

A group of four young adults, two men and two women, are smiling and posing for a photo in front of a modern glass skyscraper in Paris. The building's facade features large, colorful text including 'PARIS', 'LA', and 'DÉFENSE'. The scene is brightly lit, suggesting a sunny day. In the top right corner, there is a red rectangular logo with the text 'STUDY IN PARIS' and a stylized Eiffel Tower icon.

**STUDY IN  
PARIS**

# INTERNATIONAL STUDENT GUIDE

LÉONARD DE VINCI GROUP

PARIS - LA DÉFENSE

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# WELCOME TO THE LEONARD DE VINCI GROUP!

Dear International Student,

Congratulations on your acceptance to the Leonard de Vinci Group! We are delighted that you have chosen to study with us and we look forward to welcoming you soon! This guide was created by the International Relations Team to help you to prepare for your studies in France. You will find practical information about the Campus and life in Paris.

Leonard de Vinci Group is an enriching environment where students benefit from academic programmes, internationalization, and close relations with the business world. The group is made up of three schools that award high-quality, accredited degrees. Our schools include: EMLV (Business School), ESILV (Engineering School), and IIM (School of Web Design and Multimedia). The Leonard de Vinci Group encourages interdisciplinary collaboration between departments and is based around values of multiculturalism, innovation, and good sportsmanship. The principles we uphold are seen in our curriculum as well as in our conditions of admission. With more than 5,000 students working to achieve success in their studies and personal and professional lives, we continually strive for academic excellence.

We greatly value our international students and their contribution to the educational, cultural, and social environment of the campus and we know that your presence will help us to grow and improve. Living in France and immersing with French students will allow you to discover French language and culture and these experiences will make you a genuine Leonard de Vinci student!

The International Team

# I THE LEONARD DE VINCI GROUP

The Leonard de Vinci Group is a higher education institution that was founded in 1995 by The Conseil Général des Hauts-de-Seine. The Campus includes three main Schools - EMLV, School of Management, ESILV, School of Engineering, IIM, Institute of Internet and Multimedia. The Leonard de Vinci Group is located in the largest business district in Europe - La Défense. La Défense is home to many French and international headquarters as well as a shopping mall, cinemas, a variety of restaurants, post office, and much more.

## Address

Pôle Universitaire  
Léonard de Vinci  
Relations Internationales  
12 av. Leonard de Vinci  
92400 Courbevoie  
France

## Open

Monday-Friday  
7:00 am-8:00 pm  
Saturday  
7:00 am-1:00 pm



# Services for International Students

## Contact information

### / Director of International Relations

Alain OUVRIEU  
Phone: 33 1 41 16 70 89  
E-mail: [alain.ouvrieu@devinci.fr](mailto:alain.ouvrieu@devinci.fr)

### / Incoming Exchange Student

Coordinator - Alice Eyraud  
[incoming@devinci.fr](mailto:incoming@devinci.fr)  
Phone: 33 1 41 16 72 51  
IGH Est Building - 4<sup>th</sup> floor  
office E455

**Open:** Monday to Friday  
10.00 am - 12.00 pm /  
2:00 pm - 5:00 pm

### / International Recruitment Department

(degree-seeking students) - Vaghé Ludinard  
[vaghe.ludinard@devinci.fr](mailto:vaghe.ludinard@devinci.fr)  
Phone: 33 1 41 16 70 86  
The "Cube"

1<sup>st</sup> Floor - office A106  
**Open:** Monday to Friday  
10.00 am - 6.00 pm

### / Accounting and Tuition Fees

Isabelle Baudry - Fisseux  
[compta\\_etudiante@devinci.fr](mailto:compta_etudiante@devinci.fr)  
The "Cube"  
1<sup>st</sup> Floor - off. A103

**Open:** Monday, Tuesday,  
Thursday, Friday  
2.00 pm - 5.00 pm

### / IT Department

Student portal / Wifi /  
Intranet support  
[si@devinci.fr](mailto:si@devinci.fr)  
ESILV Engineering Building  
Ground Floor - up the stairs  
office L101-105

**Open:** Monday to Friday  
8.00 am - 5.00 pm

### / International Admissions

[international.admission@devinci.fr](mailto:international.admission@devinci.fr)





# LÉONARD DE VINCI SCHOOLS

All three schools offer 5-year programmes and their degrees are validated by the French Ministry of Education.



**MANAGEMENT**  
SCHOOL  
PARIS-LA DÉFENSE

**Leonard de Vinci School of Management**

[www.emlv.fr/en](http://www.emlv.fr/en)

5 year programme

**Majors:** Corporate Finance, Management Control and Information System, Marketing & Digital Sales, Digital Marketing Strategy

**Director:** Sébastien Tran

**Dean of Faculty:** Laurent Aleonard

**Director of programmes and Studies:** Philippe Wagner



**GRADUATE SCHOOL OF**  
**ENGINEERING**  
PARIS-LA DÉFENSE

**Leonard de Vinci School of Engineers**

[www.esilv.fr/en](http://www.esilv.fr/en)

5 year programme

**Majors:** computer science, new energies, computational mechanics, financial engineering

**Director:** Pascal Brouaye

**Deputy Director & Dean ESILV :** Jérôme Da Rugna



**INSTITUTE OF**  
**INTERNET**  
& **MULTIMEDIA**  
PARIS-LA DÉFENSE

**The Institute of Internet and Multimedia**

[www.devinci.fr/iim/en](http://www.devinci.fr/iim/en)

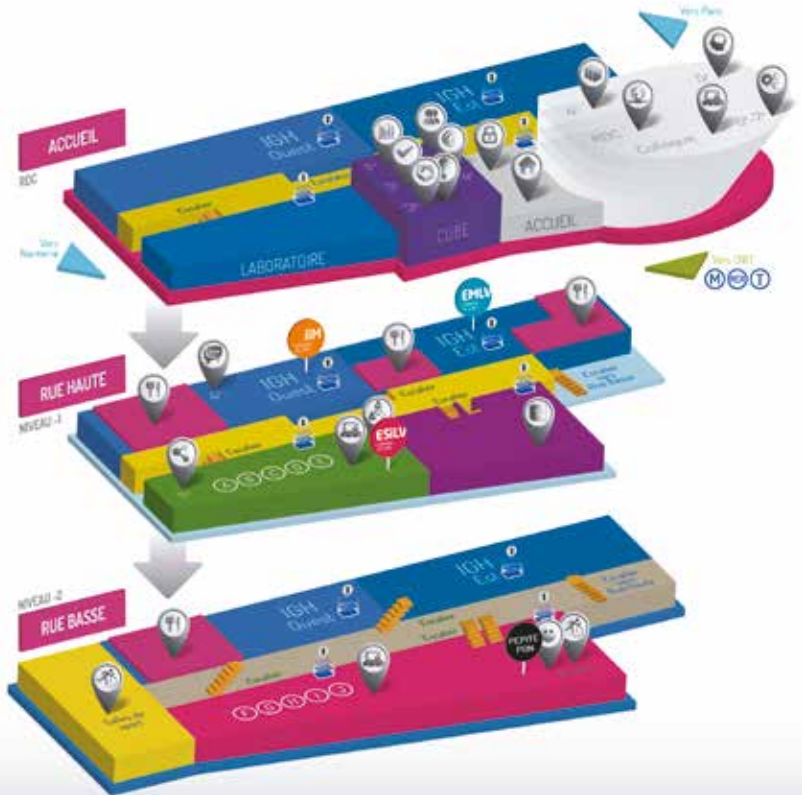
5 year programme

Project management and graphic design

**Director:** Emmanuel Peter

# THE CAMPUS

- / **The “Cube”** (general administration and senior management departments)
- / **The IGH** (Immeuble de Grande Hauteur or “High Rise Building” the teaching block, school administration)
- / **The Learning Center**
- / **The laboratories and amphitheatres** (large lecture rooms)



## Campus facilities

- . **10 amphitheaters** which have a total of 1,675 places, 170 classrooms
- . **1 colloquium** area offering businesses 1 conference room with 150 places equipped with IT resources and 5 meeting rooms
- . **6 scientific research laboratories, 15 experimental rooms**
- . **The Fab Lab**
- . **12 Bloomberg Terminals**
- . **1 learning center**
- . **4 fully-equipped sport rooms**
- . **4 restaurants:** brasserie, 2 express restaurants, cafeteria





## Campus resources

### / Learning Center

Valérie Rostowsky, head of the learning center

**Access:** 4<sup>th</sup> floor of the Infothèque / Open from 7.30 am to 8.30 pm

[www.devinci.fr/infotheque](http://www.devinci.fr/infotheque)

The Learning center is an open and transversal space where students and faculty of the 3 schools meet. Its configuration was thought out in a way that facilitates and encourages team work and learning by doing. The Learning Center also offers a large number of digital resources (ebooks, daily press, academic journals) available online and remotely on the subjects of management, sciences, technical sciences and languages.

### / Student card

Your student card will be given to you on your arrival to the Campus.

It is very important not to lose it, since this card is also your entry badge and a credit card for the school's restaurants.

If you lose it, you will be charged €27, so be careful!

#### Recharging your student card

To top up your student card, you have two options:

At the checkout of the self-service restaurants by credit card or by cash.

You can also pay for a single meal or snack directly at the checkout by cash or credit card.

## / School Restaurants

**There are a total of 3 restaurants on the Campus:**

### **2 self-service restaurants**

- . The Lounge in Rue Haute offers specialties such as pasta, pizzas and a salad bar
- . The cafeteria in Rue Basse offers hot meals

**A cafeteria** in Rue Haute, in front of the escalators for a quick lunch: sandwiches, Panini, salads. Open from 8 am to 5 pm

## / Vending Machines

**In the Foyer situated in Rue Haute you will find:**

- . Drink and Snack vending machines (hot and cold beverages, candies, various snacks...).
- . “Mini Boutique” vending machine where you will find useful products such as stamp books, transportation tickets, chips for the photo booth, office supplies...
- . A photo booth, €5 or €6 for approved pictures.



## / Email and Internet Access

As a De Vinci student, you will be given a student email address to access the digital tools used by the students, faculty and administration. Make sure you check your emails regularly.

A wireless connection is available on the Campus and multifunction printers let you photocopy, print and scan documents at your own charge.

# II ACADEMIC INFORMATION

## / Online Registration for Exchange Students

Once your Home University has sent us your nomination, we will send you by email the instructions and a link to register on an online form. The registration period ends on June 1st (for the Fall Semester) and November 1<sup>st</sup> (for the Spring Semester). You can find the list of documents that will be requested in the section “International students checklist” at the end of this guide.

A confirmation email will be sent automatically once you have submitted your registration form.

## / Choosing your Courses

After your registration, you will receive a email from us with the instructions on how to choose your courses online. The list of courses must be looked over by your home university with your academic coordinator. Please look at the website to find information about the academic calendar and available courses. If not done upon online registration, make sure to send us the Language Proficiency Report filled out by your teacher so Leonard de Vinci schools can evaluate your ability to attend the courses.

The transcript of records will be sent directly to your university after the resit exams.

**More information for Exchange students:**

[www.devinci.fr/en](http://www.devinci.fr/en)

> [international](#)

> [exchange-students](#)

# RULES, EXAMS AND COURSES



## / The schedule

The schedule ("emploi du temps", or "E.D.T" in French) will be available upon arrival through the student portal.

Warning: the schedule may change so do not print it in advance. Every week you must check it online about twice a week to get the most up-to-date schedule. You will not have the same class the same day or at the same time every week. Because attendance is compulsory, you should only agree to part-time work at the weekend.

## / Rules

- . **Attendance is mandatory for all courses and is monitored and recorded by professors**
- . The school allows up to 8.5 half days of absence, you do not have to justify them. However, do not consider them as "situations": you will need them in case of unplanned situations like illness, transportation strikes, doctor or migration appointment, alarm clock issues or traffic jams...
- . If you miss more than 8.5 half-days, it will result in an official behavior warning, possible disciplinary action and you can lose your right to compensate the grades between the courses of the same module.
- . If you arrive late to a class, it is possible that the professor will not accept you so do your best to always be on time.
- . Exchange students are required to take minimum 20 ECTS per semester.

## / Exams

The grading system is out of 20. You need a final grade of 10/20 to pass the course or to pass the module (compensation between 2 courses in one module). A block is made of 2 modules (see the course programme on the website). For each course the final grade is the average of the continuous assessment + final exam according to the course percentage - see the course description.

The time on the schedule is the time the exam starts! It is not the time when you have to be present so make sure you arrive before the time stated. No distance resit exam: please plan to stay until the end of the resit exam period. You will not be able to take Léonard De Vinci resit exams at your home University. If you cannot stay until the resit exams, please check if your University is willing to organize their own resit exams. The resit exam grade will not exceed 10/20. The regular exams take place during the exam week, be prepared to have several exams per day.

### IMPORTANT INFORMATION:

- . The exam session is mandatory; you will not be able to take resit exams if you have not taken the regular exams
- . A few days before the start of exams, lists of students will be sent to your Devinci emails and published online.
- . For each exam you should arrive before the stated time. The time given on the schedule is the time at which the exam starts not the time that you should arrive.

**If the exam is scheduled at 9:00 am and you arrive at 9:00 am, you will not be able to get into the room**

- . In the exam room, each table has a sticker with a student's name and a number.
- . You will be given the exam paper, some colored scratch paper and an answer sheet, on the corner of which you should put your name, fold it over and stick it down (anonymous exam). If you need more paper, you should use the insert sheets on which you will put the number written on the table sticker. Never hand in the colored paper, it is draft paper! Don't answer questions on the subject sheet either unless the supervisor tells you to do so.
- . Depending on the exam, it is sometimes necessary to write on the exam paper instead of the answer sheet (multiple choices for example). Make sure to read the instructions carefully.
- . **No dictionary is allowed.**

By enrolling as a Leonard de Vinci student, you accept and agree to the conditions of the Leonard de Vinci Schools.



## / ECTS Grading System

ECTS stands for European Credits Transfer System and is standard across countries in the European Union and beyond. Its goal is to make programmes and the performance of students of higher education more transparent and comparable throughout Europe and to replace or complement the different local (national) standards within Europe. There are two main elements of the ECTS system:

### **ECTS-credits, ECTS grading scale**

#### **ECTS-credits**

After the completion of a course you will be awarded with ECTS-credit points. Every ECTS credit point stands for a certain work load amount. Typically, one year corresponds to 60 ECTS-credits. A 3-year Bachelors programme is therefore usually worth 180 ECTS-credits; a 2-year Masters programme usually 120 ECTS-credits. For the MBA or MSc programmes, you will be awarded with a minimum of 60 ECTS.

#### **ECTS grading scale**

Besides the ECTS-credits, an ECTS grading system was defined by the European Commission. Since there are a variety of different grading systems all around the world, the goal of this is to make grades more comparable to each other. Similar to the American grading scale, it is based on the class percentile. That means, that the grade shows how a student performed compared to other students in the same class. Before the evaluation, the results are divided into the two subgroups "pass" and "fail". Therefore, the results are independent from the students who failed a course. The grading system is defined as follows:

**A:** Best 10%

**B:** Next 25%

**C:** Next 30%

**D:** Next 25%

**E:** Next 10%

**FX:** Fail (almost passing)

**F:** Fail

# III STUDENT LIFE

## / Vinci International Students Team (VIT)

VIT is an association of students that aims to welcome, integrate, support and animate the student life of international and exchange students during their studies at Léonard de Vinci, and bring them together with the Homecoming and local students from the three Schools.

For more information on the activities and events organized by the association, find them on



[www.facebook.com/vinci.internationalstudent](https://www.facebook.com/vinci.internationalstudent)

and contact them by email: [vit@devinci.fr](mailto:vit@devinci.fr)

## / Student Associations

You will find more than 40 student associations on campus on many kinds of topics, from sports to photography or charity.

Do not hesitate to get in touch with them and participate in the active Campus life.

More Information here:

<http://leocampus.fr/associations-etudiantes>

## / School Life Contribution

The law pertaining to the orientation and success of students is introducing a "school life" contribution by the implementation of article L 841-5 from the Code of the Education. This will have to be paid by students from the start of the school year 2018/2019, the annual amount of this contribution is set at €90 for the 2018-19 intake, separate from payments made to our Institution for tuition fees. More information on the payment terms will be given upon arrival.

## Sports

**Head of Department: Céline Graet**

- . 1 weight-training room
- . 1 cardio-training room
- . 1 dance room
- . 1 martial arts room

**To use the sport facilities you need:**

- . 1 medical certificate
- . 2 photos
- . €45 for 3 months
- . €60/semester or €100/year (subject to change)

Follow our numerous sporting events through our associations and through our high performance programme (filère sportive de haut niveau).

## Student Associations

**Head of Department : Laurence Jouanet**

More Information here:

<http://leocampus.fr/associations-etudiantes>



# CULTURE

**Being a student in Paris has its advantages, thanks to your student card you will get for a discounted price movies, plays, train tickets and even on Apple's computer equipment.**

## / Always free

**50 national museums and monuments are free all year round for people under 26 from one of the 28 European Union countries.**

**For more information**  
**[en.parisinfo.com](http://en.parisinfo.com)**

> free museums and monuments in paris

- . Musée d'Art Moderne de la Ville de Paris
- . Musée de la Vie Romantique
- . Maison de Victor Hugo
- . Musée Carnavalet Histoire de Paris
- . Musée Bourdelle (free admission to only a part of the collections during exhibitions)
- . Maison de Balzac (free admission to the collections, except during temporary exhibition periods)

## / Free on the first Sunday of each month

- . The Louvre
- . Musée Picasso
- . Musée Rodin

- . Musée d'Orsay
- . Musée des Arts et Métiers
- . Musée national du Moyen Âge - Thermes de Cluny
- . Musée du Quai Branly
- . Musée national du Château de Compiègne
- . Musée national Gustave Moreau
- . Musée national d'art moderne - Centre Pompidou

## / Various Other Free Things to do in Paris

- . Cathédrale Notre Dame de Paris
- . Marché aux Puces de St-Ouen
- . Parc du Champ de Mars
- . Cimetière du Père Lachaise
- . Marché d'Aligre
- . Basilique du Sacré Cœur
- . Parc des Buttes-Chaumont
- . Cimetière du Montparnasse
- . Parc Monceau
- . Canal St-Martin
- . Atelier Brancusi
- . Arènes de Lutèce
- . Rue Mouffetard
- . Belleville
- . La Promenade Plantée
- . Le Marais
- . Jardin des Tuileries

**/ Le Kiosque Jeunes Champ-de-Mars**  
**Open from Tuesday to Friday - 1pm to 6pm**

The staff of “Kiosque Jeunes” will welcome you and help you find tips and offer you reduced prices on theatre, concerts, exhibitions, shows, sporting events in Paris.

Students from 13 to 30, living in Paris or just studying in Paris can benefit each day from two invitations per person for 2 different shows or 4 reduced rate tickets per person on 4 different shows.

**Address**

Kiosque jeunes Canopée  
10, passage de la Canopée  
75001 Paris





# IV PREPARING FOR YOUR ARRIVAL



## Visa and Immigration

Here is the official website of Campus France where you will find all information you need to prepare your stay in France, for your visa application, the validation of your Visa by the French office of immigration and integration (OFII), and the student residency permit.

[www.campusfrance.org/en/student-long-stay-visa](http://www.campusfrance.org/en/student-long-stay-visa)

# ACCOMMODATION

/ **WARNING: It is difficult to find housing in Paris and the apartments tend to be small and quite expensive.**

## IMPORTANT:

- . If you decide that you want to stay in a **residence** you will need to book this in advance.
- . If you decide to rent a **private apartment** it is better to wait until you arrive in Paris to do this. We have listed a few websites below to help you in your search.

It may be difficult to find an apartment because **short term rentals** are harder to come by, because your **guarantor** is not French, or simply because it is expensive (€800-1,000 for a studio).

It is better to be in France when looking for housing because you will find more adverts for apartments and you will be able to visit the properties to get a feel for what they're like (and meet potential flatmates!) You will be asked for certain documents: a copy of your passport, certificate of registration at the school, or maybe even guarantor's pay slips... (The same documents as those requested for the residences). We recommend you not to pay in advance except for the residences or the ads published on our accommodation page.

Be aware of scammers looking for unassuming buyers. Some scams include propositions for apartments at unrealistically low prices and can be very tempting. An example of a popular scam is an ad posted by someone who is abroad or who will go abroad that is renting his/her apartment at a low price. They will make you pay in advance in order to get the key and you will find out that the address is fake and the apartment does not even exist. Tips: Always make sure to Google if the apartment you have found actually exists with a real address and that it is in the district/region you are being told it is in. Make sure the information describing the apartment matches the pictures provided. Third party travel websites such as Trip Advisor are much more reliable, as the reviews of participants act as good references if they have stayed with the company and will certainly share negative experiences with rental scams as well.

Ajouter la phrase : When looking for a flat, it might be useful to ask the landlord whether you will be able to receive regular mail at this address (especially from the migration office OFII, the bank or the Social security) and whether you will be eligible to apply for housing benefits. It is not always the case if you choose to book through a short term website.

## Stud'Apart (Housing Platform)

We have our own housing platform entirely dedicated to our students. On the platform, you will be able to find a rental in Paris area.

<http://housing.devinci.fr/en>

You will be able to connect with your own email and password. You will be sent the activation key by email.

A lot of the offers on our housing platform are made by estate agencies that require French guarantors as well as a payment of a commission. These are not for our international students; focus on the offers from the owners directly.

## Other

### / Temporary Housing

[www.airbnb.fr](http://www.airbnb.fr)  
[www.bvjhotel.com](http://www.bvjhotel.com)  
[www.mije.com](http://www.mije.com)  
[www.cisp.fr/cisp/default.aspx](http://www.cisp.fr/cisp/default.aspx)

### / Youth Hostels

[www.fuaj.org](http://www.fuaj.org)

### / Budget Hotels

[www.villagehostel.fr](http://www.villagehostel.fr)  
[www.youngandhappy.fr](http://www.youngandhappy.fr)  
[www.cheaphostel.com](http://www.cheaphostel.com)

### / Housing in a Family

[www.alliancefr.org](http://www.alliancefr.org)  
[www.acparis.org](http://www.acparis.org)  
[www.atomeparis.com](http://www.atomeparis.com)  
[www.sejoursfrancefamille.fr](http://www.sejoursfrancefamille.fr)  
[www.hostfamiliesinparis.org](http://www.hostfamiliesinparis.org)

### / Private Residences

[www.residences-pythagore.fr/courbevoie](http://www.residences-pythagore.fr/courbevoie)  
[www.estudines.com](http://www.estudines.com)  
[www.melondistrict.com](http://www.melondistrict.com)  
[www.laureades.com](http://www.laureades.com)  
[www.fac-habitat.com](http://www.fac-habitat.com)  
[www.arpej.fr](http://www.arpej.fr)  
[www.ciup.fr](http://www.ciup.fr)  
[www.adele.org](http://www.adele.org)  
[www.aljt.com](http://www.aljt.com)  
[www.campusea.fr](http://www.campusea.fr)  
[www.nexity-studea.com](http://www.nexity-studea.com)

### / For Chinese students

[www.xineurope.com](http://www.xineurope.com)

## / Other housing sites / shared accomodation

leboncoin.fr/annonces/offres/  
ile\_de\_france  
www.paris-be-a-part-of-it.com  
www.glamourapartments.org  
www.mykeystoparis.com  
www.parisattitude.com  
www.parisforstudents.com  
www.colocation.fr

www.couchsurfing.com  
www.appartager.com  
www.Seloger.com  
www.pap.fr  
www.acheter-louer.fr  
www.avendrealouer.fr  
www.lacartedescolocs.fr

## The Residences

Upon request we will send you an application form for Pythagore residence, 18 sq meter studio is €780/month.

**You should return the application form with the requested documents by email to:**

**[incoming@devinci.fr](mailto:incoming@devinci.fr) - For Exchange students**

**Any incomplete application will not be processed.**

Before arrival, you should inform the residence by email about the day and time of your arrival.

## / Rules of the residences

Please observe the rules of the residences:

- . cleaning (kitchenette, bathroom..., garbage to sort and take down)
- . no noise between 10.00 pm and 8.00 am
- . no smoking in the apartments nor in the building
- . watch out for your belongings, the residences are not responsible for them!
- . Pay the rent on time please. The residence will inform the Leonard de Vinci Group for any overdue charges.



## / When you have housing - Arrival and Departure

### Deposit

When you sign the rental lease, the renter might ask for a deposit. A deposit is usually the equivalent of a month's rent. The deposit is to ensure that you will keep the place clean until you leave and won't cause any damage property.

### Room check

"État des lieux" in French- the room check is upon arrival and upon departure!

Upon arrival, the residence manager (or the landlord if you rent a private apartment) and the renter check the apartment. The check list is used to indicate the possible damage or dirtiness on the walls, floor, bathroom, kitchen etc. before you settle into the apartment.

**It is important to notify all damages** because the same check will be done again upon departure and you will be charged for all dirtiness and damage that is not noted on the first check list. Before leaving, please ensure that you clean the apartment.

### Leaving notice

The residences ask for a notice of 1 to 3 months of leave. This also depends on your rental lease so please make sure to check! The legal date is when the residence or landlord receives your notice, not when you send it. In all cases, you have to send a **letter with recorded delivery**. It is not enough to just tell the residence or landlord about it. Go to the post office with your letter in an envelope and ask to send it "en recommandé avec accusé de réception" (around €5).

**Don't forget to tell the Housing Benefit Association (CAF) that you leave!! If you don't you will have to pay back the money they have transferred on to your account**

Any incomplete month will not be paid by CAF.

## Electricity

**Arrival:** if the residence does not do it for you or if it is not included in your rent, you may have to open an electricity account upon arrival.

- . Ask the residence or landlord for the former renter's name with the numbers from the meter (in French compteur électrique).
- . Prepare your French bank details
- . Call EDF English number: 09 69 36 63 83 or check the webpage [www.edf.fr/en/meta-home](http://www.edf.fr/en/meta-home)

**Departure:** if the residence does not do it for you, you should close your electricity account before you leave.

The day you leave the apartment:

- . Read the numbers on your electrical meter (heures creuses - heures pleines)
- . Call EDF with your client reference (on your invoice):
- . Tell them:
  - the date you wish to close the account:  
when you wish to leave the apartment
  - the numbers from the meter (in French compteur électrique)
  - your permanent address abroad for them to send you the last invoice

## Internet

**In residences,** Internet access is included, you can connect to the internet via the phone line.

Ask the residence for more information.

**If you are in a private apartment,** there are several providers, the best offer should be from the provider, SFR or its subsidiary RED by SFR, but do not hesitate to contact the Buddy Team to see if they have other recommendations for you. Ask the landlord if your phone line is "active". If it is not, you should know the former renter's name and you will have to pay a fee from €40 to €60 depending on the provider to activate the line.

Go to an SFR shop (there is one in La Defense close to Pole Universitaire in the mall "Les 4 temps") and ask a "contrat sans engagement". The offer will be about €10/month and it will take about 8-10 days to be active. Any month started will be due in full.

Do not forget to stop the contract before leaving.

## Healthcare

The National Health Service or the “Sécurité Sociale” in French manages the transfer of funds throughout the system between patients and health care providers and is often subcontracted to complementary health insurance funds known as Mutuelles. The French health care system is recognized as one of the best services of public health care in the world. It is a system that provides universal coverage to all citizens.

### / For Non-EEA International Students

- Before your arrival in France, you must subscribe to a private health insurance to cover your health expenses for the 3 first months
- Within 3 months of residence in France, you will register to your local CPAM (Health Insurance Agency) to subscribe to the French general social security scheme;
- You won't have to pay any social security contribution.

### / For international students from EEA countries

- Before your arrival in France, you must hold the European health insurance card;
- You won't have to pay any social security contribution.
- You will still be affiliated to the Health Insurance Agency of your place of residence and will have to send them your medical forms.

### / Complementary health insurance cover

All students remain free to subscribe to a complementary insurance of your choice to benefit from an additional or full reimbursement of your health expenses (recommended).

For that, you have the choice between la SMEREP (Société Mutualiste des Etudiants de la Région Parisienne) or LMDE (La Mutuelle des Etudiants).

[www.smerep.fr/profil-etudiant-etranger](http://www.smerep.fr/profil-etudiant-etranger)

[www.lmde.fr/mutuelle-sante/international/i-come-to-study-in-france](http://www.lmde.fr/mutuelle-sante/international/i-come-to-study-in-france)

**Don't forget to subscribe to an insurance:  
accidents may happen and treatments are very expensive  
if you are not covered.**

# V PROCEDURE UPON ARRIVAL

## / Orientation Days

Orientation Days are mandatory for all students and usually take place during the week before semester starts. Their aim is to help the students to cope with most of the administrative formalities such as housing benefit, French social security, Immigration Office procedure...

During the Orientation Days, international students will take a language test (French and English) and be assigned to a group depending on their level.

Various events are also organized during the year by Vinci International Student Association, such as a Bike Tour, an Integration Day, a Christmas dinner or trips in France.



## Opening a French Bank Account

**You may need to open a French bank account as soon as you arrive in France to be able to apply for housing benefits and pay electricity and phone bills.**

Many banks are located close to the Campus so you have a variety to choose from. Banks LCL and BNP Paribas have good student offers. To close your bank account after departure, make sure to ask your bank how to do this (Note: it is better to leave it open for a while after you have left for housing benefits and electricity).

**Warning: we recommend that you always have money in your account! If EDF Electricity Company or your phone company debits your account without money you may be charged a fee by the bank.**

We recommend you not to carry a lot of cash on you. Getting your debit card might take a little while; in the meantime, please check with your bank in your home country if your credit card works in France or book a "forex card" or a prepaid card.

Please find below the list of our partner banks at Caisse d'Epargne and BNP Paribas.

### / Pôle Léonard de Vinci - Caisse d'Epargne

#### **Agence de La Défense**

Phone: 01 71 09 61 14

Address: 13-14, place de La Défense, 92400 Courbevoie

Open on Tuesdays, Wednesdays and Fridays

from 9:30am to 1:15pm and 2pm to 5:30pm,

Thursdays from 9:30am to 1:15pm and 3pm to 6:30pm,

Saturdays from 9am to 1pm and 1:45pm to 4:15pm

#### **Contact:**

Julien BOUKHORS

julien.boukhors@ceidf.caisse-epargne.fr

Phone: 01 71 09 61 14

## / Pôle Léonard de Vinci - BNP Paribas

### **Agence de La Défense**

Phone : 01 41 26 53 80

Address: 3 place de la Défense, 92400 Courbevoie

Open from Monday to Friday, from 9am to 6:15pm

### **Contacts:**

- Irène RAPTI

irene.rapti@bnpparibas.com

phone: 01 41 26 83 53

- Norair MEHRABYAN

norair.mehrabyan@bnpparibas.com

Phone: 01 41 26 83 63

- Leila LAARABI

leila.laarabi@bnpparibas.com

Phone: 01 41 26 53 05

As of now, it is not possible to take out an international student loan in a French bank for degree-seeking students. However, as a part of a funding agreement, some banks such as Caisse d'Épargne grant the possibility to take out student loans to Master students from the Erasmus+ Programme.

The amount of the loans can go up to €12,000 for one year to €18,000 for two years. The interest rate is subject to change.

See the requested documents to open a bank account in the international student checklist.

## Imagine'R Transportation Card

You will find all information on the following webpage:

[www.ratp.fr/en](http://www.ratp.fr/en)

> titres-et-tarifs

> imagine-r-student-travel-pass

**WARNING:** You must have a working **French bank account** before applying. Once your application is submitted, you will receive your card in the mail within two weeks and can choose to pay up front or charge your bank account every month with the expense.

As it might take a while for you to receive it (max 21 days), we suggest that you get a Navigo Découverte and order the imagine R pass in the meantime.

**To end your card contract:** about 2 weeks before the end of your last month in Paris (or a few days before leaving but you must pay the entire month for every month started), you must send a notice of leave + a certificate saying that you are leaving France (ask us). You should send it by registered letter "recommandé" which means you have proof that you sent it.



# HOUSING BENEFITS AND BANK ACCOUNT

## **/ What is it?**

The housing subsidy from the French State is given via CAF.

**CAF:** Caisse d'Allocations Familiales

(Family allowance fund:  
the body which allocates social benefits).

**Information available in English, Spanish and Chinese  
in the pdf files at the very bottom of the page:**

**[www.caf.fr](http://www.caf.fr)**

**> allocataires**

**> aide au logement etudiant**





## / Who can apply?

- . **E.U students** who sign a normal rental lease to live in France if they provide all the necessary documents (birth certificate...)
- . **Non-E.U** depending on the visa they have.
- . **Type D Visa with the title “dispense temporaire de titre de séjour”**: does not allow students to get housing benefit.
- . **Type D Visa with the title “Etudiant” or VLS-TS visa**: students need to send their OFII form upon arrival (given by the French Consulate) and then wait for an appointment. As soon as possible after the OFII appointment, they have to send to CAF a copy of their Visa validated by OFII. Otherwise, CAF will stop the payments of benefits 3 months after your date of arrival.

**WARNING:** there is no guarantee that you will qualify for the housing benefit since the French administration has become very strict regarding birth certificates. If the stamp is not readable or if the translation is not in accordance with the requirements, your application may not be processed. Students should apply for housing benefit as soon as they arrive and send the copy of the OFII stamp on their passport when they get it (after the appointment).

## / Payment

The total amount of the housing benefit is approximately €150-190/month.

It becomes payable starting the second month after you send your application (not from the beginning of your rental lease).

The process is long so you usually start to get the payment about 2 or 3 months after you send your application.

Incomplete months will not be paid. July and August are not paid unless students notify this to the CAF in writing. Before leaving, please send a letter to CAF one month in advance so they know that they have to stop the payment, otherwise you will have to give the money back after you leave.

## / How can I get it?

We will help you to fill out the online application during the orientation week. You will need to open a French bank account to receive the payments.

# VI PRACTICAL INFORMATION

## ACCESSING LA DÉFENSE DISTRICT

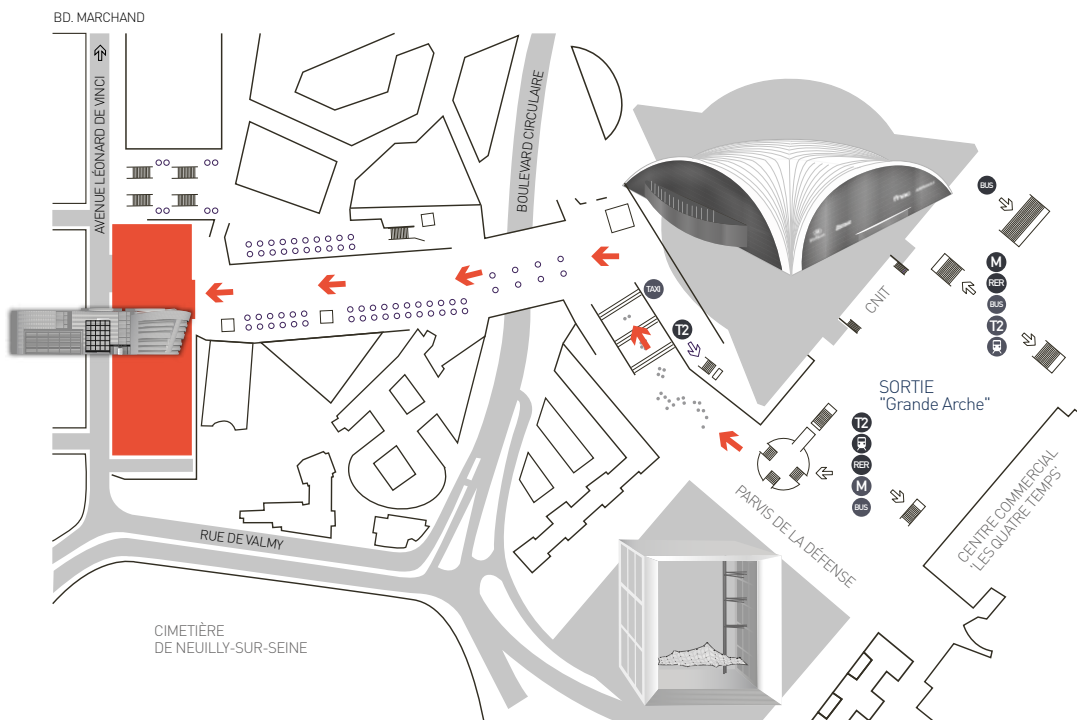


**Free Airport Pickup for international students**  
We offer a free airport pickup service when you arrive in Paris.





# ACCESSING PÔLE LÉONARD DE VINCI



## / From the Roissy Charles-de Gaulle airport (3 options)

**Air France Bus + bus or metro** (best option for fare/time)

**Take Air France Bus for Porte Maillot / [www.lebusdirect.com/en](http://www.lebusdirect.com/en)**

(stay on until Etoile if you go to downtown Paris)

At Porte Maillot: on weekdays + Saturdays take the bus #73 towards La Garenne Colombes, get off at the stop called Rue des étudiants.

On Sundays, take metro line 1 to the last stop:

La Défense Grande Arche station

Use exit E (Parvis de la Défense/CNIT) to leave the station.

When you are facing the Grande Arche, go right until you see the “Cesar Thumb” sculpture. Then go left on a foot bridge and go straight ahead to the Pôle Universitaire Léonard de Vinci.

### **RER Train**

**Take RER B** towards Anthony, stop at Châtelet Station

and take the RER A towards St Germain en Laye.

Stop at La Défense Grande Arche.

Use exit E (Parvis de la Défense/CNIT) to leave the station.

When you are facing the Grande Arche, go right until you see the Cesar thumb sculpture. Then go left on a foot bridge and go straight ahead to the Pôle Universitaire Léonard de Vinci.

### **Taxis**

**The cost is around €50** to downtown Paris and slightly more to La Défense area (can be more during rush hours). Address of your residence or of the Pôle Universitaire Léonard de Vinci, instructions for taxis: “Tunnel A14, première sortie La Garenne Colombes”.

## / From Orly airport (3 options)

### Air France Bus + metro / [www.lebusdirect.com/en](http://www.lebusdirect.com/en)

#### Take Air France Bus for Charles de Gaulle Etoile

Take metro line 1 to the last stop: La Défense Grande Arche station. Use exit E (Parvis de la Défense/CNIT) to leave the station. When you are facing the Grande Arche, go right until you see the Cesar thumb sculpture. Then go left on a foot bridge and go straight ahead to the Pôle Universitaire Léonard de Vinci.

### RER Train / [www.ratp.fr/en/horaires](http://www.ratp.fr/en/horaires)

Take OrlyVal Shuttle then train RER B towards Anthony, stop at Châtelet Station and take the RER A towards West. Stop at La Défense Grande Arche.

Use exit E (Parvis de la Défense/CNIT) to leave the station. When you are facing the Grande Arche, go right till you see the Cesar thumb sculpture. Then go left on a foot bridge and go straight ahead to the Pôle universitaire Léonard de Vinci.

### Taxis

**The cost is around €45** to Paris downtown and slightly more to La Défense area (can be more during rush hours). Address of your residence or of the Pôle Universitaire Léonard de Vinci, instructions for taxis: "tunnel A14, première sortie La Garenne Colombes".

## / From downtown Paris (and railway stations)

La Défense area is located West of Paris (see end of yellow line 1, left side of the map). Get off at La Défense Grande Arche station. When you face the big Arche, take right and walk until you see Caesar's thumb sculpture. Then take left and walk until you see the Pole Universitaire Léonard de Vinci.

If you want to come by taxi here are the instructions for taxis: "tunnel A14, première sortie La Garenne Colombes".

# TRANSPORTATION SYSTEM

/ **RER** (Suburban trains), **Metro** (underground/subway trains)  
**Bus, Tramway** / [www.ratp.fr](http://www.ratp.fr)

**The Parisian metro network RATP has 16 lines and 5 tram lines.**

**The RER** (Réseau Express Régional) is a suburban train network identified by lines A, B, C, and D, serving Paris and its region.

It links up with the urban metro network and certain SNCF train lines.

The first metro is at 5.30 and the last one is at 12:50am, 1:50am

on Fridays and Saturdays. A single metro journey corresponds to one ticket. Another option is to buy the Imagine-R transportation card which

allows you to travel without limit in the whole Ile de France area. Find more information in the section "Procedure upon Arrival". The bus

generally operates from 6.30am to 8.30pm, yet certain lines operate until 1.30am and later. The information displayed on the bus stops will

guide you. Metro and bus tickets are identical. They can be purchased from RATP stations and from tobacco stores. Beyond zone 2 the RER

is subject to special regulations and the ticket prices are different.

La Défense is zone 3 for RER train and still in zone 2 for metro. There are night buses from the very center of Paris, see on the RATP website.

Paris is quite a safe city however we do not recommend you go back to the residences very late at night by bus as you will have to cross the La Défense area. The school is located in a business district, so it is very busy during the day and quite empty at night. You should avoid getting your phone or valuables out at night.

## / By Air

Aéroports de Paris - all flights to Paris / [www.adp.fr](http://www.adp.fr)

Aéroport d'Orly **01.49.75.15.15**

Aéroport Roissy Charles-de-Gaulle **01.48.62.22.80**

## / Buses in Europe

Eurolines - main European cities / [www.eurolines.fr](http://www.eurolines.fr)

Flixbus / [www.flixbus.co.uk](http://www.flixbus.co.uk)

Isilines / [www.isilines.fr](http://www.isilines.fr)

Oui Bus / <https://fr.ouibus.com>

## / By Train / [www.oui.sncf](http://www.oui.sncf)

### Railway stations in Paris:

- . Gare du Nord: Northern France, Germany, the Scandinavian countries, Belgium, the Netherlands, Great Britain.
- . Gare de l'Est: Eastern France, Luxembourg, Germany, Austria, Switzerland, Eastern Europe.
- . Gare Saint-Lazare : Normandy, maritime connections
- . Gare Montparnasse : Brittany, Aquitaine
- . Gare d'Austerlitz : South-western France, Spain, Portugal
- . Gare de Lyon : South-eastern France, Switzerland, Italy

## / By car

It is mandatory to wear a seatbelt both in the front and in the back seat. The speed limit is 30/50 km/h in town, 80 km/h on the ring roads, 80/90 km/h on the main roads and 130 km/h on the motorways.

Don't forget to carry your international insurance card. In most districts of Paris you must pay for parking by using parking meters and you will be limited to a stay of two hours. A large number of public car-parks (paid car-parks) are available in most districts from between €1.50 and €3 per hour. It is possible to rent electric cars in Paris and the suburbs.

For more information: [www.autolib.eu/en](http://www.autolib.eu/en)

In France, using a carpooling service like the website blablacar is more and more common to travel within France or to other countries in Europe. It is a cheap way to travel and to meet people from all backgrounds.

For more information: [www.blablacar.co.uk](http://www.blablacar.co.uk)

## / Taxis

You can find taxis in the railway stations, airports, near to main traffic routes and at 470 taxi ranks. The light on the roof of the car enables you to identify a taxi. You can call a taxi by using the call points for the Parisian taxis. It may be difficult to find one on Saturday night when all the Parisians are going out.

## / Vélib

Vélib is a bike system you can use anytime in downtown Paris to avoid taking the metro or bus.

For more information: [www.velib-metropole.fr/en\\_GB](http://www.velib-metropole.fr/en_GB)

## / Telephone

You can purchase mobile phone cards or subscribe to different contracts. SFR has shops in La Defense Mall 4 Temps but you have many other companies to choose from including: Free, B&You, Orange... You can subscribe directly on their website once you have opened your bank account.

## / Doctors

You will find two doctors close to the residences and the Pôle Universitaire Leonard de Vinci. The cost of a medical examination is €25 with a doctor that charges the legal "national fee".

**We recommend:** Dr. Mélinée Kizilian, Chemin des écoliers, 92400 Courbevoie - 01 47 88 06 92 - call for appointment

You can also find a doctor / specialist doctor who speaks English close to your house and book an appointment on the website: **www.doctolib.fr**

When the doctor speaks English or another language, it is indicated on the doctor's page (Unfortunately, the website is still in French, we recommend you to translate it with your browser).







### / Emergency Numbers

Ambulances: **15**

Police: **17**

Fire Brigade: **18**

SOS Doctors: **01 47 07 77 77**

Treatment center for

. poisoning cases: **01 40 37 04 04**

. burns: **01 42 34 17 58**

### / Cost of Living

Housing: **€750 - €1000** / Month on average

Food: **€10** /Day on average

Food at the Pôle: from **5 to €7** for lunch

Outside Fast Food / bakery: from **4 to €7**

Restaurant: from **15 to €50**

Supermarket around: **€80** /week

Movies: from **7 to €10**

Museums: from **3 to €11**

Night Clubs: from **15 to €25**



# LIVING IN FRANCE

## / National Holidays

There are 11 official public holidays in France. Contrary to most countries, these holidays do not shift when they fall during a week-end which means that there are actually around 7-10 holidays per year.

- . January 1<sup>st</sup>                      **New Year's Day** (Nouvel An)
- . April 22<sup>nd</sup>, 2019              **Easter Monday** (Lundi de Pâques)
- . May 1<sup>st</sup>                              **Labour Day** (Fête du Travail)
- . May 8<sup>th</sup>                              **Victory in Europe Day** (Fête de la Victoire)
- . May 30<sup>th</sup>, 2019                **Ascension Day** (Ascension)
- . June 10<sup>th</sup>, 2019               **Whit Monday** (Lundi de Pentecôte)
- . July 14<sup>th</sup>                            **Bastille Day** (Fête nationale)
- . August 15<sup>th</sup>                       **Assumption of Mary to Heaven**  
(L'Assomption de Marie)
- . November 1<sup>st</sup>                    **All Saint's Day** (La Toussaint)
- . November 11<sup>th</sup>                 **Armistice Day** (Armistice de 1918)
- . December 25<sup>th</sup>                **Christmas Day** (Noël)

## / School Holidays

Check the updated calendar every year online.

- . **Toussaint Vacation**
- . **Christmas**
- . **Winter Vacation**
- . **Spring Vacation**
- . **Summer Vacation**

## / Closed for maintenance

The Campus may be closed in exceptional cases for certain weekends

# MORE ABOUT PÔLE LEONARD DE VINCI

## / Safety and Fire prevention

The evacuation path is displayed on every floor of the buildings.  
The buildings are monitored by security officers as well as fire safety officers 24/7.

- . Security officers (monitor the entry and exits in the Pôle):  
to reach them dial 17 from an internal landline phone
- . Fire Safety Staff - situated in Rue Basse - (call in case of emergency  
such as faintness, fire) dial the 18 from an internal landline phone.

## / People with reduced mobility

The building's architecture has been adapted to welcome people with reduced mobility.

If it applies to you, when you arrive at the Pôle please contact the security officers dialing 7200 from an internal landline phone. They will be available to assist you, by giving you access to all the elevators.

## / Lost and found

Found property will be stored at the PC Sûreté. If you do find anything, this is where you should leave it.

The PC Sûreté is situated on the ground floor, next to the escalators.

## / Eco Attitude - Recycling

On the Campus, we have all the requirements to encourage recycling:

- . Blue Bin for cardboard and papers
- . A bin for standard plastic bottle caps  
(situated in the Foyer, Rue Haute)
- . 2 bins for used batteries (situated in the Foyer, Rue Haute)

# INTERNATIONAL STUDENT CHECKLIST

## / BEFORE YOU ARRIVE

- Make sure you have a valid passport
- Get your visa (If applicable: see "Visa")
- EU students: get your EU insurance card. See "Healthcare"
- Non EU students: get a private insurance. See "Healthcare"
- Book accommodation
- Plan your budget
- Prepare all important official documents and make copies (see list below)
- Check with your bank if your credit/debit card works in France until you get a French bank account, exchange currency or take a prepaid card with you.
- Exchange students only: make sure to send all the application documents to [incoming@devinci.fr](mailto:incoming@devinci.fr) (see list below)
- Don't forget to bring winter attire!

## / UPON ARRIVAL

- Attend Orientation Days
- Receive your student card
- send to OFII the form along with a copy of passport + copy of entry stamp + copy of Visa (If applicable: See "Immigration")
- Open a French bank account
- Arrange payment of tuition fees (not applicable for exchange students)
- Register with a complementary health insurance (not mandatory: see "Healthcare")
- Go on Tour of Paris
- Sign up for CAF housing subsidies if your accommodation is eligible (see "Housing benefits")

## / BEFORE LEAVING FRANCE

- Housing: it is mandatory to send a cancellation letter 1 or 3 months before leaving (depending on the type of accommodation you are renting) to inform the landlord
- Imagine'r transportation card: you should send a cancellation letter by letter with recorded delivery minimum 15 days before the end of your last month in Paris (warning: every month you start must be paid) + certificate from the International Relations to prove that you are leaving France (upon request)
- Internet or mobile cancellation letter
- Housing Benefit: inform your CAF agency (Housing Benefit) of your departure by changing your address on your online account so they stop the payments. Otherwise you will have to repay the money after you left.

→ We can send templates of those documents upon request.

## / AFTER LEAVING FRANCE

- Bank: You should leave your bank account open for a while after departure for housing benefit, electricity and to get back your deposit. Then, send a letter asking to close your account.

## / IMPORTANT OFFICIAL DOCUMENTS

We recommend to bring hard copies AND to keep an electronic copy of the following documents on a drive/computer/USB stick

- Copy of your passport 1<sup>st</sup> page or identity card
- Copy of Visa (if applicable)
- Copy of the European health insurance card (if applicable)
- Copies of the health insurance valid in France for the 3 first months (if applicable)
- Birth certificate showing the names of father and mother with legible stamp on it
  - . For EEA students: multilingual including French
  - . For non-EEA students, the birth certificate should be officially translated into French by an accredited translator IN FRANCE.
  - . The birth certificate should not be issued more than 3 months before arrival.

## / EXCHANGE STUDENTS ONLY

In the online registration form, you will be asked to download electronic copies of the following documents:

- Identity photo
- Copy of identity document (ID or passport)
- Copy of European health insurance card for EEA students OR Proof of insurance for the 3 first months for non-EEA students
- Proof of Language Proficiency (to be filled in by an English teacher; can be sent after registration)
- Previous transcripts of records: for 4<sup>th</sup> and 5<sup>th</sup> year only (can be sent after registration)

## / DOCUMENTS TO BRING TO OFII FOR NON-EEA STUDENTS

### . When you send the OFII form:

- Copy of your passport
- Copy of the Visa page
- Copy of the entry stamp in France

### . When you go to OFII for the examination:

- 2 photos
- Your passport
- Proof of residence in France (electricity invoice or rental lease)
- €60 tax Stamp (OMI or ANAEM stamp to be purchased in at tobacconists)

## / DOCUMENTS TO BE SUPPLIED TO OPEN A FRENCH BANK ACCOUNT

- Copy of your passport and the original
- Student certificate (see on the student webapp - Access upon arrival)
- Proof of residence in France (Attestation de Logement from the landlord or rental lease)

## / DOCUMENTS TO BE SUPPLIED DURING THE ORIENTATION WEEK BY THE STUDENTS APPLYING FOR THE HOUSING BENEFIT

- Copy of your passport 1<sup>st</sup> page or identity card
- Copy of the 1<sup>st</sup> page of your rental contract showing the dates (your name should be on the lease)
- French Student certificate (see on the student webapp - Access upon arrival)
- Birth certificate showing the names of father and mother with legible stamp on it
  - . **for EU students** multilingual including French for European citizens.
  - . **for non-EU students**, the birth certificate should be officially translated in French by an accredited translator IN FRANCE. Important: the birth certificate should not be issued more than 3 months before arrival.
- French bank account details (Relevé d'Identité Bancaire = RIB)
- Photocopy of the European health insurance card for European students (copy of the French health insurance), for non E.U (we provide it)
- Photocopy of Visa + OFII stamp when you get it after the OFII visit for non E.U students

Bring electronic copies of those documents on your computer or USB stick



Pôle Léonard de Vinci  
92916 Paris-La Défense  
[www.devinci.fr/en](http://www.devinci.fr/en)

This guide is for your information only  
and Association Léonard de Vinci cannot be held  
responsible in any situation caused by a third party.