.A.

Lodging Accommodations

Youth Hostels

Youth hostels have inexpensive rooms (usually shared with 4 to 12 people, usually of the same gender). They are cheaper than most hotel rooms and are generally safe and clean but vary widely. Youth Hostel cards may be obtained in the States (www.hiayh.org or hiusa.org), but they are less expensive if purchased in Europe. The cards are needed to obtain a discounted rate. Most hostels require a sheet rental (inexpensive) but you can bring your own sheets, sleep-sack, or sleeping bag (however, some Hostels do not allow sleeping bags). Private Hostels have similar accommodations and do not require a Youth Hostel card.

Hotels

Prices and the quality of hotels vary throughout Europe, but you can usually find a single, double, or triple to fit your budget. Sometimes breakfast or showers are included. European hotels are rated by the Office of Tourism, ranging from one- to five-star accommodations (one-star being the least expensive). You should be aware that the less expensive hotels are of lower quality than you may be accustomed to. For peak holidays like Oktoberfest in Munich or Holy Week in Rome, it is highly encouraged to reserve a hotel far in advance. If you don't, there will most likely be no rooms available.

Pensions, Bed & Breakfasts and short term rentals

A bit of home away from home, usually run by a couple or family, a Pension or Bed and Breakfast allows a cozy, quiet room in a house or townhouse with a shower and a homemade breakfast. Short-term rental apartments may be a good alternative if you plan to spend some time (a week) in the same city or use it as a central location for day trips.

Camping

Campgrounds are numerous. Always check at a city's tourist agency--especially during the warmer months. Accommodations and prices vary greatly. Good camping equipment may be purchased at stores called Aux-Vieux-Campeur or FNACsportif in Paris on Rue de l'Ecole.

Guides and Publications for travel

A map of *Paris par Arrondissement* is essential for everything from sightseeing to school-related work. It is almost essential if you need to locate some particular

street, museum, theater, etc. HIGHLY RECOMMENDED! It is not necessary to purchase it in advance, but if you didn't, plan to do it soon after arrival. Google Maps does Europe now. Great for finding things in Paris, Versailles, or locating hostels and sights when traveling.

Traveling through Europe without consulting travel guides to fill you in on special attractions, accommodations, and where to eat may be difficult and sometimes regretful. The list of good available guides is immense. The following have been recommended by former students: *Michelin Green Guides*; *Let's Go: Europe* and *Let's Go - The Student Guide: Europe**, the "*Access*" guides (by cities); *Fielding's Economy Travel Guide to Europe*; and many others. Additionally, the SAPV Annex library has a good collection of travel guides and, most importantly, architectural guides of European cities, which are available for consultation. English bookstores in Paris have a good selection of travel books. A list of bookstores will be provided upon arrival in Versailles.

Students are required to fill out a form reporting their travel itinerary before each departure. Information reported on this form may be used by the SAPV administration in case of emergencies.

9. Preparing for your return

You are responsible for contacting Air France in Versailles in person, with your ticket, to confirm your return. **As early as possible, BUT DEFINITELY BEFORE October 15th you MUST book your reservation to return to the US.** You will be informed of the earliest date you can leave Versailles during the first meeting at Versailles, and also when your housing lease is up (usually May 15). Your requested return date will be confirmed if space is available for groups. If group seats are not available for the particular day you wish to return, the ticket can be upgraded to the next type of fare with an upgrade charge of \$75, based on availability (this information, however, may be different every year; check with the information sent by the Travel Agent). We encourage you to make your reservations as soon as possible AND to be flexible about your return date. The summer season is busy and flights book up far in advance. It can seem really hard to pick a return date so early (upon your arrival to Versailles) but to be sure and secure a seat home you should book your return flight as soon as possible. **YOU MUST DEPART FROM THE SAME CITY YOU ARRIVED IN (PARIS) AND CHICAGO MUST BE YOUR DESTINATION IN ORDER FOR YOUR ROUND TRIP FLIGHT TO BE VALID. RETURN TICKETS MUST BE USED WITHIN ONE YEAR FROM DEPARTURE.**

IMPORTANT NOTE: you must reconfirm your return no less

than 72 hours prior to departure directly with Air France.

Plan ahead in order to get all of your belongings to the airport in plenty of time to catch your flight (you need to be at the airport 3 hours prior to your departure time for international flights). Bicycles must be in crates for air travel. Crating it in Versailles is essential!

Save enough money to get to the airport! Carpooling should be considered. A shuttle company used often by the SAPV –“Skippy” —is highly recommended if you have lots of luggage. The trip to the airport is very expensive (approximately \$150), but it is a flat rate that can be shared by 3 or 4 students (the volume of your luggage will determine the number of students that fit in the shuttle). The last week of activities, the SAPV office will distribute a flyer with simple instructions to book this shuttle service; it is recommended to book 3 to 4 days in advance of your trip. It is also possible to go to the airport on public transportation but this is difficult with lots of luggage, and the trip on the Metro/Train may take about two hours. Air France also has buses to the airport from several Paris locations. One bus line provides direct transportation from Versailles to Charles de Gaulle airport—however, the line has numerous stops, takes a long time to get to the airport and may be inconvenient with lots of luggage; conversely, the cost is very convenient.

Before you leave make sure to:

- Carefully and thoroughly clean your housing
- Return all books, equipment and supplies borrowed from the SAPV
- Claim any deposits left for housing, equipment, etc... at the SAPV office
- Return books to the ENSAV's library
- Pay any outstanding debts (if any); you will be encumbered by the University otherwise.
- Notify your change of address as needed (banks, magazines, newsletters, etc...)

10. Your Personal Notes

IMPORTANT NAMES NUMBERS AND ADDRESSES

IN VERSAILLES

Program's Address in Versailles	UIUC-SAPV 2, Avenue de Paris 78000 Versailles FRANCE
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SAPV Telephone number	from France:	01 39 51 36 04
	from Europe	00-33-1 39 51 36 04
	from the US	011-33-1 39 51 36 04

SAPV Fax number	from France:	01 39 50 42 73
	from Europe	00-33-1 39 50 42 73
	from the US	011-33-1 39 50 42 73

SAPV Program Director		
Prof. Alejandro Lapunzina cell phone (for emergencies only)	alejlapu@wanadoo.fr	
	from France:	06 83 70 28 28
	from Europe	00-33-6 83 70 28 28
	from the US	011-33-6 83 70 28 28

SAPV Administrative Coordinator	
Mme. Anne-Florence de la Ferte	(on leave)
Mme. Magali Veronelli	secretary-sapv@orange.fr

IN URBANA-CHAMPAIGN

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