



Build your future

PARIS PRE-ARRIVAL GUIDE

April 2020

Prepare and enjoy your stay in Paris!



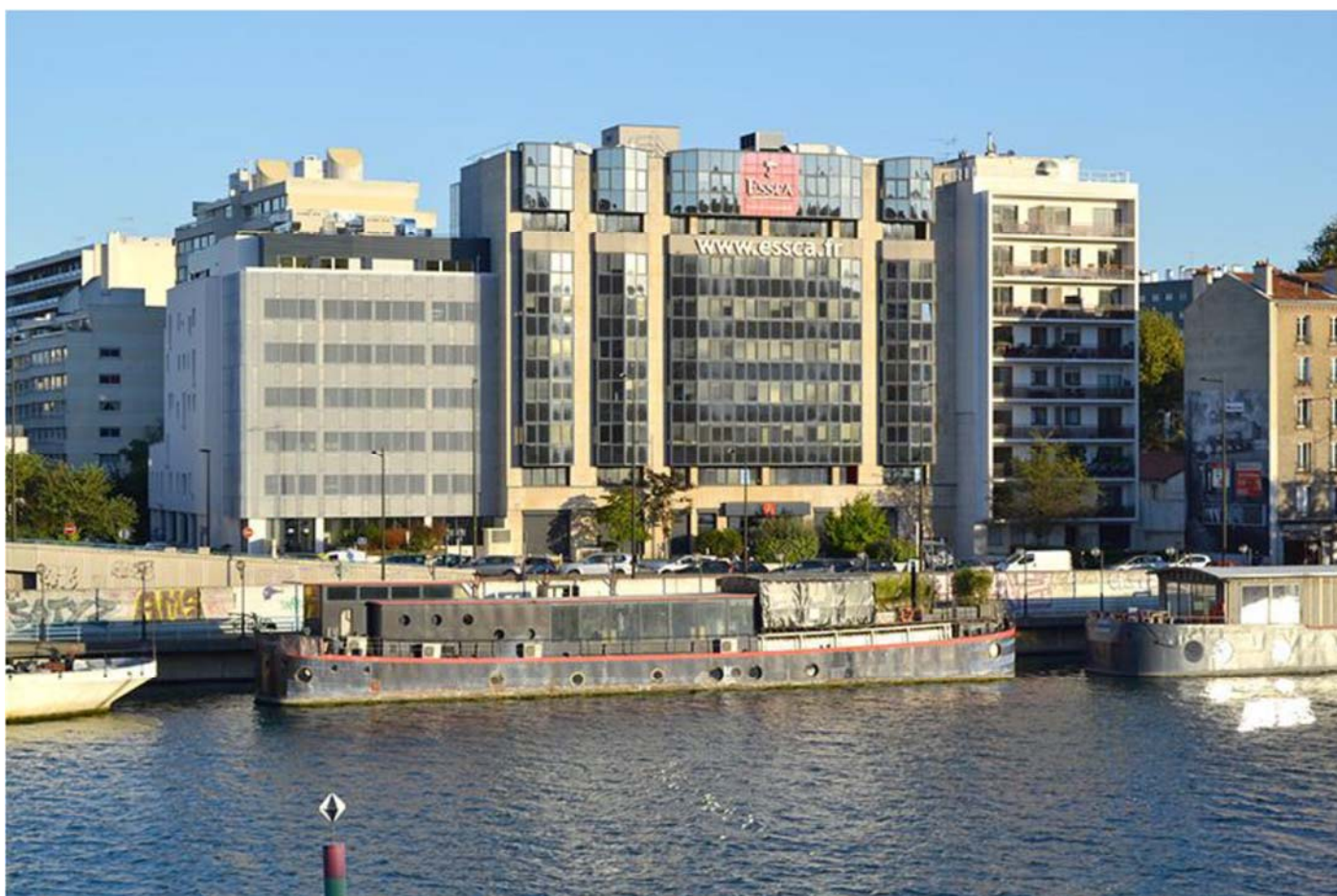
ESSCA.FR/EN

Welcome to ESSCA!

ESSCA was founded in 1909, and ever since has been delivering continuously innovative education while taking into account human and social dimensions.

ESSCA is a 'Grande École' located in three countries, across 8 learning sites in Angers, Paris, Lyon, Bordeaux, Aix-en-Provence, Cholet, Budapest and Shanghai which gives the school a truly international context. This aspect is also reflected with ESSCA having more than [200 partner universities](#) in over 50 countries across the world.

ESSCA is a member of the 'Conférence des Grandes Ecoles' with an accredited diploma, bestowing master's degree in the AACSB, EQUIS and EPAS-accredited Grande Ecole programme. ESSCA is currently also eligible for AMBA accreditation and has started this process.



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The International Relations department, on behalf of ESSCA, would like to welcome you to our International Program. If you decide to join the program, you will become a part of our expanding student community. ESSCA welcomes more than 800 International students per year across campuses – so you will truly have an international experience!

We have created this Pre-arrival Guide to help our International Students get prepared for their exchange experience ahead with us.

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Studying at ESSCA

ESSCA's Mission Statement

“ESSCA equips students and managers for a successful career while fully taking into account the human and social dimensions of a globalized world. This is achieved through high level academic and professional management programs, developed by research-active faculty, a strong student mentoring system and respect for the traditional humanist values on which the school was founded”.

ESSCA Paris: learning in the Heart of the Capital

Surrounded by gardens and greenery, the buildings (7,700 m² over eight storeys) is located on the riverbanks of the Seine, within easy access to bus, metro and tram whom links to the center of the city and the rest of the metropolitan area.



Orientation Days

At the beginning of each semester ESSCA Paris organises an orientation day which is mandatory for all exchange students. The orientation day for the Fall semester is end of August/ early September and for the Spring Semester, early January.

Among the activities are an introduction to ESSCA and attending classes in France, course registration, explanations on the email and ECampus systems, photo sessions for the ESSCA student card, help with administrative formalities, a tour of the site and of Boulogne, and so on.



Site Information

The facilities available to those studying at ESSCA's Paris campus are top-notch. Modern, state-of-the-art equipment is combined with student-oriented facilities to make learning and time spent outside of classes as pleasant as possible. Students also have access to the municipal library (151,000 documents covering every field) and access to multiple sport facilities.

On campus:

- A mediatheque and online databases, as well as computer labs and group work areas
- Access to Boulogne-Billancourt's 'omnisport' sports club
- 2 amphitheatres
- Wireless internet available throughout the building
- Quality food services offered on site by *La Brioche Dorée* at discounted student prices
- A terrace with greenery on the third floor
- 7,700 m² over eight storeys
- Capacity for 1500 students and auditors from the corporate world

Address

55 quai Alphonse Le Gallo
92513 Boulogne-Billancourt Cedex
Phone: +33 (0)2 41 73 47 47

From Paris by Metro

Line 10, get off at the last stop,
“Boulogne Pont de Saint Cloud.”

Take the Exit 4 “Avenue du Maréchal de Lattre de Tassigny”

By Bus

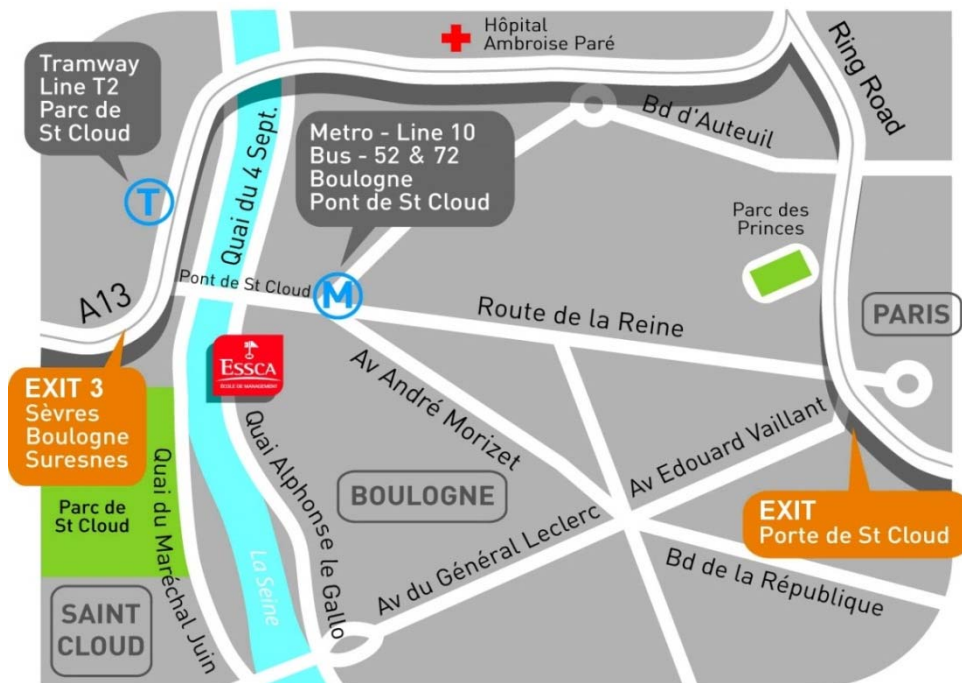
Lines 52, 72, 126, 160 & 175 get off at “Boulogne – Pont de Saint Cloud”

From Sequana Residence

30 minutes walk along the Seine

From La Défense :

1. Take the tram T2 to Porte de Versailles (the tram is located in La Défense's basement, underneath Les Quatre Temps)
2. Get out off the tram at the station “Pont de Saint-Cloud”
3. Walk across the bridge and turn right on Quai Alphonse le Gallo



Administrative check list

ESSCA Procedure

Send the following documents back to the International Relations Department with your online application exchange@essca.fr before your arrival (if you need assistance please contact::

- Application Form sent out to you via e-mail
- 1 passport photograph (scanned photo)
- Sports Medical Certificate (only for students who would like to play sports at ESSCA or in gym clubs)
- Course Choices
- EU Students should send in a completed ECTS Learning Agreement from their home university (EU students only)
- Recent academic transcripts
- Students wanting to study in English at ESSCA : TOEFL score of 550 (or equivalent) for non-native English speakers or students not studying in English at their home university For the programmes taught in English, non-native English speakers or students not taking their home university degree in English should provide a TOEFL score of 550 or equivalent or have an English professor complete the English language certificate ,attesting to a minimum of B2 according to the Common European Framework of Reference for Languages.
- Copy of your health insurance, or your health insurance payment for non-European students under 27 (see the Health Insurance pages for more details on the type of insurance you need and how much you should pay). Copy of your EHIC card or international health insurance for EU students.

Once you have sent all the above documents you can wait for your Acceptance Letter and confirmation

Visa titre de séjour

If you are not a European Economic Area citizen, you will need a visa.

This is usually a long-stay study visa valid for one semester to a year (there are also visas for shorter stays).

Before you go

You can apply for a long-stay visa for study purposes at the French Consulate in your place of residence or [Campus France](#) with:

Your acceptance letter is a pre enrolment certificate necessary to obtain your visa. It would be approximately sent two months to three months prior your arrival.

In addition to the [visa application form](#) and the requested supporting documents, you will need to attach a [request for an OFII attestation](#) (Office Français de l'Immigration et de l'Intégration). Also think about taking out an insurance policy for students abroad.

You can also find all these documents by clicking [here](#).

ESSCA annual closure:

It's important that you take into account ESSCA closure periods:

- Summer closure: Last week of July and 2 first weeks of August
- Winter closure: from the 24th of December to 2nd of January

Upon your arrival in France

Once you arrive in France, you will have 3 months to validate your visa on the OFFI website. Instructions will be provided by the ESSCA exchange department in due time.

Arranging your accommodation



ESSCA's residence partner is the Séquana Residence, located at 23 rue Marcel Bontemps, 92100 Boulogne-Billancourt, (metro: Pont de Sèvres) about a 20 minute walk from the ESSCA Boulogne site. All studios are single occupancy and are between 18 and 23 sq meters in size

For more information please have a look on their [website](#) or send them an e-mail on agnes.navetat@cdc-habitat.fr.



ESSCA is also partner with Be my Nest. They provide homestay options throughout Paris and it's surrounds. Meal options are available, choose the option that suits you the best. For more information please have a look on their [website](#) or send them an e-mail on welcome@bemynest.com



We also recommend you to register [to ESSCA housing platform](#) powered by our partner Studapart where you will find different accommodation offers. The password is 'housingEssca'.

If you did not choose to take advantage of ESSCA's offering, housing in Paris is expensive and rents will typically run anywhere from €700 (for a small studio) to €900 per month to up to €1500 for a one bedroom flat, most likely more for furnished accommodations.

CAF - Housing Subsidy

For your permanent accommodation, European students only—meaning those students who have a passport from an E.U. country—may apply for the APL (“Aide pour le logement”), a state financed housing subsidy which helps cover part of accommodation costs for students, see conditions on their [website](#). The sum varies according to the rent paid and the number of tenants sharing the apartment.

For non-EU students, you must be in France one entire year to receive this grant.

Should your passport bear the mention “Dispense de carte de séjour” you are automatically disqualified from receiving the APL housing subsidy, and no exceptions will be made.

You may do a simulation of application [here](#).

Please note:

- If you are eligible, you will receive the subsidy from the second month of your stay (at best), solely into a French bank account.
- The housing subsidy does not include the 1st month of rent..
- You may be required to provide a copy of a Birth Certificate translated by a certified and licensed translator in order to obtain the APL.
- ESSCA cannot guarantee that you will receive APL and cannot nor will not intervene in your behalf.
- Access to the APL can vary from one city in France to another, depending on how the allocation rules are interpreted.

Accommodation contract

Please before signing your contract :

1. *Inspect the property:*

Make sure the quality of the property is detailed. If there is anything wrong, with the quality of the property write this down and take photos if necessary. If anything needs to be replaced or fixed, alert the landlord and ask for replacement. Don't forget to check light bulbs, plugs, boiler, etc.

2. *Take out housing insurance:*

You may need to take out insurance for your personal possessions during your stay. This cover is relatively easy and cheap to get from your French bank.

3. *Arrange the payment of rent/& bills:*

For all accommodation recommended by ESSCA there is a MONTHLY payment of rent. Before your first bill, please ensure you understand how the procedure works to avoid a late payment. Beware, some residences ask for 100% payment before arrival.

4. *Checking out:*

When checking out of your residence, you will need to make an appointment with the residence manager. Please ensure that your room (and kitchen) is in the order you arrived in. Residences legally have up to 2 months to pay back the deposit to a French bank account.

Transportation

Arriving by Plane in Paris

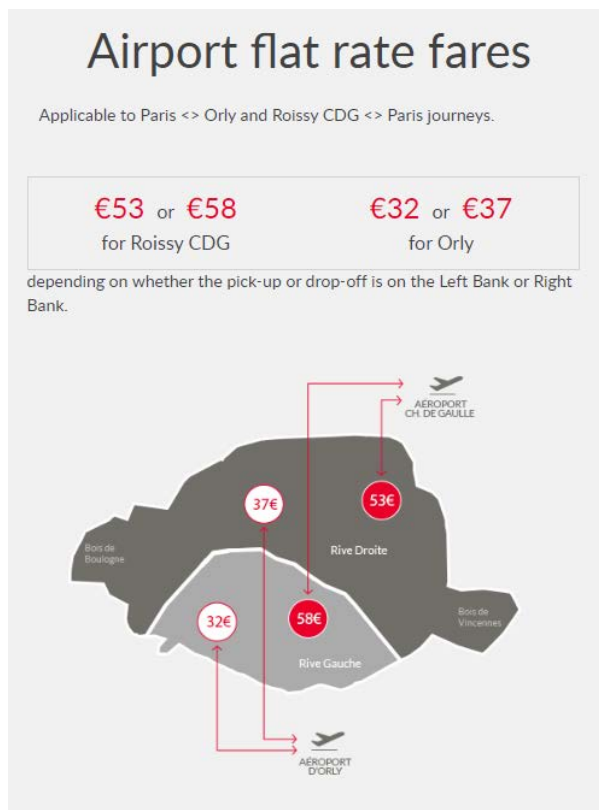
Getting to Paris from the **Roissy-Charles de Gaulle International Airport**, the main arrival point for international students, or **Orly Airport**, is relatively easy as there are several modes of transport at your disposal.

To the city center in taxis

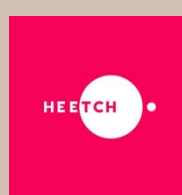
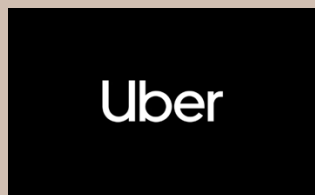
Paris taxis are convenient but **expensive**. However, from the airport there are packages, which you may split with others people going in the same direction, for more informations click [here](#).

TIP:

- Write your final address down on a slip of paper and hand it to the taxi driver as many drivers speak only French.



Chauffeured car services are also very common in France:



Arriving - please use the prices in the guide as a rough guide. Prices can change significantly depending on when you travel and how far in advance you book your tickets. Check the links on our arrival pages to search for a better option.

To city center by train



From Roissy-Charles de Gaulle International Airport

Follow the "Paris by Train" signs inside each terminal to the RER B (blue) line. A single/one-way ticket costs about €10 and it is by far the fastest way of getting into the city. Some trains are express and will not make any stops between Terminals 1 & 3 and the city. [Click here for more information.](#)

Orly Airport

Follow the "OrlyVal" signs inside each terminal to take the OrlyVal train to the RER B (blue) line at Antony. Then take the RER B line into the city. A single / one-way ticket costs about €12. [Click here for more information.](#)



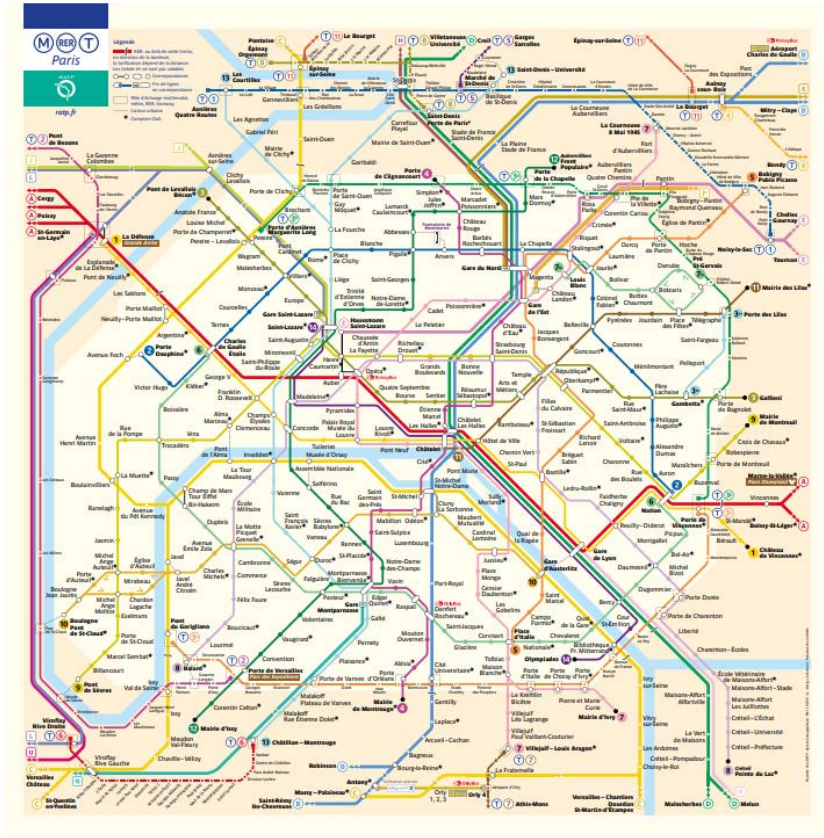
Le Bus Direct – Aéroport de Paris

The Parisian airports offer coaches which run 7 days a week from 05h45 to 23h15. In Paris, you can purchase your tickets online, directly from the drivers or any Air France ticket office. At the airports, you may find specific ticket machines at each stop. Keep in mind that the coaches do not cater to students specifically and therefore the prices are noticeably higher than in the RER trains.

Inside Paris

The Métro

Here is map of the metro, though better ones are available online by clicking here or at : <https://www.ratp.fr/sites/default/>



The Paris métro needs no introduction, as it is one of the oldest (1900) and most reliable networks of underground public train transport in the world. However, to expand this incredible network some lines or stops might be under construction, and closed at specific times and dates, also because of protestations. To be updated to any changes, please refer to the [RATP](#).

TIPS:

We advise you to download the app City Mapper to see the best possible routes

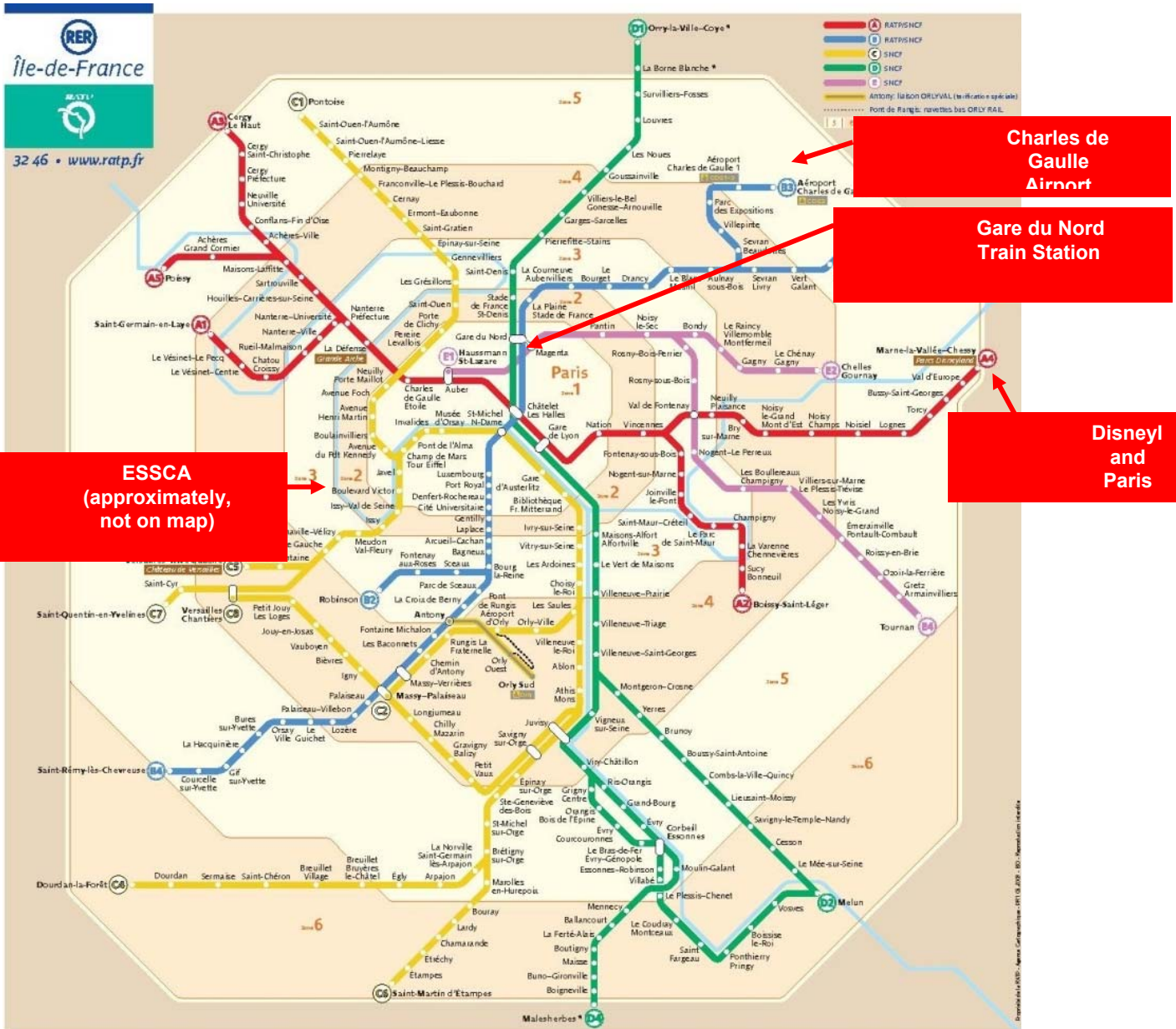


There are currently 16 metro lines (numbered 1-14 with the two extra ones being lines 3b and 7b) in Paris as well as 5 RER lines, meaning Réseau Express Régional or in other words an express underground train service crossing and serving the city and the suburbs. In addition to this there are 6 tram lines, in which 3 are only two of which—line T2—which is in the city of Paris. The others are all outside of the city. A wide-ranging network of suburban commuter trains completes this picture.

Individual metro tickets cost around €1.90 a piece and can be purchased in booklets (carnets) of 10 for around 40% off the single ticket price (€14.90). Ticket machines are at every station, though not every one will have a person working at it anymore, and take

credit cards equipped with computer chips and a PIN code. If you do not have a chip on your card, you will have to go to the window and be waited on by a person.

The RER lines:



The Bus Lines:

There is an extensive bus network in Paris, and certain buses, like line 72 which goes from the ESSCA Campus to the Hôtel de Ville in the very heart of the city, can be quite scenic—it provide a great view of the Eiffel Tower (sit on the right-hand seats in the bus). However, buses can be considerably slower than the metro, though less soporific as they are above ground. ESSCA in Boulogne is served by bus lines nos. 52, 72, 126, 160 or 175.

The night bus network (www.noctilien.fr) has developed in recent years and has become both an institution and a necessity for Parisian night owls. The lines go all over the city and suburbs at regular intervals all night. If you are “out,” please avoid taking a cab (see below) and choose the night buses instead. They may take a bit longer to do the route, but are far more reliable and much less expensive.



The monthly travel card is called the Navigo Découverte card and as of September 1, 2017, will cost €75.20 a month for all 5 travel zones. You may purchase the Navigo support card (€5 cost and you are good for 10 years) at any metro station, then top it up for a week's or a month's travel, as you need.

Do not buy a *Carte Imagin'R*, a different travel card that all of your French classmates will have—it is a year-long pass and you must provide your bank coordinates for direct withdrawals for the entire year.

Individual Transportation

Paris taxis are convenient but expensive (€6.10 minimum charge + €1.35/km – night rate – or €1.12/km – day rate) and quite difficult to find on a Friday or Saturday night when people are going home from a night out. Taxi drivers tend to choose who they transport and regularly refuse out-of-the-way destinations.

The [Uber company](#) is quite active in France and does operate cars throughout the Paris area. If you have an Uber account, you may use it in Paris.

For more informations on transportation please check the living guide

Health & Insurance

Health insurance is compulsory for all international students. If you intend to work while in France you will also have to be registered for the Sécurité Sociale, the French national health service.

What is the French National Health Service?

Click on the below icon



European Union Students

If you use the French health care system during your time in France the best way to claim some of the expenses back is to use your EHIC (European Health Insurance Card). These can be obtained via your home country's health service.

When visiting the doctor and buying your prescriptions once arrived in France, you should show your EHIC card, you should then be given a treatment form (une feuille de soins) which you can use to claim some of the cost back, 70% in average, see coverage below.



You can ask for money back in your home country upon your return.

Students with Passports from Outside the European Union

The students should provide their own private health insurance in their home country. This insurance should cover the medical, hospital and repatriation expenses during their stay in Europe. Please send a copy of your insurance policy to ESSCA before arrival. This copy should be translated into either French or English.

Québécois Students

Students from Quebec should provide the SE-401-Q106 document, which can be obtained either via your university or your home country's health service.

Repatriation from France to Quebec is not covered by the RAMQ. Additional insurance can be taken out.

Coverage

For the coverage you must be registered to the French social security. To register with the French social security system (to work for example), **you must bring a multilingual birth certificate or have it translated into French by a sworn translator in France.** When you will be registered into the French "Sécurité Sociale", (by clicking [here](#)), you will be covered at 60% of the cost of all medical and hospital expenses including **visits to the doctor**, dentist and pharmacy. However the amount any student can claim back will depend not

only on the insurance they will have, but also on the type of medicine prescribed to them. In order to be reimbursed by the French Social Security system, **you will need to register with a doctor (General Practitioner)**. The consultation will cost approximately €25.

Also the process of reimbursement is long (around 3 months). The Repatriation is not covered. Additional insurance can be taken out. It is advice to do the administrative procedure only if the students are staying in France for 1 year or more, or if the students are extending their stay in France by doing an internship.

Some insurance companies offer insurance tailored to a Study Year Abroad and Exchange students. Coverage may include theft and damage of valuable equipment and emergency travel expenses - should you get seriously ill or injured. The best way to get a better deal is to do your research carefully, keep your options open and see what type of insurance is offered in your country. Keep in mind that even if your travel insurance covers your health costs abroad, students outside the EU will still be obliged to pay for the French Social Security.

Tip:

- it is always a good idea to make several photocopies of all important documents.

Personal Health

A list of doctors and dentists, French and English speaking, can be found on ESSCANet (Intranet for students).

Please bring with you any medical records including prescriptions for medicine which will be necessary for a French doctor, including such as list of vaccinations and allergies.

Remember that if you feel ill at any point during your stay, all pharmacies (chemists) are run by doctors in pharmacy studies or pharmacology. Often times all you have to do is go to a pharmacie and the experts there will provide you with some over-the-counter medicine which will ease your condition.

If your case is an emergency, we recommend calling SOS Médecins at 01 47 07 77 77 or 36 24. We know that all of these doctors do speak English to varying degrees or call 112.



Travel Insurance

Travel insurance is also strongly advised.

Before travelling to France you must ensure that you have proper insurance coverage while travelling if something should happen to you and your belongings. There are many specialist insurance companies that can provide you with insurance best suited for you.

Working as an international student

Steps to validate

Step 1

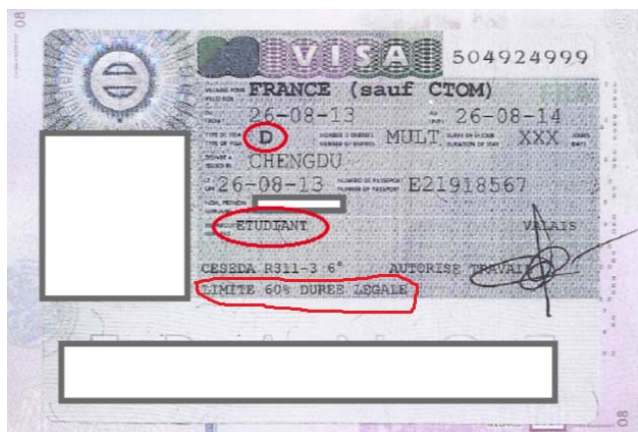
Have a final address in France

Step 2

Open a bank account (cf: managing your money)

Step 3

Have your visa validated by the OFII for a minimum of three months with the words “autorise travail” or “Limite 60% duree legale”



Step 4

Get your social security number. For this you will need to bring a birth certificate, multilingual or translated into French by a sworn translator in France. (to see all the procedure please visit the [website](#) of the French national social security)

Step 5

Once you have done all this, and get your social security number you will be allowed to work or do an internship. To note that an international student can only claim to work 60% of the legal working time in France (please check the conditions of work related to your origin country by clicking [here](#)).

Please start ASAP, as the delays in the proceedings can be relatively long.

TIP:

- You can also contact [Atout Job](#), ESSCA student job society.

Internship

ESSCA degree seeking student can do internships via ESSCA agreements.
Exchange student must refer to their home institution for any internship agreement.

For more information you can contact ESSCA internship coordinator Marie-Odile ARRES.

Managing your Money

Debit cards

Most shops, restaurants and other services will accept card payment; however, with some foreign cards charges are made for these transactions. Therefore, it is advisable to open a bank account and use a French bank card. Always be sure that you have signed the back of your bank card for security reasons. If you lose your wallet/purse please be sure to cancel these cards immediately, so no money can be taken out of your account.

Please note that very often your card will have a computer chip on it to carry out transactions. Other cards will probably work also, but we cannot guarantee that all businesses will accept such cards.

Bank and Cash Machines

There are a number of different banks available, offering differing services and incentives for students. During the orientation days, the main operators will be presented and explained.

Each bank has its own network of cash machines linked to the bank; however, you can also withdraw money from the majority of cash machines in France.



Exchanging Money

During the first few weeks when your French bank account is not yet up and running you may wish to exchange your own currency into Euros. There are foreign exchange offices dotted around Paris which will exchange your currency. Yet it is likely each office will operate with a different exchange rate and commission rate, so do some research to find the best deal.

Examples: most international train stations and all airports will have currency exchange facilities. Please avoid the currency exchange offices on the Champs Elysées as they all tend to charge exorbitant commission fees. Bureau de Change Paris 16ème - Godot & Fils is one near to the school, located at : 55 Rue de la Pompe, 75116 Paris.

Due to banking improvements, security measures have been advanced. This has had an effect on cashing in travellers cheques. It is now becoming more and rarer for these to be exchanged.

Transferring Money

It may be that when you first open your French bank account, you wish to transfer money from an account in your home country. This is possible, but keep in mind that there may be additional charges from your home country bank and any French bank.

Opening a Bank Account

Even if you have a regular bank account in your home country, an account with a French bank will facilitate your payments during your stay. Please note that if you are eligible, the APL housing subsidy can only be wire-transferred into a French bank account. Also, a French bank account is needed for the Sécurité Sociale and to pay the rent if you are staying at Sequana. Many of the French banks offer interesting incentives to students enrolled at a Grande Ecole, for example free home insurance or reimbursements on your bus pass.

Opening a bank account in France is free of charge, and the bank card will help you make your payments easier during your stay.

In order to open an account please read the process in Money and Banking in the living guide.

Cost of Living in Paris

Is life generally expensive in France? Or is it rather cheap? The answer here depends very much on where you come from. We estimate a total monthly budget to be between €900 and €1100 in the capital but this will vary according to your choice of accommodation. It is worth remembering that during your first few weeks in Paris you will probably find yourself spending more money than usual as it is necessary to buy bus and train passes, pay for social security, etc. The following prices should give you an idea:

	Prices
Average accommodation per month	Around €835 on average
Meals in restaurants	Between €12 and €30
Meals at the <i>student cafeteria</i>	€3.25 per meal
Fast foods (Mc Donald's, Burger King, KFC, Subway...)	Average of €10
Baguette	€0.90
SNCF <i>Carte Jeune</i> train pass	€50
Coffee	From €2.50 to €6
Small beer	Around €4 during Happy Hours
Stamp (to be delivered in France)	€0.65
Cinema ticket	Around €10 in Paris
Bus Pass <i>Navigo Découverte</i>	€75.20 per month (or €350 for a year)
Clubs	Around €15-€20 for the entrance
Cocktails	€5 during Happy Hours in the cheapest bars, usually between €8 and €12
Museums	Free for students under 26, and sometimes for students with a visa
T+ tickets	€1.90 (at a metro station) and €2 on the bus
10 T+ tickets	€16.90

As France is located in the centre of a temperate zone, there are 4 moderate seasons:

- Autumn: September, October and November
- Winter: December, January and February
- Spring: March, April and May
- Summer: June, July and August



Moderation does not mean uniformity: the climate in France is very varied.

Even though it can be quite cold and windy during the winter months, the summer is usually warm with plenty of sunshine. You will need a warm coat and a sweater for the winter and one or two waterproof items in the autumn months. And don't forget your umbrella ! Paris, like London or Dublin or Amsterdam, gets a lot of rain. You will definitely need at least one very sturdy umbrella.

Adapting to the changeable weather is easy as long as you layer your clothing. If you are used to a much warmer climate it's a good idea to always carry an extra layer with you, just in case. Also, you may wish to purchase a good thick quilt / duvet for your room on arrival, especially if you are very used to the warm weather.

France, like most of Western Europe, is not subject to very inclement weather. The Gulf Stream ensures that the climate remains wet and temperate. The worst weather we could get here in France comes off of the North Sea in the winter and involves cold and gale force winds, but only on occasion.

There are no tornados, hurricanes, earthquakes, tsunamis or other major weather or climate related disasters in France. Click on the [Meteoconsult](#) link or any other reliable weather link for more weather information.

Your Contacts

Lara MARANDON – lara.marandon@essca.fr

International Relations Coordinator located in Paris
(office B408, phone +33 1 74 34 52 96)

Sophie PINTON – sophie.pinton@essca.fr

International Relations Coordinator located in Paris
(office B405, phone +33 1 74 34 54 83)

Nadège PICQUENARD - exchange@essca.fr

In charge of exchange students' admission, your main contact in Angers
(phone +33 2 41 73 57 44)

Orientation days informations will be sent 2 weeks before your start

And don't forget to join our Facebook page to meet the other students you will be studying with!



A Few Figures

8 campuses: Angers, Paris, Aix-en-Provence, Bordeaux, Cholet, Lyon, Budapest and Shanghai

279 partner universities in **55** countries worldwide

6,000 students and corporate auditors

140 permanent faculty members

340 adjunct professors and international experts

2,500 partner companies

14,500 alumni all over the world



HEAD OFFICE

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BP 40348
49003 ANGERS CEDEX 01
Tel.: +33 (0)2 41 73 47 47

PARIS CAMPUS

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92513 BOULOGNE-BILLANCOURT CEDEX