

UCLY | ILCF
LYON CATHOLIC
UNIVERSITY

2021
2022

FRENCH LANGUAGE AND CULTURE INSTITUTE | Lyon



- French learning school
- Official Examination Centre DELF DALF TCF
- Cultural activities in Lyon and surroundings

ilcf.net



THE TEAM

— Management team

Franck VIOLET,
General administrator

Stéphanie RABIN et Valérie SOUBRE,
Managing Director

— Administrative team

Eliane TAMIN, Administrative Manager
Hélène THOMA, University Administrative Officer
Emmanuelle ERRE, Executive Assistant
Corinne COLPAERT, Institute Assistant
Isabelle GÉNY, Institute Assistant
Olga VITAL DURAND, Institute Assistant
Cristina DE ALBUQUERQUE, in charge of cultural activities
Aude NICARD DES RIEUX, in charge of communication

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SUMMARY

| | |
|-----------------------------|-----------------|
| WORD FROM OUR TEAM | page 3 |
| PROGRAMMES | pages 4 and 5 |
| OFFICIAL EXAMINATION CENTRE | page 6 |
| CALENDAR & TUITION FEES | page 7 |
| CULTURAL ACTIVITIES | pages 8 and 9 |
| LIFE AT UCLY | pages 10 and 11 |
| ADMISSION PROCEDURE | pages 12 and 13 |
| GETTING TO THE ILCF | page 14 |
| ENROLMENT FORM | pages 15 and 16 |

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UCLy - ILCF Lyon
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WORD FROM OUR MANAGEMENT TEAM

Citizens of all countries, welcome home!

The Institute of French Language and Culture has been hosting the world for more than 70 years with an every-year renewed joy.

Our modern and friendly campus is located in the very heart of Lyon, an international city but also in the beautiful area of Auvergne-Rhône-Alpes.

Choosing ILCF, you will be supported by a motivated administrative team and by qualified and experimented teachers who will take turns to ensure a valuable education and framework. Learning will be enhanced by cultural offers that will let you experience French culture through a large range of activities. You will then be able to achieve fulfillment and go through your passions.

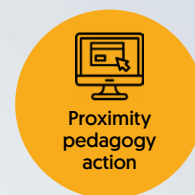
Our education, our programs and our teams allowed us to be acknowledged by lots of institutional partners and international universities ...and above all by our students.

For many years, ILCF has been awarded with the "Qualité FLE" label and, nowadays our university has obtained the "Bienvenue en France" quality mark.

We especially want to thank you for the interest you show in our language and culture and we hope we will soon be able to meet !

The ILCF Board of Directors

OUR STRENGTHS



FRENCH AS A FOREIGN LANGUAGE PROGRAMMES

Publics

These courses are aimed at all types of publics: international students, adults, technicians, researchers, au pairs...no matter their level in French.

Programmes contents

The core curriculum covers four skills listed by the Common European Framework of Reference for Languages – CEFR: oral comprehension, speaking, written comprehension and writing.

Emphasis is also given to phonetics and pronouncing (languages laboratory). French classes improve autonomy in the daily life and address societal issues.

Training goals

- Learn French or improve oral and written skills;
- Validate a linguistic level with a university degree (DUEF) or an official diploma (DEL/DALF);
- Acquire the knowledge necessary to the comprehension of French civilisation, society and culture;
- Live an intercultural experience.

Teaching organisation

Semi-annual and annual programmes: from Monday to Friday, in either morning or afternoon groups

Monthly and summer programmes: morning and/or afternoon classes from Monday to Friday (except Wednesdays)

Tutoring

In order to help you to progress, the semestrial and annual program includes tutoring (2 to 4 hours per semester, according to classes calendar), thanks to a personalized or in small groups follow-up.

What is tutoring? It is a formative, close support outside of class, with a teacher or a French student following a linguistic curriculum.

SEMI-INTENSIVE PROGRAMMES

30 European Credits - ECTS per semester

Semester: 200 hours | 16 hours per week¹
Academic year: 400 hours

| Organisation by level and per semester | Common core | Specific courses available options |
|--|-------------|------------------------------------|
| Levels from A1.1 to B1 | 200 hours | - |
| Levels from B2 to C2 | 176 hours | 24 hours |

¹Number of hours per week on a regular week, bank holidays not included, modulated according to the pedagogical organization and the academic calendar.

INTENSIVE PROGRAMMES

35 European Credits - ECTS per semester

Semester: 248 hours | 20 hours per week¹
Academic year: 496 hours

| Organisation by level and per semester | Common core | Specific courses available options |
|--|-------------|------------------------------------|
| Levels from A1.1 to B1 | 200 hours | 48 hours |
| Levels from B2 to C2 | 176 hours | 72 hours |

According to your level, there is a possibility to attend an additional class depending on availability.
Number of hours: 24 hours per specific course | 360€

MONTHLY PROGRAMMES

8 European Credits - ECTS per month

February or June: 64 hours | 16 hours per week¹

| Organisation by level and per month | Common core |
|-------------------------------------|-------------|
| Levels from A1 to B2 | 64 hours |

On the condition that there are a sufficient number of applications.

SUMMER INTENSIVE PROGRAMMES

9 European Credits - ECTS per month

80 hours - 20 hours per week (level tests included) + cultural excursions included | July, August, September

| Organisation by level and per month | Common core | Specific courses available options |
|-------------------------------------|-------------|------------------------------------|
| Levels from A1.1 to B1 | 80 hours | - |
| Levels from B2 to C2 | 64 hours | 16 hours |






A training offer for students and adults from a beginner to an advanced level

CUSTOMISE YOUR PROGRAMME²

Are you interested in studying or developing a professional project in France?

Are you passionate about a particular subject or about French Culture? ILCF meets your expectations by offering a customised programme!

| | | |
|--|---|---|
| | | |
| WORK ENVIRONMENT | MEDIA AND SOCIETAL ISSUES | FRENCH FOR ACADEMIC PURPOSES |
| <ul style="list-style-type: none"> • French for the hotel and tourism industry • Medical French • French for the catering food and gastronomy industry • French for international relationships • Military French • Religious French | <ul style="list-style-type: none"> • News and media • French civilisation and society • An idea of the 21st century • Europe • Club UNESCO | <ul style="list-style-type: none"> • Academic note-taking • Academic methodology • Speaking skills and academic thesis defence |
|  |  |  |
| CULTURE AND ARTS | LINGUISTIC ENHANCEMENT | EXAM PREPARATION |
| <ul style="list-style-type: none"> • Cinema • Theatre and improvisation • Literature • Fashion and design • Architecture • History | <ul style="list-style-type: none"> • Phonetics • Grammar in context • Oral expression techniques • Written expression techniques | <ul style="list-style-type: none"> • DELF / DALF |

OPTIONAL COURSES AT THE UCLY

From level B2, students have the opportunity to take an elective at one of UCLy's faculties. For more information, contact the ILCF office at your arrival.

LEVEL TEST

A mandatory level test is set to evaluate written and oral skills in order to integrate students into homogeneous level groups³.

ASSESSMENT METHODS

Attendance, ongoing evaluation and/or final exams on written and oral skills.

CERTIFICATION

Our programmes lead to a language university degree certified by ADCUEFE [association of Universities offering courses in French for foreigners]. At the end of the semester, a university degree in French studies stating the level attained by the student is awarded. A Certificate of French studies and culture is awarded for summer and intensive monthly programmes.

EUROPEAN CREDITS - ECTS

The programme leads to European Credits transferrable to the student's country of origin.

OFFICIAL EXAMINATION CENTRE

It is also possible to sit for the DELF, the DALF and the TCF exams while following a programme at the ILCF.

CERTIFICATE

A student card [for semester and academic year programmes] as well as a proof of enrolment is handed out at the beginning of the programme after the student's file has been completed and fees have been paid.

Please find more about our programmes on our website

ilcf.net

² Non-exhaustive and non-contractual list subject to a sufficient number of participants and within the number of available slots.

³ From 18 to 25 students per group depending on the language level.

OFFICIAL EXAMINATION CENTRE

DELFL DALFL & TCF

WHY SHOULD YOU TAKE AN OFFICIAL FRENCH EXAM?

You are planning to enrol at a French university:

DELFL B2 – DALFL C1 – TCF

You are asking for the 10 years resident permit:

DELFL A2 – TCF

You are asking for the French nationality:

DELFL B1 – TCF

For more than 30 years, ILCF-Lyon has been an official examination centre for French language diplomas certified by FEI (France Éducation International) and by the French Ministry of National Education. More than 1000 candidates pass each year.

DELFL and DALFL Diplomas

The DELFL (Diploma in French Language Studies) and DALFL (Diploma in Advanced French Language Studies) diplomas confirm international candidates' levels in French as a Foreign Language (FLE). These certifications can help you to study, work or migrate to a French speaking country.

DELFL and DALFL diplomas are globally recognized and valid for an indefinite period (lifelong). A candidate can register for several exams within the same session.

Our Institute offers to prepare and register you for one or several official exams to meet your educational, professional and/or personal goals.

TCF Test*

The TCF (Test de connaissance du français) is a general test of French. It allows non French speaking persons to evaluate and validate their knowledge in French, in a reliable and acknowledged way, thanks to simple and fast conditions.

*on request, for formed groups. Contact us for more information.

Preparation for DELFL and DALFL exams

ILCF offers a specific preparation for exams for a total of 24 hours to get acquainted with these exams, to understand what is expected, to develop the necessary methodology, to practice with sample tests in order to sit for the exam in the best conditions and aim for an optimal outcome.

DELFL/DALFL

A1, B1, B2, C1 levels

- 4 independent diplomas of French
- Assessment of 4 skills: oral comprehension and writing, written comprehension and writing
- These diplomas are valid for life





Semester 1

from 4 October 2021
to 26 January 2022

- Placement test: 4 October 2021
- Holidays: from 30 October to 7 November 2021 and from 18 December 2021 to 2 January 2022
- Public holidays: 11 November 2021

Semester 2

from 3 February 2022
to 25 May 2022

- Placement test: 3 February 2022
- Holidays: from 19 to 27 February and from 16 April to 1st May 2022

Monthly programme

from 1 to 25 February 2022
from 7 to 29 June 2022

Subject to a sufficient number of participants

Intensive summer programme

from 4 to 29 July 2022
except July 14 (public holiday)
from 2 to 30 August 2022
from 5 to 30 September 2022



Semi-annual and annual semi-intensive programme

- 1 semi-intensive semester 1 806 €
- 1 additional consecutive semester 1 577 €
- 1 semi-intensive academic year 3 171 €
- additional consecutive academic year 3 064 €

Semi-annual and annual intensive programme

- 1 intensive semester 2 379 €
- 1 additional consecutive semester 2 158 €
- 1 intensive academic year 4 296 €
- 1 additional consecutive academic year 4 170 €

Monthly programme

- 1 month (February or June) 718€

Intensive summer programme

- 1 month 785 €
- 2 months 1 493 €
- 3 months 2 168 €

Specific French programme

- 1 specific course 360 €

Mandatory fixed charges

- Library 43 €
- Civil Liability Insurance 12 €
- UCLy Health centre 25 €
- Pedagogical contribution per semester 3,50 €
- ILCF Students Association Office 6,50 €

OUR CULTURAL ACTIVITIES

Live France, live Lyon!

Fully enjoy your stay

In coordination with the International Pole of the university, the ILCF cultural activities team welcomes you upon your arrival at the Institute and is at your disposal to make the most of your stay at the UCLy as well as in Lyon. Tell us what you are looking for, we will help you to find it: transports, health, culture, training, jobs, sports, music, theatre, cinema, trips,...



Live an association experience

During the semi-annual and annual programmes, you can join the UCLy students association (Bureau des étudiants – BDE), ensure its management and organise activities for all ILCF students: a great way to meet people, have fun and live an experience that will definitely enrich your academic and professional background.





Discover France and its *savoir vivre*

We offer a large cultural activities programme to complement your training, in order to enable you to practice French besides your classes, to meet new people and to broaden your access to French culture.

Activities programme is organised in collaboration with various UCLy departments (International department, "Mission culture") and external partners, such as "Association Lyon International": Lyon Discovery Stroll, Language Cafe, Mealtime with a French family, Cine Club, International Dinner...

For summer sessions, from June to September, our programme opens up to even more events (excursions, Saône river cruises, discovery of the region and nearby cities...). The organising team grows accordingly to ensure the best experience.

Besides that, you will be frequently informed of a wide range of cultural and artistic activities you can experience in Lyon: festivals, open air cinema, concerts, exhibitions and tips.





An academic environment open to all

An attentive and qualified team is reachable in the «Service aux Étudiants» department: reception, accommodation, health, listening point, sports.



Amenities

All of our amenities (campuses, university residences,...) are secure: video monitoring, security guard, access control.



Accommodation

UCLy helps its students to find a place to live and offers several options (average prices per month, on 20/21 basis):

- UCLy residences from 430 € (administrative fees excluded);
- Private students residences from 550 € (administrative fees and electricity not included);
- Independent apartments from 500 €;
- Living with a French family (from 650€ per month (half board from Monday to Friday) or 680€ (half board from Monday to Friday+full board at weekends) from 670 euros (administrative fees not included);

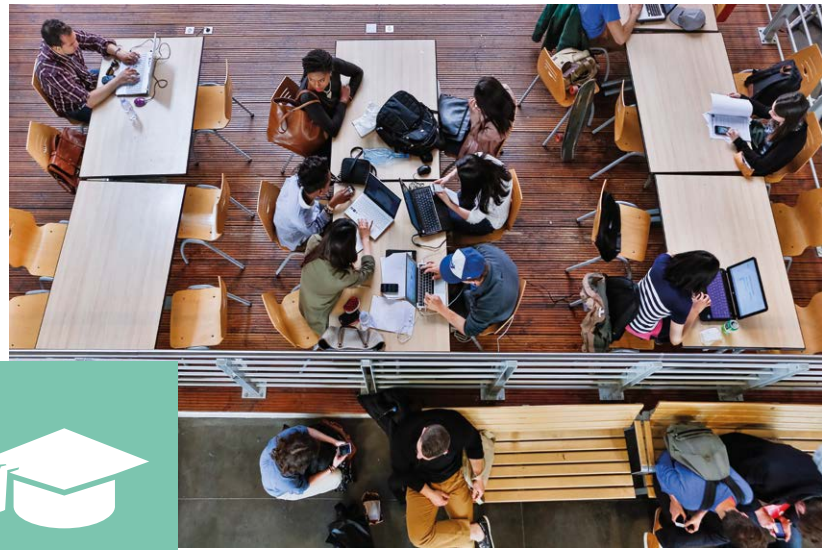
UCLy's Accommodation Office

<https://www.uclly.fr/en/student-life/accomodation-uclly/>

Maison des Étudiants of UCLy Lyon :

www.maisondesetudiantslyon.fr

The student shall indicate his/her wishes on the application form.



Meals

All CROUS restaurants in Lyon are open to UCLy students during academic year (except during holidays and summer period). Payments are possible with the IZLY card.

Campus Carnot cafeteria

Monday - Thursday: 7:30am - 2:30pm
Friday: 7:30am - 2pm

Campus Saint-Paul cafeteria

Monday - Friday: 7:30am - 5pm



Health and well-being

The UCLy Health Pole is composed with the Médecine préventive, the Point Ecoute and the Handicap Mission. It assists UCLy students in different aspects of physical and psychological states, and in their learning in order to facilitate their academic success.

Along their studies at the UCLY, they can consult a doctor and have an individual support. Also, preventive actions are led throughout the year on a larger scale for health and well being issues in students' life.



University libraries

Enrolling at the ILCF offers access throughout the academic year to UCLy's university libraries located on Carnot and St Paul campuses, but offers access to every university library in Lyon as well.



Educational counselling

A guidance counsellor, is available to guide you to choose the proper French academic training.



Internship in a firm

Students who wish to do an internship at a company* to further their training can obtain an internship contract in compliance with the current legislation in force after meeting with the ILCF Director.

**Finding an internship is left only to the student.*



Help for daily issues

Upon your arrival and throughout your stay, the **International Student Desk** (ISD) is there to provide and advise for a better integration in Lyon and at UCLy : information about transports, best places to go, tips, events, associative life, assistance with health and administrative processes, job and internship searches , discovery of Lyon, its culture and its gastronomy.



Sports Office

A 400m² sports hall is available on the Saint Paul Campus. About 25 sports activities are offered throughout the academic year: dance, athletics, climbing, horse riding, handball, soccer...



Chaplaincy - Point source

The *Point Source* is a meeting point, a place for thinking and sharing open to any student at UCLy.



ADMISSION PROCEDURE

1

Prerequisites

- To be over 17 years old;
- To have a secondary school diploma from your country with the exception of summer and monthly programmes;
- From beginner to C1 levels (A1 level minimum for monthly programme).

2

Pre-enrolment

Step 1: Fill in the pre-enrolment application form

- online: www.ilcf.net
- on site: ILCF, 23 place Carnot 69002 Lyon, FRANCE
- by email: ilcf@univ-catholyon.fr
- by postmail: AFPICL - ILCF Lyon - 23 place Carnot 69286 Lyon Cedex 02 - FRANCE

Step 2: Pay the pre-enrolment deposit

In order to confirm your pre-enrolment, you need to pay a deposit which will be deducted from the total tuition fees:

- by credit card online on www.ilcf.net
- by bank transfer (see our bank details on the pre-enrolment form):
send your receipt by email at ilcf@univ-catholyon.fr
- by check paid to "AFPICL"

3

Enrolment

Step 3: Provide the necessary documents

In order to finalize your enrolment, submit the documents requested below on our online registration platform <https://inscriptions.uclfy.fr/> and log in using the ID and password created during your pre-enrolment or submit directly to the ILCF secretariat:

- Your passport
- Your high school or university diploma, translated into French (no translation needed for diplomas in English or Spanish)
- A photo ID
- *If you have already sit for a French exam (DELFI/DALFI/TCFI/DUEFI), please send a copy of your certificate*

Step 4: Pay the enrolment balance and mandatory fees

- Before arrival, pay online on the ILCF website (using the login created for your pre-enrolment)
- Possibility to pay at the ILCF office:
 - by credit card (Visa, Visa Electron, Maestro, Mastercard, American Express, Union Pay, JCB etc.),
 - by cheque or cash.

We encourage students to use an credit card.

Deadline payment:

The balance must be paid upon arrival and, at the latest, 15 days after the level test (5 days for monthly and summer programmes).

Please note: potential transaction fees are at the expense of the student.

Step 5: Complete the process

Come to the ILCF office in order to get your school certificate and Wi-Fi access code.



4

Additional administrative procedures

Student visa

After completion of the pre-enrolment process, the ILCF will send you a pre-enrolment certificate. This document will be needed to obtain a student visa. Any student staying longer than 3 months in France or wishing to benefit from student status must take the first administrative steps by addressing the French Embassy or French Consulate in their own country.

Our Institute is a member of the Campus France network. Do not hesitate to contact them for more information on the visa process.

<http://www.campusfrance.org/fr/>

<http://www.diplomatie.gouv.fr> Select «Je viens en France».



The student visa cannot be obtained in France after arrival. A tourist visa can never be made into a student visa.

CVEC

Students enrolled for either a semester or a year have to pay the «Contribution à la Vie Étudiante et de Campus – Contribution to Student life and Campus» [92€ - Fees 2020-2021] to the CROUS [Centre Regional des Œuvres Universitaires et Scolaires – Regional Centre for Scholar and University scholarships]. The payment shall be done exclusively online via the following link:

www.messervices.etudiant.gouv.fr/

Once you paid, you will download your receipt [attestation] and submit it to ILCF office.

Mandatory health insurance

Upon your arrival, for a stay longer than 90 days, you have to subscribe to the French health insurance for free, online via the following link:

<https://etudiant-etranger.ameli.fr/#>

Students from the European Union shall bring their European Health Insurance Card issued in their own country.



A stay shorter than 90 days, we recommend you to subscribe to your own private health insurance.

Visa validation / Resident card

Upon arrival, you must validate your visa on this website

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

For the renewal of the residence permit, you must compile a file and go to the Rhône prefecture.

Cancellation policy

VISA REFUSAL

If the visa is denied by the country of origin and if the student provides us with the original of the official document confirming the refusal, the deposit will be reimbursed, except for 150 euros to cover administrative costs. The reimbursement will only take place if the ILCF administration is made aware of the situation by a written document at the latest 8 days before the level test. After that period, the totality of the payment will be kept by the ILCF.

OTHER CASES

Pre-registered or registered students who decide to cancel or quit will not be refunded. The whole payment already settled will remain the property of the ILCF [see general terms and conditions available online www.ilcf.net].

Please contact the ILCF office for more information.

GETTING TO THE ILCF

By public transport

Campus Carnot

23 place Carnot - 69002 LYON



Take the T1 or T2 tram lines in the direction of Perrache (stop at Perrache station) or Metro line A in the direction of Perrache (stop at Perrache station) or a bus.

Campus Saint-Paul

10 place des Archives - 69002 LYON



Trams T1 (stop at *Place des Archives* station) and T2 (stop at *Perrache* station) or Metro line A (exit at *Perrache* station).

By bike

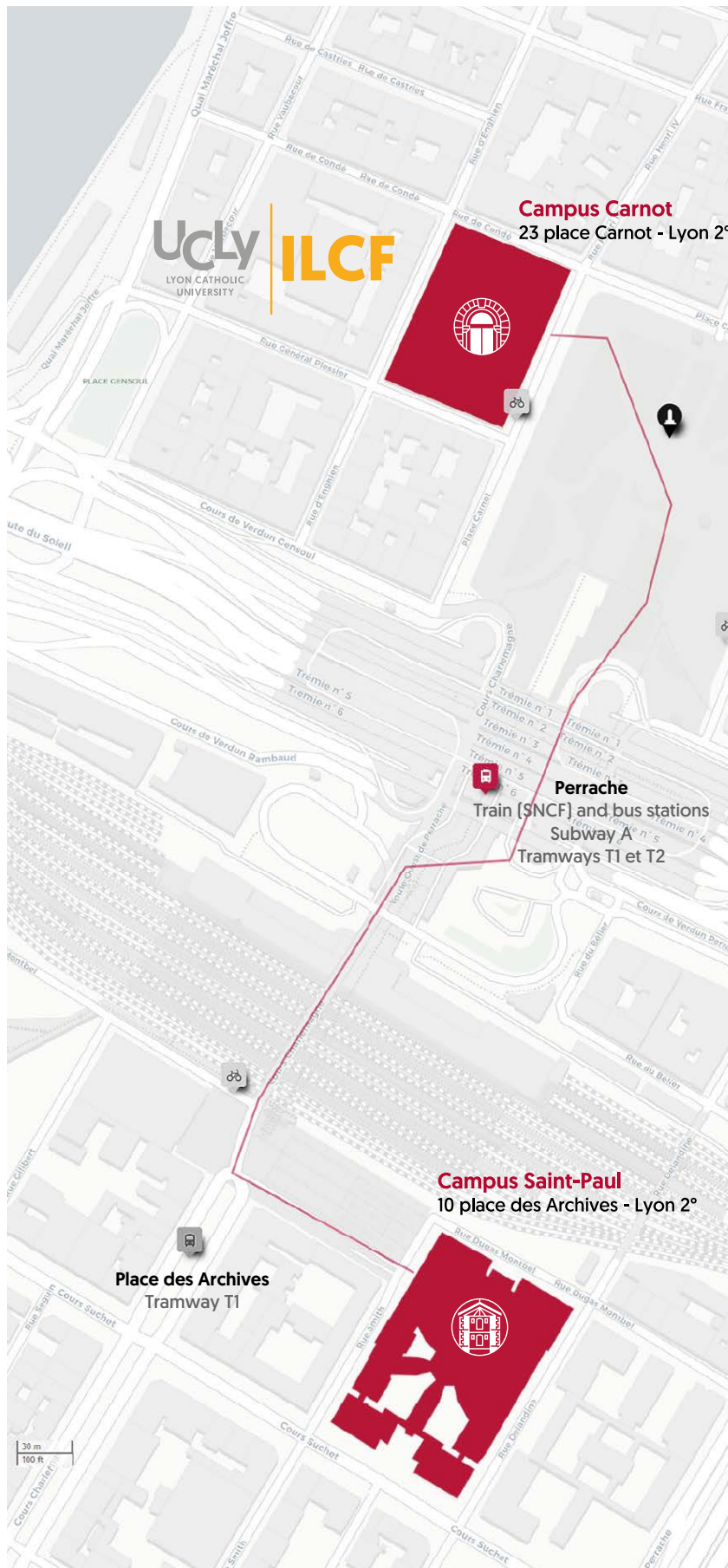
Velo'v stands and bike parks are present in front of both sites.

From Lyon St-Exupery Airport

Take the Rhônexpress tram and exit at *Vaulx-en-Velin - La Soie*, then take Metro line A to *Perrache* station.

GPS

45.751599, 4.827003



ENROLMENT FORM

ACADEMIC YEAR 2021/2022

CIVIL STATUS

Mrs Mr

Last name:

First name:

Birthdate: __ / __ / ____
day / month / year

Birthplace:

Native country:

Nationality:

CONTACT

Phone:

Email:

Address:

Post code:

City:

Country:

Family's / friend's contact:

Last name:

First name:

Phone:

Email:

UNIVERSITY STUDIES

Year of graduation from high school: ____

Have you ever taken university-level courses?

yes no

If yes, fill out this part:

Name of the University:

City:

Country:

Major:

Starting date: __ / __ / ____

Ending date: __ / __ / ____

Number of years completed:

Year of graduation: ____

What is your academic/professional project?

KNOWLEDGE OF FRENCH

For how long have you been studying French?

.....hours month[s]

Where did you learn French?

High school University

Other:

What is your French level?

Beginner Intermediate

Advanced Intermediate Advanced

Indicate your CECRL level, if you know it:

A1.1 A1 A2 B1 B2 C1 C2

Have you received any certificate or diploma in French?

TCF DELF DALF DUEF

Level:.....

Please, send a copy of your French Language Certificate

How did you know about ILCF-Lyon?

You are an ILCF-Lyon former student

Internet

Social networks

An acquaintance (family, friend, etc.)

Home university; please specify the name:

Agency; please specify the name:

Other; please specify:

ENROLMENT FORM

ACADEMIC YEAR 2021/2022

| PROGRAMS | DURATION | TUITION | DEPOSIT deducted from the total amount |
|--|-----------------------------|---------------------------|--|
| Semi-intensive programme - 16 hours per week | | | |
| <input type="checkbox"/> 1 st semester (from October 4, 2021 to January 26, 2022) | 200 hours (per semester) | 1 806 € (per semester) | 370 € |
| <input type="checkbox"/> 2 nd semester (from February 3 to May 25, 2022) | | | |
| <input type="checkbox"/> 1 additional consecutive semester | 200 hours | 1 577 € | 370 € |
| <input type="checkbox"/> 1 academic year (from October 4, 2021 to May 25, 2022) | 400 hours | 3 171 € | 630 € |
| <input type="checkbox"/> 1 additional consecutive academic year | 400 hours | 3 064 € | 630 € |
| Intensive programme - 20 hours per week | | | |
| <input type="checkbox"/> 1 st semester (from October 4, 2021 to January 26, 2022) | 248 hours (per semester) | 2 379 € (per semester) | 370 € |
| <input type="checkbox"/> 2 nd semester (from February 3 to May 25, 2022) | | | |
| <input type="checkbox"/> 1 additional consecutive semester | 248 hours | 2 158 € | 370 € |
| <input type="checkbox"/> 1 academic year (from October 4, 2021 to May 25, 2022) | 496 hours | 4 296 € | 630 € |
| <input type="checkbox"/> 1 additional consecutive academic year | 496 hours | 4 170 € | 630 € |
| Monthly programme - 16 hours per week | | | |
| <input type="checkbox"/> February <input type="checkbox"/> June | 64 hours | 718 € | 250 € |
| Specific French programme | | | |
| <input type="checkbox"/> 1 course | 24 hours | 360 € | |
| Summer intensive programme - 20 hours per week | | | |
| <input type="checkbox"/> 1 month <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September | 80 hours | 785 € | 200 € |
| <input type="checkbox"/> 2 months <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September | 160 hours | 1 493 € | 400 € |
| <input type="checkbox"/> 3 months <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September | 240 hours | 2 168 € | 600 € |

Total of deposit:
.....€

PAYMENT

For my registration, I will send the deposit (deducted from the total amount), relevant to my pre-enrolment :

- by credit card on the website www.ilcf.net | «enrolments»
 by check paid to «AFPICL»
 by credit transfer:

Banque de Savoie (Lyon Part-Dieu) - 21 avenue de Saxe - 69006 Lyon - France
 Compte: AFPICL - Numéro de compte: 00047600516 Clé 43 - Code banque: 10548 - Code guichet: 00062
 Code BIC: BSAVFR2C - Code IBAN: FR76 10548 00062 0004760051 643

ACCOMMODATION

- I would like the housing service of the Lyon Catholic University to help me find a place to stay.
 I will find my housing on my own.

COMPLETION OF REGISTRATION

I fully understand and accept the general terms and conditions of the ILCF Lyon available on the website www.ilcf.net (see pages 12 «Admission procedure» for the required documentation)

I have included the enrolment form with the payment or proof of the payment:

by mail: ilcf@univ-catholyon.fr

by post: ILCF Lyon - UCLy - 23 place Carnot 69286 Lyon Cedex 02 - France

Date of my arrival in Lyon: __ / __ / ____
Day / Month / Year

DATE:

SIGNATURE: