Contacts:
Pôle ESG International Office
35 avenue Philippe Auguste
75011 Paris, France

Ms Servane GANDAIS
Head of International Office
Email: sgandais@pole-esg.fr
Tel: +33 1 55 25 69 55

Ms Maxence BENOIST
International Coordinator for exchange students
Email: mbenoist@pole-esg.fr
Tel: +33 1 55 25 69 56

Ms Josephine MURASIRANWA
International Coordinator for exchange students
Email: jmurasiranwa@pole-esg.fr
Tel: +33 1 55 25 69 58

Academic Calendar
Spring semester 2012
Orientation Session: 13th January 2012
Beginning of classes: 2nd January 2012 for earliest program
                                         16th January 2012 for BBA program
End of semester (exams included): 2nd July 2012 for latest program
                                         2nd May 2012 for BBA program

Fall semester 2012
Orientation Session: 5th September 2012
Beginning of classes: 10th September 2012
End of semester (exams included): 23 December 2012 & 12th January 2013 for some Master courses
CITE UNIVERSITAIRE .................................................................39
THE CAF GRANT .......................................................................39
USEFUL LINKS .........................................................................40
TIPS AND THINGS TO KNOW ..................................................41
_Eating and drinking ................................................................41
_Getting around .......................................................................42

TRAIN .........................................................................................42
ROADS .......................................................................................43
WEEKENDS VISITS .................................................................44
_Working in France .................................................................44
_Staying healthy .......................................................................45

FRENCH SOCIAL SECURITY / ..................................................45
EUROPEAN HEALTH INSURANCE CARD .................................45
PRIVATE INSURANCE ...............................................................47
_Customs ..................................................................................47
_MEETING PEOPLE .................................................................47
_SOCIALIZING .........................................................................47
_ESSENTIAL FORMALITIES .....................................................48

CHECKLIST .............................................................................49

1 - BEFORE YOUR DEPARTURE ...............................................49
2 - ON ARRIVAL ......................................................................49
3 - BEFORE LEAVING .............................................................49
STEPS TO ..................................................................................49
DEAR STUDENTS

A hearty welcome to all of you who have chosen, or are about to choose Paris as their destination for the exchange semester or year. We are happy that you are considering spending your stay at the Pôle ESG.

Our services in the areas of course offerings and advising as well as culture, and social events and the quality of life of Paris will hopefully make your stay with us both personally and professionally enriching.

To help you with the preparation of your stay in Paris, we have created this student guide which contains the most useful information on various aspects such as academic and personal issues and student life in Paris.

We wish you all the best for your exchange period at Pôle ESG. May this time in Paris remain an unforgettable period of your life, for the things you will learn at Pôle ESG as well as for all the other experiences outside the university.

With kind regards,

Your Pôle ESG International Office
WHY FRANCE?

1 - For the quality and accessibility of its university system

French higher education has a long tradition of openness and accessibility. No distinction is made between French and international students - under French law, the requirements for admission are the same, as are the degrees awarded. The country that coined the phrase human rights rejects all forms of discrimination. French higher education system, modern and dynamic, trains the leaders of a nation that plays a central role in the worlds of science, business, and culture.

Today France is the world's fourth largest economy and second largest exporter of services. The successes of France's scientists, engineers, and designers are known around the world through Airbus, the TGV (high-speed train), the Ariane rocket, the discovery of the human immune-deficiency virus, high fashion, luxury goods, fine food and wine, and much more. Whether your specialty is engineering, management, political science, the arts, or the humanities, you, too, can excel in France.

At present, about 190,000 international students (10 percent of French postsecondary enrolments) have chosen France for all or part of their higher education. They enrich the French system with their culture, experience, energy, and accomplishments.

2 - For the depth and breadth of French higher education

France's 200+ universities and many specialized postsecondary schools are located throughout the country. Large and venerable universities like the Sorbonne are found alongside the modern campuses of leading schools of business and engineering that may enroll no more than a few hundred students.
in close-knit communities of learning. Specialized schools of a similar size are devoted to art, tourism, health, and many other subjects. They all welcome international applicants.

This broad array of institutions-universities and specialized schools large and small-together offer thousands of degree programs at all levels, extending into every corner of the universe of knowledge.

The quality of the country's educational system is a source of pride for the French people, acting together through their national and regional governments. France devotes fully 20 percent of its annual budget to education. The central government closely monitors the quality of instruction as well as the curricular content of the country's national diplomas. For French and international students alike, the government subsidizes a very large part of the cost of instruction in France's universities and other public institutions.

3 - For the quality of France’s cultural life

One big benefit of studying in France is the opportunity to live in the place that invented savoir-vivre-the art of living well. Did you know that France is the most visited country in the world? The French people are proud of their cultural heritage, lovely countryside, quiet towns, and fine restaurants—all of which they're eager to share with visitors.

France is a relatively large country of amazing geographical variety. Her transportation and health systems are among the world's very best. France is a safe and tolerant country.

In France you'll have access to a multitude of athletic, touristic, and cultural activities—all at special student prices. Most of France's institutions of higher education are located in city centers, close to cultural and social life. Museums, libraries, cinemas, theaters, and cafes are rarely very far away.

4 - For studying in the heart of Europe

Studying in France in France rarely means studying only in France. Many if not most schools have added European components to their programs, offering courses on Europe or internships elsewhere in the European Union. Students
have the opportunity to enrich their French experience with new discoveries and experiences.

Not surprisingly, most courses in France are taught in French, a language spoken by more than 200 million people in 50 countries. But you'll have ample opportunities to learn or practice other European languages—English, in particular. Advanced English is taught in many programs, especially in business and engineering.

France is an ideal place for the student who wants to explore Europe. It's really easy to reach most of Europe's important cities (plus hundreds not so important but still worth the trip). Amsterdam, London, Brussels, Barcelona, Milan—all await you for the weekend or for a longer stay.

POLE ESG, OVERVIEW

The Pôle ESG network is a private group set up in 1975, at that time called the ESG Group, then Paris Graduate School of Management (PGSM), and made up of 4 undergraduate and graduate institutions in the fields of management, finance and communication.

Pôle ESG figures:
5,500 students
26,000 alumni
400 faculty members
3,000 business partners
70 nationalities represented in the student body
100 partner universities

_The Schools

>>> ESG Management School
Offers an accredited graduate management program in specializations:E-Business, Marketing and Advertising, Financial Management, Luxury Management, International Business...
The ESG Management School is ranked among the top 20 business schools in France, and top 4 in the Paris area. The school is also member of the Conférence des Grandes Ecoles which regroups the best Schools of Business in France.

>>> ESGCI/ Ecole Supérieure de Gestion et Commerce International
Offers 3 graduate programs in Marketing and Business, Communication and Public Relations, both taught in French, and International Relations taught in English. An undergraduate program is also offered in Tourism and Hospitality taught in French.

>>> ESGF / Ecole Supérieure de Gestion et Finance
Offers 5 graduate programs in Audit, Financial Markets, Human Resources and International Finance. Courses are taught in French.

>>> PSB / Paris School of Business
Offers programs entirely taught in English and welcomes students from all over the world. Hosts our BBA program from which exchange students usually take courses from as well as the English speaking European MBA.

_The Campuses_

Pôle ESG is located in the heart of Paris and has 4 main campuses all easily accessible by public transportation. The 4 campuses are:

- **Saint Ambroise** where the ESG Management School is
- **Nation** where ESGCI is
- **Charonne** where the ESGF is
- **Philippe Auguste** where PSB is

**Saint Ambroise - ESG Management School**
25 rue Saint Ambroise
75011 Paris
(Metro: Saint-Ambroise/Line 9)

**Nation - ESGCI**
242 rue du Faubourg St Antoine
75012 Paris
(Metro: Nation/Line 1,2,6,9 and RER A or Reuilly Diderot/Line 1 and 8)
Charonne - ESGF
179 rue de Charonne
75011 Paris
(Metro: Philippe Auguste or Alexandre Dumas/Line 2 or Rue des Boulets/line9)

Philippe Auguste - PSB
35 avenue Philippe Auguste
75011 Paris
(Metro: Nation/Line 1,2,6,9 and RER A orAlexandre Dumas/Line 2 or Rue des Boulets/line9)

This is where the International Office for incoming students is!!
The International Office

Currently 20% of the student body at Pôle ESG is international with over 70 different nationalities represented. This diversity allows all students within Pôle ESG to study in a truly multicultural environment open to the world. Pôle ESG intends to increase the quality and diversity of its international student body, and to this end, it has put in place a number of degree programs taught entirely or partly in English.

Each program has a designated career services department that actively encourages all degree candidates to work and live abroad by pursuing student internships and other outplacement opportunities all over the world. Pôle ESG has a network with over 100 reputable universities and schools throughout Europe, North America, Latin American, Middle East, North Africa, Oceania and Asia, involving student exchanges, double degree programs and visiting professorships. Pôle ESG enthusiastically participates in the Socrates / Erasmus Program, sponsored by the European Union, and organizes seminars for students as well as executives from all over the world to study management sciences in Paris. The myriad opportunities within Pôle ESG offer all students the chance to study and / or work abroad for either a small or significant part of their program. It is an opportunity to gain a different perspective on the world and grow as an individual.

The role of the International Office consists in:

> Welcoming and informing newly registered international exchange students in Pôle ESG (programs, student life, administrative formalities, etc)

> Coordinating international exchange programs (Erasmus programs, bilateral agreements) in partnership with foreign universities around the world

> Developing short term international programs (seminars, summer sessions)

> Promoting the Pôle ESG schools all over the world
International Office figures for 2010-2011:
250 incoming exchange students
from 50 universities
from 35 countries
300 outgoing exchange students
384 outgoing study abroad students
7 outgoing MBA students

_YOUR REGISTRATION AS EXCHANGE STUDENT_

The registration form is available at the International Office of your home university. Once you have been nominated, you have to fill in the document and send it back to us along with a copy of your passport and an ID picture. Later on, an insurance contract / copy of the European social security card will have to be sent too.

Please send back the form and the documents before the following dates:
For the Fall semester 2012: June 15th 2012

Once we receive the registration form, we will send you the Letter of Acceptance by email. For the students coming from universities outside the EU, it will be sent via courier directly to your home institution. If you are a non EU student coming from an EU University and you need a visa, let us know and we will send you your Letter of Acceptance by airmail.

The Letter of Acceptance is one of the necessary documents to obtain the student visa. This is the only document that can be issued by Pôle ESG International Office.

You will also be sent an email with your codes to access the extranet where you will find relevant academic information on your exchange period, and be able later in the semester, to consult your grades (more information below).
The programs

Here is a more detailed presentation of the programs for each school.

>>> ESG Management School
5 year program
Courses in French:
Finance, Accounting, Marketing, Sales, Management, Economics, Geopolitics (1\textsuperscript{st}, 2\textsuperscript{nd}, and 3\textsuperscript{rd} year + 4\textsuperscript{th} year Fall)
Specializations: Financial Management, Audit, Marketing and Advertizing, Sports Management, Luxury Management, HRM (4\textsuperscript{th} year Spring)
Courses in English:
International Business (4\textsuperscript{th} year Fall + 5\textsuperscript{th} year Spring)

>>> ESGCI
5 year programs
Courses in French:
Marketing, Sales, Law, Communication, Media, Advertizing, Geopolitics (all years)
Hospitality Management (3\textsuperscript{rd} year)
Courses in English:
International Relations (3\textsuperscript{rd} and 4\textsuperscript{th} year)

>>> ESGF
5 year programs
Courses in French:
Accounting, Tax, Finance, Markets, Economics, Law (all years)
Courses in English:
International Finance (3\textsuperscript{rd} year Fall, 4\textsuperscript{th} and 5\textsuperscript{th} year Spring)

>>> PSB - BBA PROGRAM
3 year program
Courses in English:
Marketing, Management, Finance

Most of the exchange students follow those BBA courses.
Your course choice

There is one course list per semester regrouping courses in French and courses in English. Those documents are sent to the students already registered and to the International Offices of the partner universities.

You can choose among all these courses, and mix French and English-speaking courses from our different schools. If you have some knowledge in French we recommend that you choose at least one or two courses in French, as they will help you integrate better and make the most out of your exchange period here in Paris.

There is no limit of courses you can sign up for (except in the BBA program, please see below), but for your information, the normal course load for the French students here at Pôle ESG is 30 ECTS credits (or 18 US credits) for one semester (for example 6 BBA courses). Please check with your home university how many credits you need to sign up for.

The course choice form is attached to the course list.

Please note:
You can take a maximum of 6 BBA courses per semester. In addition to these 6 courses you can take other courses from the other programs.

Be aware that all our courses have a limited number of students. If you choose your courses too late you might have difficulties enrolling for lack of places. Please send us your course choice before the following dates:

For the Fall semester 2012: July 1st 2012

Once you’ve arrived in Paris, you will sign up for an individual meeting with the international office to go over your course choice and eventually make some adjustments, if there are overlapping courses on your timetable.

French / foreign language courses
Pôle ESG offers international students the possibility to learn French or improve it. Each semester 3 to 4 classes with different levels are open, from Beginner to Advanced French including French applied to Business. Those courses are of 3 hours per week and equal 5 ECTS credits.

You also have the possibility to sign up for foreign language courses, as most of regular Pôle ESG students are required to learn at least 2 foreign languages. Those courses are offered in priority to exchange students who stay for both Fall and Spring semesters, as the Spring language courses are the continuation of the Fall ones. Are available: Spanish, German, Italian, Chinese, Hebrew

_Your timetable_

Just after your arrival and before the courses start, you will meet the International Office to set your timetable.

_The exams_

You will be assessed all along the semester. You will have small tests during class time (what we call “contrôles continus”), mid-terms, presentations and/or group work, and final exams. The final exams take place at the end of each semester, the exact dates for each exam will be sent about 3 weeks before.

_The grades and the transcript of records_

Between one and two months after the last final exam, we will issue your transcript of records. This document will list all the courses you have attended, the number of ECTS credits and the final grades for each course. The grades appear in both letter and number system (US) and the table of grading (see below) will be printed at the back of the document. Two copies will then be
sent to your home university. If you want a copy, please ask your home university. No duplicate will be issued.

All along the semester and after the exams you will be able to consult the grades you have obtained on the extranet webpage (see Student life section).
## Comparable Table for Grading

<table>
<thead>
<tr>
<th>French System</th>
<th>Letter Grade (US)</th>
<th>ECTS Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-20</td>
<td>A+</td>
<td>A</td>
<td>Perfection</td>
</tr>
<tr>
<td>17-18</td>
<td>A</td>
<td>A</td>
<td>Exceptional</td>
</tr>
<tr>
<td>16</td>
<td>A-</td>
<td>B</td>
<td>Excellent</td>
</tr>
<tr>
<td>15</td>
<td>B+</td>
<td>B</td>
<td>Very good</td>
</tr>
<tr>
<td>14</td>
<td>B</td>
<td>D</td>
<td>Good</td>
</tr>
<tr>
<td>12-13</td>
<td>B-</td>
<td>C</td>
<td>Solid, Above expectations</td>
</tr>
<tr>
<td>11</td>
<td>C+</td>
<td>D</td>
<td>Acceptable</td>
</tr>
<tr>
<td>10</td>
<td>C</td>
<td>E</td>
<td>Passing grade – Very average, barely satisfactory</td>
</tr>
<tr>
<td>9</td>
<td>C-</td>
<td>FX</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>8</td>
<td>D+</td>
<td>FX</td>
<td>Lacks basic knowledge</td>
</tr>
<tr>
<td>6-7</td>
<td>D</td>
<td>F</td>
<td>Poor</td>
</tr>
<tr>
<td>5</td>
<td>D-</td>
<td>F</td>
<td>Very poor</td>
</tr>
<tr>
<td>3-4</td>
<td>F+</td>
<td>F</td>
<td>Little, if any knowledge</td>
</tr>
<tr>
<td>0-2</td>
<td>F</td>
<td>F</td>
<td>No knowledge</td>
</tr>
</tbody>
</table>

A+ ; A ; A-; B+ ; B ; B-; C+ ; C (Passing Grade)  = full credits
C- ; D+ ;D ; D- ; F+ ; F ; =Fail  = 0 credit

GPA (from letter grades US): A = 4,00 ; B = 3,00 ; C = 2,00 ; D = 1,00 ; F = 0 ;
Dean's list: Very Good from 3,00 to 3,50
Honor's list: Excellent from 3,51 to 4,00
Your visa

GETTING YOUR VISA
Nationals of the member countries of the European Union and the European Economic Space are free to enter and remain in France without restriction. They do not need to obtain a visa before entering France. Nationals of all other countries must have a visa to enter France.

So you will need a student visa if:
- You are a non EU student coming from a non EU University
- You are a non EU student coming from a EU University

In case you have a doubt on whether you need a visa or not, you must consult the French Consulate or the Campus France Agency of the country you currently live in or the country you are from.

When we receive your complete registration form, a letter of acceptance will be issued by the Pôle ESG International Office. It states that you are registered as an exchange student for the semester/year, and indicates the dates of the semester. This letter will be sent to the International Office of your home university about one or two weeks after we receive your form. This document is the key to your student visa.

To obtain a visa, make an appointment with the nearest French Consulate or Campus France agency or with the Visa Service of the French Embassy in your country or the country you currently live in. We urge you to make early contact with them and familiarize yourself with the list of documents to be submitted and note whether they need to be translated or authenticated. The documents required vary from the country you live in or your nationality.

You will then receive a long term student visa. Once in France, you will have to register to the immigration office. Be aware that we do not have the right to issue letters of acceptance with other dates than the effective semester dates.
YOUR ARRIVAL

Your visa needs to be “validated” by the French Immigration Office (OFII). At the consulate when you receive your visa, you are given a document called “Demande d’attestation OFII” that looks like this:
http://www.ofii.fr/IMG/gif/facsimile.gif

Guard it carefully.

When you arrive at the airport, make sure that the immigration police stamps your passport with the arrival date. In case, please also keep a proof of your arrival date: the plane boarding pass or the train ticket if you arrived by train.

You have 3 months after your arrival to send the following documents to the OFII:
- the “Demande d’attestation OFII” that you have completed
- the copies of the following pages of your passport: identification pages, French visa, stamp of the arrival date

These documents must be sent with the system of “Lettre recommandée avec accusé de réception”. Every French post office can provide this service. It means that the letter has a tracking number, and a signed proof of reception is sent back to you. You cannot send the documents as a simple letter by post.

For this first step, you do not have to go to the OFII directly.
If you live in Paris, the OFII address is:

OFII - Office Français de l’Immigration et de l’Intégration
48 rue de la Roquette
75011 Paris FRANCE

If you live outside Paris (for example in the suburbs), you need to go to the OFII of your “département”. You can find all the addresses here:
http://www.ofii.fr/qui_sommes-nous_46/ou_nous_trouver_mieux_-_flash_933.html?recalcul=oui

THE VALIDATION OF THE VISA

Later on, the OFII will contact you to proceed to the validation of your visa, which proves that you are a resident in France. You may be asked to pass a
medical checkup. In that case they will give you all the information relative to this step.

You will need to bring your passport, a proof of housing, a picture, and to pay a 55 euro tax. Your validated visa will enable you to be considered as resident and will allow you to get a grant for housing (on certain conditions), the French social security, and to work in France during your studies.

_The social security_

All students coming to France for an exchange semester or year need to have a medical insurance.

**EU students** (most exactly EEA students, see below) must have their European Health Insurance Card. This card is available free of charge through the local health authority and ensures that you will get the same access to public sector health care (e.g. a doctor, a pharmacy, a hospital or a health care center) as nationals of the country you are visiting. If you have to receive medical attention in a country that charges for health care, you will be reimbursed either immediately, or after you go home to your own country. The idea is that you are given the care you need to allow you to continue with your stay.

**Non EU students** must have an insurance contract covering them in case of illness, accident and repatriation. If you stay 2 semesters, you will have to pay for the French national social security system for students. It costs about 200 euros per year and covers a portion of participant's medical expenses while in Paris (about 70% of the expenses). When you have your visa validated, go to the international office to fill in the document and ask about the exact amount to be paid (changes every year and is fixed by the Social Security administration). You will have to give the copy of your passport and of your validated visa. You will receive after a few weeks your **Carte Vitale**, your social security card. The opening of a bank account in Paris will be therefore requested upon arrival in the framework of such procedure. Please contact the International Office to get the form and some help to fill it in.

If you are more than 28 you cannot beneficiate from the French student social security. You must then have a complete personal health insurance.
Here is the exact table to determine whether or not you need to pay for the French Social Security system while in France for your exchange period:

<table>
<thead>
<tr>
<th>student nationality</th>
<th>EEA national</th>
<th>Non EEA national</th>
</tr>
</thead>
<tbody>
<tr>
<td>length of stay/home university</td>
<td>One sem.</td>
<td>Two sem.</td>
</tr>
<tr>
<td>EEA university</td>
<td>EHIC</td>
<td>EHIC</td>
</tr>
<tr>
<td>non EEA university</td>
<td>private insurance / waived if EHIC</td>
<td>private insurance + French social security / waived if EHIC</td>
</tr>
</tbody>
</table>

EEA | European Economic Area
EHIC | European Health Insurance Card
Private insurance | Complete insurance from home country covering medical expenses and repatriation
French social security | French system for health insurance (registered by Pôle ESG)

_The Cité Internationale_

From September to end of December, the Cité Universitaire, which is a main global office for students in Paris, offers a special **welcome desk service** for all international students living in Paris. Several student services are present and can help you with your visa procedures, the social security, the work regulations, the housing grant, etc. They speak English and are ready to help you for your first steps in Paris!

**Cité Universitaire Internationale de Paris**
17 boulevard Jourdan
75014 Paris, FRANCE
_The orientation session

At the beginning of each semester, an orientation session is organized where you will meet the international office, if not done yet, as well as the other international exchange students and the members of the Buddy Network. During the meeting you will be briefed on Pôle ESG, the rules and regulations, the extranet system, the campuses and the rooms, etc. After the meeting the Buddy Network will offer you a few drinks before you all go out for the Welcome Party.
All students are required to attend this orientation session.

For the Fall semester 2012 the orientation session will take place in mid-September 2012, the date will be confirmed before the Fall semester.

_The school regulations

Each international exchange student has to comply with Pôle ESG school regulations. A hard copy will be given to the students during the orientation session. All students must read them carefully and respect them during all their exchange period.
A copy of the regulations can also be found on the extranet.

Here are the main rules that students must keep in mind:
- **Attendance is mandatory**, more than 3 absences per course per semester leads to an F (fail grade).
- Students must have a **correct behaviour** as well as **proper attire**. Signs of religious affiliations are not permitted.
- **Smoking is prohibited** on all campuses even in the courtyards.
_The ISIC student card_

Each student receives at the beginning of the semester an ISIC student card. This card is printed with the Pôle ESG logo and proves that you are registered as an exchange student for 2012-2013.

In order to receive your card you must send to the international office a picture by email (a .gif .jpg .bmp .pdf file) or upload it directly on the extranet. If some pictures are missing the international office will not be able to have them printed. You will receive it about 1 month after the beginning of the courses. Before receiving the card you can use your letter of acceptance to prove you are registered as a student at Pôle ESG.

To have more information on the ISIC card and discounts please consult their website:  
http://www.isic.org

In addition to the ISIC discounts available you can of course benefit from all student discounts. 
If you lose your student card, you will have to order a new one on the website above. It will cost you 13 euros.

_The computer labs - printing and copying_

Several computer labs are available in all campuses. In St Ambroise, most of them are accessible all day. No password is required and you can use the computers to work and study or for your personal use.
In Nation, those rooms are also used for classes, please check before entering that no class is in process. In case there’s a class please try again during break time.

Some printers can be used in the computer rooms. You need to buy a printing / copying card in the internship office in Nation (first door when entering the school). It costs 5.5 euros and enables you to print and copy 100 pages. Please do not print and copy at the latest moment as the rooms might be used for class or the printers and copy machines might be out of order.
Wi-Fi

Wi-Fi is available on all campuses. A registration is necessary before using it. You will use the login details for the pole-esg.net extranet that will be provided to you upon registration. You will then be able to connect to the wireless networks of all campuses.

Extranet

Pole-esg.net is the extranet platform where you will find information on the courses you are enrolled in, your grades, academic information, other student life information, internship offers, etc. Your login and password will be sent to you by email at your registration.

The address is: www.pole-esg.net

LOGIN PAGE

When on pole-esg.net enter your login and password and keep the option “extranet” clicked (not the “webmail” one).

The login and password are personal and confidential; they will be sent to you via email. Each student should keep this email. If you lose them, send an email to the International Office. Be careful to verify the upper and lower case in the password.

Your login is built with the 6 first letters of your family name, the first letter of your first name, and the year of the academic period you are registered in. For example: dupont_m09

Do not confound the L letter (lower case) and the 1 number.

The login and password can be changed from the extranet platform, see below.

PREFERENCES

On the top right corner, is the icon “preferences”.

On the first tag “votre identifiant unique” enables you to change your login and password. If you forget your new codes, you can always reuse the original ones.

Identifiant = login
Mot de passe = password
Ressaisir le mot de passe = retype your password
CURSUS
On the left menu, below “Cursus” are 4 different topics:

Notes (grades)
This is the list of all the courses are registered in. If a course is missing please inform the International Office.
You can see the grades obtained per course. For the BBA courses, you’ll have only one final grade that will appear about 2 weeks to 1 month after the final exam. For the other courses, you will probably have all the grades appearing (mid-terms, tests, projects...).

Supports de cours (course documents)
This is where you can find the documents that teachers have uploaded for the courses you take. It can be syllabus, presentations, powerpoints, exercises...

Trombi promo (student directory)
This is the list of pictures and the names of the other international exchange students who study the same semester at Pôle ESG.

Trombi enseignants (teacher directory)
This is the list of pictures of your teachers, although only a few ones did put their picture online.

DOCUMENTS
On the left menu, below “Documents” are 2 different topics:

Informations annuelles (annual information)
You can find here different documents that will be useful to you during your semester / academic year: lists of courses, calendars, rules and regulations, campus maps, housing offers, etc.

Mes fichiers (your documents)
Here you can upload / download personal documents.

PLANNING / SCHEDULES
You can see all the schedules of the classes of the group. Those are directly connected to the schedule software of Pôle ESG and are immediately updated
when there are some changes. Please check them regularly; this is where you make sure you go to the right room for class.

Make sure you check the appropriate schedule! Check the courses’ “reference” that appears on the timetable sent / printed by the International Office. For example: BBA300F, M1 IMRI2, 3F5, etc.

Also pay attention to the colors on the timetable: they help you find which school / program the course is from.
Green = ESGCI (IMRI, IMCO, ICRP)
Purple = BBA program
Blue = ESG Management School
Red = ESGF
You can find the Courses for International Students (Pink ones) under the ESG section, after the 5th year courses: they’re called ERASMUS.

More information and tips will be given to you at the orientation session.

Associations

At Pôle ESG about 20 student associations are created in order to ensure a spirit of entrepreneurship, to train students to take on responsibilities, to multiply contacts with the worlds of economics, arts, literature and theatre, and to encourage students to participate in sports.
All over the semester and the academic year are organized events, parties, games, contests, breakfasts, visits, but also a ski week and an integration seminar, and various courses (yoga, oriental dances, boxing...).

Most members of those associations are French and French speaking students, but the BBA Student Association regroups students from the BBA program, all English speaking. Do not hesitate to contact the representatives of the associations if you want to participate and become an active member.

Some fees are required:
It will cost you about **40 euros** if you stay **one semester** and want to participate in the association’s life – this is optional.
It will cost you about **60 euros** if you stay **two semesters** – this is mandatory.
_Libraries_

A documentation center can be found at the ESG Campus in St Ambroise, where you can order books for consultation upon presentation of your Pôle ESG ISIC student card (or letter of acceptance). The reading room at St Ambroise is open during business hours. Borrowing books is free of charge; you can use the books in the reading room but cannot take them out.

All schools of the group also subscribe to various French newspapers that you can pick up in the hallway or in the corridor every day. English speaking newspaper might be available in 2010-2011.

For further studies and researches, we recommend students to go to public or university libraries. The most important one is the Bibliothèque François Mitterrand, which is the new National Library of France. It has impressive reading rooms and is mainly used for researchers.

**Bibliothèque François Mitterrand**
11 quai François Mauriac
75013 Paris
Subway: Bibliothèque François Mitterrand Line 14
3.30 € per entry or 18 € for annual card

**American Library in Paris**
10 rue du Général Camou
75007 Paris
Subway: EcoleMilitaire Line 8, Alma Marceau Line 9
9 € per entry or 75 € for annual card

**Bibliothèque Universitaire St Geneviève**
10 place du Panthéon
75005 Paris
Subway: MaubertMutualité Line 10
entry is free of charge
La documentation Française
29 quai Voltaire
75007 Paris
Subway : Solférino Line 12
entry is free of charge – specialized in politics, social and economic topics and international issues
_Cost of living_

The cost of living in Paris depends a lot on your lifestyle. Here are a few prices of the everyday life:

- A coffee: 2 euros
- A baguette: 0.80 euros
- A sandwich: 4 euros
- A meal at the University Restaurant: 2.90 euros
- A meal in a fast food: 6 euros
- A movie ticket: 7 euros (students)
- Entrance to a museum: 7 euros (students)
- A pizza: 8 to 10 euros

- A taxi ride from CDG: 50 euros
- A taxi ride within Paris: 10 to 25 euros

- A furnished studio: from 600 euros per month
- Internet at home: 40 euros per month
- Monthly pass for subway: 56 euros

**Cost estimation per month:**
- Accommodation: 400 – 800 euros
- Food: 200 euros
- Socializing and excursions: 100 – 120 euros
- Transport: 60 euros
- Books and academics: 40 euros
- TOTAL: between 800 and 1200 euros
Bank account

On arrival in France, you should have only few problems while paying with your “home” credit card if it is one of the major operators like Visa, Mastercard or American Express although you may soon tire of paying conversion rates. There are 24-hour cash dispensers, or teller machines, easily accessible all over Paris and France, in big cities and towns on almost every high street. They are called “distributeurs automatiques de billets” and are always situated on the premises of a bank or at large post offices.

While some small shops may refuse credit cards, there are so many places that do accept them that you can survive for quite a while with credit card payment alone. However, if you are an active resident in France or if you stay more than 3 months, you will very soon need a French bank account both to be paid your wages if you work and to gain access to many essential services that require your bank details as a guarantee of payment, or even to receive the CAF financial grant (see below).

To open a French bank account, it is best to choose a major bank with a widespread national network of branches to take full advantage of whatever needs may arise during your travels. You will need to provide the following documents:
- personal identification document (a resident permit or a passport)
- proof of your home address in France (it can be an electricity bill to your name, or a rental agreement or contract – if you live at someone else’s place you can provide a proof for this person, a letter certifying he/she hosts you and a copy of his/her ID card or passport)
- a copy of your student card or letter of acceptance in order to beneficiate from some special offers for students that bank use to propose

You will be offered a carte bleue or debit card with your account, you may pay an annual fee for these, which can be quite expensive, but will permit you to pay nearly everywhere in Euros and without fees. Most basic French bank accounts deduct all debit card payments at the end of each month. Wherever you use yours, you will be asked to type in your PIN code.

The bank will also give you a RIB (Relevé’dentitébancaire) which is a small document referencing your bank account details. You will be asked for a RIB for
any ongoing commercial transaction, such as opening a mobile phone account or the annual student metro pass, or receiving the CAF grant.

The main French banks are:
- BNP Paribas
- LCL (Le Crédit Lyonnais)
- Société Générale
- Crédit Agricole
- CIC
- Caisse d’épargne

**Paris: orientation**

Here is a short explanation on how is organized Paris.

The city, which is often described as being shaped like a snail shell, is broken into 20 districts or *arrondissements*. The first arrondissement is at the very center of the city, near the Seine river and where you can find Notre-Dame. Subsequent arrondissements spiral out clockwise away from the center. You can easily find out what arrondissement you’re in by looking for street plaques on corner buildings. The arrondissement number is indicated above the street's name. The River Seine divides the city between north and south - the famous rive droite and rive gauche (right bank and left bank). Apartments tend to be more expensive in the 7th, 8th, and 16th arrondissements, and cheaper in the 19th and 20th ones. Of course other criteria determine the rents, but this is the global trend we can notice.

The Périphérique (*Périph, as Parisians call it*), which is the city highway all around this Inner Paris and its 20 arrondissements (or Paris Intra Muros), separates Paris and the suburbs.

Paris is the main city of the Ile-de-France region. The region is made up of more than 1000 municipalities and 7 “*departments*” (administrative district - there are 101 in France, each one has a name and a number we find at the beginning of the postal code). The départements immediately around Paris Intra Muros (number 75) form the inner suburbs (*petite couronne*): Hauts-de-Seine (92), Val-de-Marne (94) and Seine-Saint-Denis (93). The others make up the outer
suburbs (*grandecouronne*): Val-d’Oise (95), Essonne (91), Seine-et-Marne (77) and Yvelines (78).

**Transportation**

The subway network is managed by the RATP, the public company for Parisian transportation. Parisian people tend to localize an address or an area with the name of the closest station. For example, they will say “I live at Lamarck Caulaincourt” or “The pub is located at Odéon”. There are about 300 stations inside Paris and the Petite Couronue, and 14 lines. It works from 5:30am to 1am (2am on weekends). In general there’s one train every 3 to 4 minutes.

The RER is the suburb train, there are 5 mains lines (A to E) and numerous branches at the end of each line. All of them cross Paris, but frequency is less important and there’s one train every 5 to 15 minutes, and the distance between each station is more important (for example the RER A has 5 stops inside Paris). The RER network is much more extended and goes to remote regions and towns around Paris.

You can find here the interactive map of the the subway and RER transportation network for Paris:


And here is the map of the global RER network (pdf document):


On this last document you can clearly see the zone system for fares. Paris is zone 1, and just outside the Périphérique is zone 2. When you buy a standard ticket (single use ticket or monthly ticket) the cheapest option allows you to travel inside zones 1 and 2 (with subway, RER, bus, tramway). There is no option for only zone 1. The subway network is considered as fully included in zones 1 and 2, although some stations are geographically located in zone 3, but you can access them with a standard ticket.
A **monthly pass** costs 60.40 euros (zones 1 & 2) and allows you to use subway, bus, RER, tramway as many times as necessary. It’s valid from the 1st to the 30th / 31st of the month.

A **weekly pass** costs 18.35 euros (zones 1 & 2) and is valid from the Monday to the Sunday.

A single use ticket costs 1.70 euros and a booklet of 10 tickets costs 12 euros.

Students under 26 can beneficiate from the **Imagin’R card**: it’s a 12 month pass that costs 298.70 euros if you pay at once, or 31.96 euros per month (for 9 months) for zones 1 & 2. On weekends and official holidays you can travel in all the zones without additional costs. You can choose to start your subscription on September 1st, October 1st, November 1st, December 1st and January 1st.

A French bank account is necessary to get the Imagin’R card.

---

**Housing**

Finding housing in Paris can be quite an enterprise… Several options are available to the students: private housing, residences, host families, room sharing, are the most common ones.

Pôle ESG does not provide accommodation for students at the moment, but we highly recommend that you use the Home stay option, at least for the first months or weeks.

**HOME STAY**

Family or home stay is one of the best options for accommodation in Paris: it’s flexible and easy, you don’t need any guarantor, it’s safe, comfortable, quick to find with an immediate and permanent service in case of problems. It’s also probably the best way for you to be immersed in French culture. The home stay is intended to be a mutually convenient social arrangement, a cultural experience, and a financial agreement between the host family and you.

You can have your own room in a great apartment conveniently located in Paris. Socializing with the family is not mandatory and usually they know you prefer being independent. It’s a perfect base for your first steps in Paris and to start searching your own place if you stay for more months then.

Various types of stays are offered (with / without meals or breakfast, per week or month) and starts from 600 euros per month.
RESIDENCES
You can also apply for independent student residences. You can find them in different places in Paris, and in the Petite Couronne. They offer in general comfortable places and convenient services, and you have a single room (you don’t share your room with another student). We recommend the students to contact them as soon as possible, as a lot of French students choose also this option when they come from other cities in France. Prices go from 500 euros to 1000 euros depending on the type of flat or studio. Those residences normally ask, in addition to the security deposit (about 1 or 2 monthly rents), that the students have a guarantor living in France. But you can avoid this by paying all the rents at once (plus the security deposit).

RESIDENCE LES LAUREADES (furnished students residences)
From 700 €/month + fees
Davout - 20ème (20th district)
http://www.adele.org/public/residence/les-laureades-de-paris-20-paris.php

Pré-Saint-Gervais (North –east Paris)

Reservations : laureades.paris-davout@icade.fr
* Mention ESG to get a 10% discount on agency fees
(French guarantor required or deposit equal to 1st 3months rent –please notify us when you make a reservation)

www.lamy-residences.fr
Contact: Ms Marina Langlade
info@nexity.com
tel: +33 (0)1 53 20 89 00

www.estudines.com
100, Rue Oberkampf
75011 Paris
+33 1 55 28 10 40 From 830€ per month

10, Rue Emile Reynaud
75019 Paris
+33 1 43 52 81 46 From 720€ per month

105, Rue de Bagnolet
75020 Paris
+33 1 43 72 54 32 From 725€ per month

www.icade-immobilier.com
Paris (18, 20, 12 & 13)
+33 1 41 57 84 26 From 545€ per month
Or contact: Ms Marie Quintin
commercial.eurostudiomes@icade.fr
tel: +33 1 41 57 84 26

www.fac-habitat.com
Montreuil, Nanterre... From 435€ per month

www.univercity.fr
10, cours Louis Lumiere
94300 Vincennes
+33 8 20 09 80 95 From 500€ per month

www.citea-hotels.com
From 80€ per night
And for shorter stays, you can contact:

**Bureau des Voyages de la Jeunesse (BVJ)**
20 rue JJ Rousseau
75001 PARIS
+33 1 53 00 90 90
From 30€ to 35€ per night

**Maison Internationale des Jeunes**
4 rue Titon
75011 PARIS
+33 1 43 71 99 21

**Foyer International d'Accueil à Paris**
30 rue Canbis
75014 PARIS
+33 1 43 13 17 00
From 26€ to 57€ per night

**FIND A FLAT**
To find a flat in Paris, you can consult classifieds on the web (links below), at the school, in newspapers, etc. You can also consult the real estate agencies in Paris. Due to normally strong demand and tenant protections, landlords often take their time choosing a tenant to minimise their risk of non-payment and future problems. Be aware that:

- most contracts are signed for at least one year, it’s difficult to find a place for just a few months, and in this case, rents are higher.
- you will be asked for a deposit. The deposit represents in general an amount of 2 rents and is kept until the day you leave. The landlord should give you back the deposit within 2 months after you leave the place. Students do not always get back the whole amount as there’s always things to fix, according to the landlords. The deposit does not include the first rent, so be prepared to hand out 3 months’ rent at once when signing the contract.
- you will be asked for a guarantor: a person leaving in France that can cover your rents in case you can’t pay. This is almost always required. If you plan to share a flat, you will be asked for several guarantors, one for each person renting the place. The guarantor may be asked to present his/her recent pay slips (in general 3 months) or other proof of income.

Some agencies are specialized in offering apartment rentals to foreigners, and in exchange of higher rents or fees, you can avoid the guarantor requirement.

**Paris Attitude** (furnished apartments)
www.parisattitude.com
Reservations: mail@parisattitude.com (French, English, Spanish,)
From 700€ -1300€ /month + agency fees
*Foreign / overseas guarantor accepted – Mention Pole ESG to get 10% discount on agency fees (Please notify us when you make a reservation)

**FURNISHED APART/HOTEL**
Citadines Apart Hotel: "Citadines Gare de Lyon"
3000€- 4000€/month
Reservation: resa@citadines.com (French, English, Spanish, Chinese, Japanese)
*Foreign / overseas guarantor accepted – Mention Pole ESG to get discount on long stay rental fees (Please notify us when you make a reservation)

**FOYERS**
A “foyer” is a type of residence that is in general built over religious or social views. The most common types of Foyers in France are the Catholic ones, and the ones for Young workers. It offers accommodation for a short period (one year max in general). In all cases, there is absolutely no racial or religious segregation of the occupants and applicants. But you must obviously respect the rules of the house, which are pretty strict to maintain order and security. It can provide you a single room or for two or three persons. It depends of each foyer and of the number of places available. Contact them in advance to reserve a room. The rooms are furnished and in general the foyer will have a common kitchen and bathroom and some others services like Internet access and washing machines. It will depend one more time of each place. Prices are from 360€ to 560€ per month. Most of them separate men and women.
If this option interests you, please contact the International Office and we will send you the list of all foyers. Most of them though provide only a phone number.

**CITE UNIVERSITAIRE**
The Cité Universitaire is a service from the City of Paris that offers housing possibilities in dormitories and other university facilities, either double or single rooms, to international students. The rooms are furnished with shared bathroom and kitchen. The Cité Universitaire has other services such as a restaurant, washing machines and computer rooms. Prices are from 370€ to 500€ per month. One month deposit is mandatory.

About 40 “houses” are part of the Cité, each one representing a country or a school. You must apply to the house corresponding to your nationality. They are almost all located in the same park. You can see the admission criteria here as well as the list of all the houses:

http://www.ciup.fr/en/devenir_resident/conditions_admissions

And you can fill in an application form here:


**THE CAF GRANT**
The CAF, Caisse d’Allocations Familiales, is a French organism that gives grants to families and students. International students can obtain a housing grant like all French students, on certain conditions:

- For EU students: you must have a French bank account
- For non EU students (including those who study and come from EU universities): you must have a visa validated by the OFII, and a French bank account

You will be able to find on the extranet a CAF guide, explaining the procedure and the steps you must follow to fill in an application directly online. Some documents must then be sent to the CAF to finalize your registration. A legal contract has to be settled between the student and the landlord.
Students living in the other private residences can also obtain the CAF grant. Students living with families (home stay) cannot get the CAF grant. Students sharing a flat with others (colocation) can have the CAF grant but have to negotiate with the other roommates, and if the student does not have his name on the contract with the landlord, he cannot get the CAF grant. Students who rent flats from the outgoing French students cannot always get the CAF grant; they need to determine this before taking their decision to move in.

The CAF grant represents about 20% of the rent the student pays. Once the student’s file is accepted, the amount is directly wired to the student’s French bank account, each month, for the duration of the contract.

**USEFUL LINKS**

Flat finder:
- www.pap.fr
- www.oeil-fr.com
- www.paris-housing.com
- www.parisattitude.com
- www.seloger.com
- www.appartement.org
- www.fusac.fr
- www.lodgis.com
- www.parisloc.com
- www.immostreet.fr
- www.cosyhome-paris.com
- www.casaswap.com

Student residences:
- www.crous-paris.fr
- www.univercity.fr
  (petitecouronne only)

Renting information:
- www.infologement.org
- www.adele.org

Room sharing (colocation):
- www.colocation.fr
- www.recherche-colocation.com
- www.kel-koloc.com
- www.paris-colocation.fr
- www.appartager.com
- www.portail-colocation.com
TIPS AND THINGS TO KNOW

You can easily contact the agencies in Paris, all of them have various offers and are usually serious. However, never accept to pay anything in advance or any fee to an agency. You have to pay fees only if you sign a contract through the agency.

If a landlord asks you a guarantor living in France, you can always propose him to pay for all the rents at once if you can afford it. In this case make sure it appears on the contract and that you keep a written track of this agreement.

You will probably be asked to contract a housing insurance, as it’s normally mandatory. You can ask your French bank, this is what most students do. All banks offer pretty much the same contracts and services.

Some Pôle ESG students will go study abroad for the academic year or for the Fall semester. They will probably be interested in sublease their place to you so they don’t have to cancel their lease. The interested students will send all the information to the International Office and you will find them on the extranet.

The dangerous areas within Paris are really rare. When searching housing, avoid the Goutte d’Or area (in the 18th arrondissement right north of Barbès) even though it’s a cheap area. Avoid also the Avenue de Flandre in the 19th which is not very warmhearted with those high buildings, and in a general way all the suburbs on the North East outside Paris.

Regarding safety in Paris, you must observe the common sense rules of all metropolitan area. Pickpocketing and purse stealing are the most prevalent crimes affecting international students and tourists in general. Keep your bag close to you and facing the building side when walking on the street.

_Eating and drinking_

**University Restaurants** (RU) are a fixture of student life in France. The prices are low: a complete meal costs just 2.90 euros. Anyone with a valid student ID card can use any of the 450 University Restaurants found throughout France.
Some are open nights and on weekends. France’s University Restaurants are managed by the CROUS. The actual cost of a meal is 4.97 euros but the difference is paid the French State.

You can find the addresses of the 14 Parisian RU and their information: http://www.crous-paris.fr/article.asp?idcat=AAAB&idart=

Otherwise, the capital is flooded with restaurants, bars and bistros: classic, exotic, popular, stuffy, place to be, and they all provide a delicious blend of cultures and flavors from all over the world. Prices vary from one area to another. So be sure to check the prices usually listed outside all restaurants.

You can get a good meal in the many cafés and restaurants you’ll find in Paris: prices of a complete meal (entrée, main course, dessert) range from 10 euros to astronomical sums in 3-stars “temples of French gastronomy”. Between these two extremes you will find many friendly establishments serving very good food.

If you have cooking facilities, you should explore the food stores in your area. You'll find small neighborhood shops, supermarkets, and open-air markets. And no matter where you live in Paris, you won't be far from a bakery where you can buy baguettes and croissants.

Wine is an institution in France. You may be familiar with the grands crûs of Bordeaux, Burgundy, and the Côtes du Rhône, but there are many other wine regions, including the Loire Valley, Alsace, and southern France. Wine is enjoyed among friends, with a good meal, and in moderation.

You can order wine in a café, but, as the name implies, cafés specialize in coffee. Some terminology may be in order: in France, a restaurant serves meals, a brasserie meals and hot and cold drinks, and a café mostly drinks.

_Getting around_

**TRAIN**

France has a comfortable and efficient rail network that includes many high-speed lines. It's easy to get from city to city, even when those cities are far apart. A four-hour ride takes you 1,000 km from Marseille, in the far south, to Lille, in the far north. The French railway system is run by a single authority, the state-run SNCF, and is managed as a public service. The network is
comprehensive and trains run with the precision of a Swiss watch as long as there’s no snow or strike.

The network includes suburban, regional, national and international lines. The SNCF operates a high speed train (TGV) service linking most French regions between themselves and with the capital. The TGV is a speedy (it travels at around 250/300 kmh) and cheaper inter-city transport alternative to the plane. International TGV services also link Paris with London (Eurostar), Brussels and Amsterdam (Thalys), and Geneva (Lyria). You can buy all types of rail tickets at any SNCF station or online at http://www.voyages-sncf.com/

Paris has 6 railroad stations: Gare St Lazare, Gare Montparnasse, Gare du Nord, Gare de Lyon, Gare de l'Est, and Gared'Austerlitz.

If you are less than 26 it will probably be interesting to buy the “12-25 card” which can gives you 50% discount on your tickets. This card costs 49 euros and is valid for 12 months. Prices at discounts of 20% to 50% are also possible if you reserve your tickets in advance (called Ticket Prem’s).

ROADS
France's highways and roads are excellent. A dense network of picturesque secondary roads allows you to discover the charm of France's nature reserves and rural areas. You may use your driver's license from home to drive in France. The speed limit is 45 to 50 kmh in towns and cities, 90 kmh on departmental roads and national highways, and 130 kmh on the autoroute. Used cars in good condition usually cost more than 3,000 Euros, but you will find it easy to rent new cars anywhere you go.

With prices 30% to 50% less expensive than the train and plane, buses are often the cheapest way to travel. Eurolines is the number one European coach line with regular departures to over 1500 European cities in over 26 countries. The company serves over 87 cities in France, and the coaches are equipped with the A/C, television and toilets. For example it will cost you 17 euros to reach Amsterdam.

The “Pass Eurolines” is ideal for those who wish to travel all over Europe and its capitals For 270 euros you can travel anywhere you like and as often as you like for 30 days.

http://www.eurolines.fr/?lang=ENG
**WEEKENDS VISITS**

Here is a non-exhaustive list of some interesting sites, not far from Paris, that you can visit on a weekend:
- The Cathedral at Chartres
- Claude Monet’s house at Giverny
- The city of Rouen and its cathedral
- The Château de Versailles
- The Château Vaux-le-Vicomte
- The Château Saint Germain en Laye
- The Château Fontainebleau and its forest
- The Port of Honfleur in Normandy
- The Mount Saint Michel
- The Castles of the Loire

Attraction parks:

Some of these shorts visits will be proposed to you by the Buddy Network association.

---

**Working in France**

Now, all foreign students have the right to work during their studies in France provided that they are enrolled in an education institution that entitles them to student coverage under the French national health insurance system (Sécurité Sociale, see above) and that they have their visa validated if they are non EU nationals.

It’s quite usual for students to look for ways to supplement their income during their studies. However, it’s important to realize that working half-time in France won’t allow you to cover all your expenses – it can only provide extra income. All students have the right to work, including those arriving for the first time or enrolled in their first year of study. French legislation now authorizes foreign student to work for a maximum of 964 hours per year.

In France there is a guaranteed minimum salary, the SMIC, which is 8.86 euros per hour (before the average 20% reduction for social security contributions).
If you are seeking employment in France, these are the essential things you need to know about the job market before you begin the hunt. France has one of highest unemployment rates in Western Europe with more than 20% of the population under 25. Of course the national statistics don’t tell the full story, and the jobless rate varies from region to region and differs widely among professional categories and age groups. Thus, despite prevailing economic difficulties, there are jobs to be found.

Regardless of professional qualifications, English mother-tongue jobs candidates can hope to have an edge in certain sectors. However, it is absolutely essential to have at least a basic grasp of the French language before applying. For qualified professionals, there are three main routes for prospecting employment; contacting the HR departments of French firms directly, registering with a head-hunting agency (called “cabinet de recrutement”), or by searching job ad pages.

If you are writing to a French firm, whether it is a small business or a multinational company, it is a key advantage to do so in French and to present your CV in the manner used in France (one page).

For those looking for manual, secretarial and/or relatively unskilled jobs, the best approaches are through temporary employment agencies, called “agences d’interim”, small ads on the internet and directly on the fronts of restaurants and shops.

There are two types of working contract in France: a CDD or “Contrat de travail à Durée Déterminée” which is for a designed temporary period and a CDI “Contrat de travail à Durée Indéterminée” which is for a permanent post. Salary or earnings will be presented either as “brut”, which is before direct deductions, or as “net”, which is after deductions. These mostly concern mandatory contributions to the French welfare system, but do not include income tax, which is paid yearly.

_Staying healthy_

**FRENCH SOCIAL SECURITY / EUROPEAN HEALTH INSURANCE CARD**

The French health care system is one of the best of the world. The level of care in French hospitals is of very high quality, and universal insurance makes care
available to everyone. French students and non EU students who have asked for the French Social Security use the Carte Vitale (vital card).

EU students are covered with their European Health Insurance Card under the same conditions as the French Social Security. The EHIC / Carte Vitale covers any medical treatment you may need during your visit to France, as a result of accident or sickness. The card gives access to treatment by doctors, dentists, and in public hospitals, or private clinics operating within the French Social Security framework. Note that the EHIC / Carte Vitale does not normally cover the full cost of medical treatment in France or other countries; it is recommended that you also take out private health insurance, to cover the difference.

The standard principle of the French health service is "pay first, reclaim, then get reimbursed"; but for this does not always apply in the event of hospital treatment. You will be refunded about 70% of standard doctors' and dentists' fees, and between 35% and 65% of the cost of most prescribed medicines. Some common items such as bandages and comfort medicines are refunded at the lower rate, or not at all.

Doctors’ visits and hospital out-patient treatment: you must pay for treatment and then claim a partial refund from the local Health Insurance Office (CaissePrimaired'AssuranceMaladie or CPAM) in France. In some cases, depending on the treatment and the doctor or hospital, the CPAM pays directly for the treatment if you present the EHIC / Carte Vitale, and you only have to pay for the difference and fees that are not refundable.

**A visit to the doctor (GP) costs 22 euros.** Be prepared to pay more if you consult a specialist. You can always ask first for the price when calling for an appointment.

When you see a doctor, or a hospital, you will be given a signed "feuille de soins" (a statement of the treatment carried out), and possibly an "ordonnance" (a prescription). These must be kept carefully, as you will need to send them in order to claim reimbursement. You will need to take the "ordonnance" to a chemist, where you will have to pay for the items. To get reimbursed, you need to send the feuille de soin to the following address:

**ASSURANCE MALADIE DE PARIS**

**CS 30001**

**75467 PARIS CEDEX 10**
PRIVATE INSURANCE
If you do not have an EHIC / Carte Vitale, it is essential that you have your own health care and contact your private insurance for reimbursement. In the event of hospitalisation, check with your insurer.
Pôle ESG does not have its own insurance for students and you need to contract one before leaving, from your home country.
EU students can also have a private insurance to have a complete cover of health expenses, especially if you have special care needs.

_Customs_

The French have some very formal rules about manners and etiquette. Avoid embarrassment with this guide to essential situations.

MEETING PEOPLE
The French shake hands almost whenever they meet, and always when meeting someone for the first time or for business. Arriving at work, it is quite common to greet colleagues with a handshake, and to shake hands again when leaving. Greeting anyone familiar (like a favorite restaurant waiter or a next door neighbor) is also usually begun with a crisp handshake. When colleagues know each other well, and in situations between friends, people often greet each other with a kiss on each cheek. Beware: don’t take the first step if you are uncertain, but be ready to embrace!

In a formal situation, the French say “Bonjour monsieur” or “Bonjour madame”, otherwise it is the straight “Bonjour”. The less formal “Salut!”, used for hello and goodbye, is strictly for people who know each other well. The choice of “vous” and “tu” to say you in French is confusing, and sometimes very subtle. But a simple rule is that the more intimate tu is only employed amongst family or friends. It is common for work colleagues to say tu, but wait until someone else does it first.

SOCIALIZING
A common way of getting to know someone is to have a drink together. But the French are not into bar binges, and an aperitif is usually sipped and stops at two. Wine accompanies dinner and never replaces it, and a glass is filled to three-quarter, never to the brim. Dinner guests are expected to bring a gift,
however modest, and this is usually a bottle of wine, flowers, or a pre agreed dessert. The French keep their arms above the table, not in their lap.

**ESSENTIAL FORMALITIES**

While people in France can sometimes appear to behave impolitely, the use of polite form in language is sacrosanct. When addressing a stranger, always add *Monsieur* or *Madame*, as *in Excusez-moi, madame*, if asking directions.

A typical gesture of politeness, which becomes the opposite if you don’t apply it, is to let another person pass through a door first, and a man always gives way in to a woman. If someone gives way to you, it is common to thank them or say pardon. Asking pardon is often a devalued term, and can be used in restrained anger, as when you move someone out of your way. The French may be proud of being republicans, but they still love titles! All sorts of people, and especially politicians, expect their position to be recognized. When addressing the local mayor, it is usual to say *Monsieur (or Madame) le maire*. A policeman is *Monsieur l’agent*.

When writing any formal letter, even to the phone company, it is usual to end it, before signing, with a declaration of respect, a longer version of “yours sincerely”. A common phrase which can be used in most situations is: “*Veuillez accepter, Madame or Monsieur, mes salutations distinguées*”.

You can find a lot of useful and not too formal information on the following website written by an American living in France:

_CHECKLIST_

1 - BEFORE YOUR DEPARTURE
- Send Pôle ESG IO registration form and documents before June 15\textsuperscript{th} 2012 (Fall and Academic Year) / November 15\textsuperscript{th} 2012 (Spring)
- Send course choice form before July 1\textsuperscript{st} 2012 / December 1\textsuperscript{st} 2012
- Send an ID picture by email to Pôle ESG IO
- Check your passport validity
- Check and collect the documents needed to get the visa
- With letter of acceptance: contact Campus France or French consulate for appointment
- Contract a private insurance or the European Health Insurance Card
- Send Pôle ESG IO your arrival date and time
- Choose an appointment date with Pôle ESG IO upon reception of the email
- Buy a guide of Paris or France

2 - ON ARRIVAL
- Attend the orientation session
- Confirm the course registration during the appointment
- Pay fees if you stay 2 semesters: association + social security if non EU
- Fill in the personal contact sheet given by Pôle ESG IO

3 - BEFORE LEAVING
- Send Pôle ESG IO the course confirmation document
- Send Pôle ESG IO the Erasmus documents if needed

STEPS TO...

Validate your visa:
- Have your passport stamped when entering France
- Send the OFII the requested documents within 2 months
- When you receive the convocation, buy 55 euros in fiscal stamps (in tobacco shops)
- Go to the appointment
Open a bank account, bring:
☐ Your passport
☐ Your letter of acceptance or student card
☐ A housing certificate

Get an Imagin’R card (subway annual pass):
☐ Open a French bank account
☐ Fill in the form and send it with requested documents

Registering for the French Social Security:
☐ Have your visa validated
☐ Fill in the form with Pôle ESG IO
☐ Bring the copy of your passport
☐ Pay the fees
(200 euros – to be paid to the accounting office)
☐ Wait for your Carte Vitale

Get the housing grant (CAF):
☐ Have your visa validated if non EU student
☐ Open a French bank account
☐ Fill in the online form following the step by step guide on the extranet
☐ Send the requested documents

This is mandatory for non EU students staying 2 semesters!