

STUDENT GUIDE

WELCOME GUIDE
for international students



Caen - Deauville - Le Havre



EM 
NORMANDIE

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Welcome to EM Normandie!

Ecole de Management de Normandie welcomes exchange students from partner institutions and tuition-paying students from all over the world. This guide is designed for all international students coming to study on any of the 3 campuses in France.

Caen, Le Havre, Paris and Oxford.

EM Normandie is located in Normandy, a beautiful region in North-West France with excellent motorways and train connections with Paris.



Caen

A beautiful historical and university town, 30 minutes away from the famous Normandy beaches.



Paris

EM Normandie has a campus in Paris (16^e arrondissement) since 2013 and located 20 minutes' walk from the Eiffel Tower and Bois de Boulogne, in an area visited by tourists for its many museums



Le Havre

is the first port in France for Foreign Trade and Containers.

The city centre of Le Havre is listed as UNESCO World Heritage since 2005 for its "innovative use of the potential of concrete".



Oxford :

In 2014, EM Normandie opened this campus right in the heart of the historical city centre of Oxford. Students enrolled on Oxford's campus will receive a specific guide "Destination Oxford, Angleterre".



Registration Days

The International Development Coordinators accompany international students throughout their study abroad experience. They also help and advice students with lodging, banking, immigration, etc..., allowing non-French speakers and others to minimize cause for stress and maximize integration.

The International Office organizes the registration days before the start of programmes in collaboration with the Students' Association.

During registration days, the International Office provides information and helps to deal with day-to-day life issues while studying in France.

School Registration

Learning agreement – Certificate of arrival Important: this document only can be used as an attestation for Erasmus grant - Scholarship certificate – Guided tours of the campus – Internet codes – School sports facilities - Internal Regulations – Presentation of Heads of academic programmes

French Administrative Formalities

Opening a Bank account – French Social security / OFII Immigration procedures information

Accommodation

Housing contracts - Home insurance contracts – Help for CAF/APL registration online

General information

Transport - City Tour – All information needed to make your daily life during your stay in France a source of fun and wonderful memories.



Welcome to EM Normandie!

Programmes Academic Calendars (2016-2017)

IMPORTANT NOTES:

- Exams take place within the start and finish dates indicated below. The exact dates will be posted in June. Resit exams are not scheduled during the semester dates.
- International students must choose a programme from the following list and it is mandatory to study all subjects in the chosen program. In other words, students cannot pick subjects from different programmes
- The International Relations Office reserves the right to choose the campus when necessary.
- Make sure that you choose a programme according to your level of study (number of ECTS credits studied prior to departure)

U1	U2	U3	U4 ou M1	M2
60 ECTS	120 ECTS	180 ECTS	240 ECTS	300 ECTS

- Transcript of records will be sent directly to your university mid-March for students staying for the fall semester and end of June for students staying during the second semester.

Programmes in Caen:

Programmes	Language of teaching	Acronym	First Semester = Fall semester	Second Semester = Spring semester
EBP Available for exchange non-degree seeking student only	English	EBP	September to December (dates to be confirmed)	January to April (dates to be confirmed) (resit exam end of May)
Bachelor in International Management (International Logistic option)	French	BMI - LI	End of August to December	January to April
M2 Cross-Cultural Marketing and Negotiation	English	M2 –CCMN	End August to December	Lectures: January to April I&PT*: May to December
M2 International Corporate Finance	French	M2 – FINGP	September to December	January to April I&PT*: April to October
M – Management information system	French	M2- IS	September to December	January to April I&PD: May to November

*I&PD = Internship and Professional Dissertation Double Degree students

Programmes in Le Havre:

Programmes	Language of teaching	Acronym	First Semester = Fall semester	Second Semester = Spring semester
U3 Undergraduate year 3	French	PGE: U3	September to January	January to May
Bachelor in International Management (option International Business) Open to <u>DD</u> exchange students	English	BMI - IB	September to December	January to April (resit exams end of May)
M1 year 1 - General Management	French	PGE: M1	Mid-August to January	Not available during the second semester
M1 year 1 - International Management	English	PGE: M1-IMP	September to December	January to May
M2 International Logistics and Port Management	English	M2 – ILCM	September to December	January to April <i>I&PD*: May to December</i>
M2 year 2 Supply Chain Management	English	M2 – SCM	September to December	January to April <i>I&PD*: May to December</i>
M2 year 2 Marketing and Sales Management	French	M2 - MKG	September to December	January to March <i>I&PD*: April to December</i>
M2 year 2 Start-up and numeric development	French	M2 - ENT	September to December	January to March <i>I&PD*: April to September</i>
M2 year 2 Audit and Corporate Finance	French	M2 - FIN	September to November	April to June <i>I&PT*: December to March / July to December</i>
M2 – International Business	English	M2-IB	This programme is sub-divided in 2-months periods; Students can attend either a 2-months or 4-months period earning thus the corresponding ECTS.	
			Sem 1 period 1: Sept and Oct Sem 1 period 2: Nov and Dec	January to April: Semester 2 period 1: Jan and Feb Semester 2 period 2: March and April <i>I&PD*: May to November</i>

**I&PT = Internship and Professional Thesis for Double Degree students.*

Programmes in Paris:

Programmes	Language of teaching	Acronym	Semester 1 = Fall semester	Semester 2 = Spring semester
Master 2 – Human Resource and skills Management	French	M2- HRSM	September to December	January to April <i>S&DP*: May to November</i>
M2 – International Events management	English	M2- Events	September to December	January to April

**S&DP = Internship and Professional Thesis for Double Degree students*

Programmes in Oxford (for European students only):

Programmes	Language of teaching	Acronym	Semester 1 = Fall semester	Semester 2 = Spring semester
U2 Undergraduate year 2	English	PGE: U2	September to January	January to May
U3 Undergraduate year 3	English	PGE: U3	September to January	January to May
M1 - International Management Program	English	PGE: M1-IMP	September to December	January to May

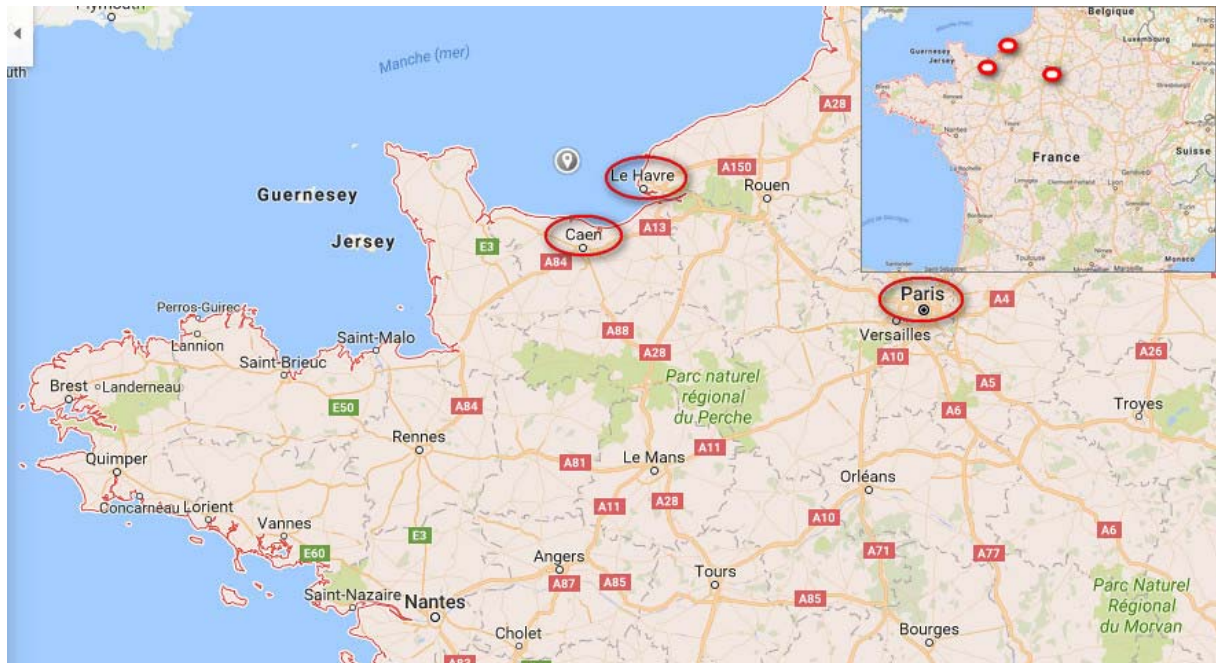
Public Holidays in France

French Name	English Name	Dates
Jour de l'An	New Year's Day	1 January
Lundi de Pâques *	Easter Monday <i>Monday after Easter (1 day after Easter)</i>	17 April 2017 (date varies according to the year)
Fête du Travail	May Day / Labor Day	1 May
8 Mai 1945	Victory Day <i>End of World War II in Europe</i>	8 May
Jeudi de l'Ascension *	Ascension Day <i>Thursday, 39 days after Easter</i>	25 May 2017 (date varies according to the year)
Lundi de Pentecôte *	Whit Monday <i>Monday after Pentecost (49 days after Easter)</i>	4 June 2017 (date varies according to the year)
Fête Nationale	Bastille Day / National Day	14 July
Assomption *	Assumption <i>Assumption of Virgin Mary to Heaven</i>	15 August
La Toussaint *	All Saints' Day	1 November
Armistice	Veterans Day <i>Armistice Day - End of World War I</i>	11 November
Noël *	Christmas Day	25 December

**Religious festivals (holidays).*

How to get to EM Normandie?

You can either choose our airport pickup (option A), Ouibus/Flixbus (option B), book a collective taxi (Option C) or make your own travel arrangements (option D).



Option A: Airport Pickup service

An airport pickup from CDG (Charles de Gaulle) can be organized by EM Normandie's International Office before the orientation days start. This service costs approximately 30€uros. An application form is to be filled in and returned to the International Office to request for this service.

Please note that the airport pickup might be cancelled if the number of participants is not sufficient. You would be informed well in advance.

If you are arriving at Orly Airport, you will have to go and meet the group at CDG airport. We advise you to take "Les cars Air France", which run a direct shuttle service from Orly to CDG Airport. The cost is 20 €uros (17 €uros under 25 years old).

Your coordinator will send you all the information in advance and get back to you once you are registered.

Option B: Ouibus/Flixbus

Bus Line OUIBUS : Departures Paris-Center (ex: Porte Maillot) to Caen Gare or Le Havre.

(costs depending on the days: 9,00 € / 12,00 €)

www.ouibus.com

Bus Line FLIXBUS : Departures Paris-Charles de Gaulle to Le Havre or Paris-Centre (Porte Maillot) to Caen.

(costs depending on the days: 11,50 € / 14,90 €)

www.flixbus.fr

Option C: collective taxi

Before your departure, you can order a collective taxi (or shared taxi) from Paris airport directly to Caen or Le Havre. The advantage is that it is a door to door trip. The cost is approximately 110-120 euros for 1 person, 150 euros for 2 persons, 180 euros for 3 persons...If you book together, the more you are, the less you pay. Indicate that you are from EM Normandie when booking.

- ✓ For Le Havre : www.stvoyageurs.com
- ✓ For Caen: www.thp-transports.fr

Option D: Travelling on your own from Paris to Normandie

Case 1: Arrival at Charles de Gaulle (CDG) airport

If you are not using the airport pick up service to go to your campus from Paris, you must first go to Saint-Lazare train station (in French: Gare Saint Lazare) located in the centre of Paris. All trains for the Normandy region depart from this train station.

How to get to Saint Lazare train Station from CDG Airport?

You have three options to go to the Saint-Lazare train station from Charles de Gaulle CDG airport:

➤ Option 1: TAXI

Taxi from CDG airport to « Gare Saint-Lazare »

Fare: € 60 - 80

Journey time: Approximately 45 minutes

This is a very practical option and you can share the cost with a friend.

➤ Option 2: ROISSY BUS

Buy your ticket when boarding the bus (small change needed) or at the exit gate at the airport or from the RATP ticket office nearby.

The shuttle bus will drop you at Opera (next to the American Express Office); either you walk to the Gare St Lazare, go past the Printemps Department Store (approximately 15-20 mn walk). Ask for a 'Galerie Lafayette' complimentary map before you leave the airport or take a taxi for a short drive (1 minute).

Journey time: Approximately 1 hour

➤ Option 3: RAIL –RER/METRO

The RAIL – RER/Metro is not safe after 8pm – not practical if you have a lot of luggage (narrow escalators)

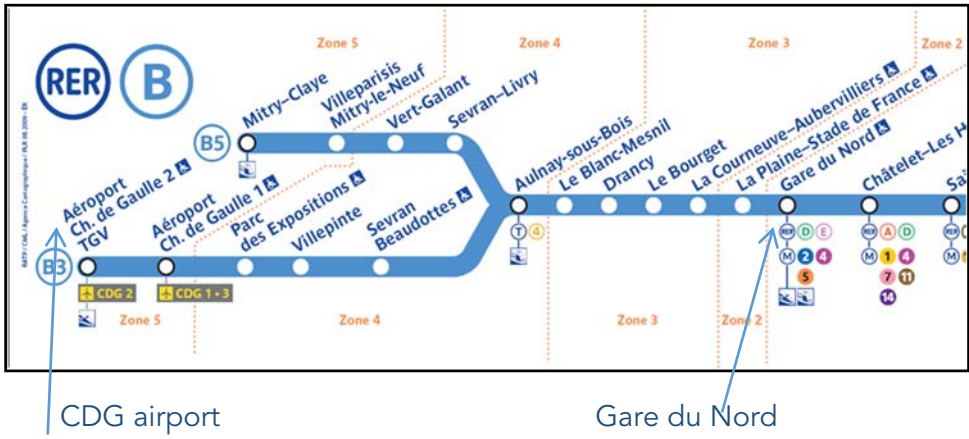
Take the RER B from the CDG airport to "Gare du Nord" - Try to take the train which does not stop at every station. It might leave a few minutes later but it arrives quicker!

Journey time: Approximately 25 minutes to Gare du Nord

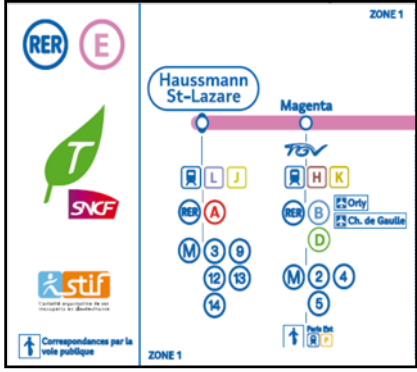
Frequency: Every 10 - 15 minutes on weekdays

Fare: One ticket: € 9.10

RER B :



Then walk and follow the directions for 'RER E' direction Saint-Lazare at Magenta RER station (situated below Gare du Nord), take the RER E at Station Magenta and go to "Hausmann Saint-Lazare" (refer to map below).



Follow the directions for "Train Grandes Lignes" and you will arrive on the Regional Trains platforms of the Saint Lazare train station.

Case 2 : You arrive at Orly airport

We advise you to take the Orlyval, http://www.oryval.com/eu/index_eu.htm, an automatic metro goes from Orly Airport to Anthony (8 mn), then take RER B (direction Paris), stop at Chatelet les Halles (25 minutes) and take Metro line 14 'Direction Saint Lazare' (7 minutes). You can buy a single ticket: around 12€uros.

Then, follow the direction "Trains GrandesLignes" and you will arrive at Saint Lazare train station.

Once at Saint Lazare train Station.

At Saint Lazare train station, you must buy your ticket at the desk before you get on the train. Visa cards are accepted. You can also buy an e-ticket on the internet at home and print it.

Check train schedules on www.scnf.fr from Saint Lazare (Paris)

Destinations:	Length of the trip	Cost (one way)	Remarks
Saint Lazare (Paris) to Caen	2 hours	Between €uros 32 - 35	Ask for a direct train to Caen.
Saint Lazare (Paris) to Le Havre			End of the line station.



Please be aware of pickpockets (who can be adults, teenagers, male and female) and thieves - do not leave handbags, computers cases etc.

School Addresses:

Caen Campus: Caen, 9 rue Claude Bloch

Le Havre Campus: Le Havre, 30 rue Richelieu

Paris Campus: Paris, 64 rue Ranelagh

Have a good trip !

Accommodation while in France

The International Office offers help to international students throughout their search for accommodation and does keep an up to date list on Le Havre and Caen campuses. However, we have but limited vacancies. The international office will not be able to offer help after June 30th.

A list of different types of accommodation (private shared rentals, individual flats, student halls of residence – CROUS, or private residences...) will be sent by email in June by your coordinator. Once the list is sent to the students, the distribution will be based on a “first come/ first served” basis. Late registration means fewer choices.

Regarding housing in Paris, the demand is higher than supply, and consequently rents are higher and more difficult to find than on other campuses. You will receive information to help you in your research.

What is APL Housing Support?

The CAF – Caisse d’Allocations Familiales is the Institution which deals with the APL (Aide Personnalisée au Logement). The APL is a housing financial support granted by the French government. The calculation is based on your family status, the surface of your accommodation, your previous income, and so on...

Who can apply?

All European students and non-European students holding a “VLS-TS STUDENT D visa ceseda R311-3” may apply for this financial support.

Important: Non EU students, you will not be able to receive the financial support if your VISA mentions:

“DISPENSE TEMPORAIRE DE CARTE DE SEJOUR”.

Which documents **will you need in order to apply?**

- ✓ Copy of your passport or ID
- ✓ Copy of your VISA for non-European students and OFII sticker on passport
- ✓ International Birth Certificate or Birth Certificate officially stamped and translated into French.
- ✓ Scholarship certificate (given on arrival)
- ✓ Copy of your European Health Insurance Card (EHIC) for European Students
- ✓ French Bank details (RIB)

On each campus, the Incoming students Coordinator will help you during registration days for your online application.

Compulsory MRH (Multi Risque Habitation) Insurance /home insurance:

Whatever the accommodation you may rent in France, you must subscribe to a MRH insurance. This insurance covers mainly fire and flooding damage.

You will have different options to subscribe the MRH insurance. It can cost from 60 to 200 euros according to your accommodation and your contract and your age. Your subscription can be done via private companies or your French bank. Some banks offer the MRH for 1 euro when you open your bank account in their institutions. Depending on your choice of accommodation, you might have to subscribe a contract before you arrive in France in order to get your keys on arrival. To make it easier for you, the Incoming students Coordinator will let you know how to proceed once you have chosen your accommodation.

Housing tax (taxe d'habitation)

In certain residences, be aware that as long as you live in your room on January 1st the current year, you will be requested to pay the housing tax. If your housing contract stipulate that you are in your apartment on Jan 1st you will have to pay the tax. The housing tax is approximately one month's rent. You will be asked to pay it to the French Government once you are back to your home country.

Bank account in France.

During registration days, you will receive help to open a bank account. Most of you will have to open a bank account for the following reasons:

- ✓ Deal more easily your tuition payment to EM Normandie
- ✓ To receive the Governmental *Housing financial support* (APL) if you are eligible.
- ✓ The *French Health Care Coverage* (Sécurité Sociale Française) will reimburse your medical costs directly on your French bank account - (*European students are not concerned since they benefit from European coverage- they will need to forward their health expenses back to the Health Care Administration in their home country.*)
- ✓ In case you need to renew your *resident's permit*, you will have to show the immigration office that you have sufficient financial resources to continue living in France. (*European students are not concerned.*)

Your French Bank will issue a French Master Card or VISA card. ATMs are available everywhere both in cities and smaller places. Most banks are open from Tuesdays to Saturdays.

Where can you change money?

You can change your money in a bank or in a currency exchange office. You should compare the currency rate and commission rate. Then, choose what it is the best option for you.

Caen Campus	Le Havre campus	Paris campus
BUREAU DE CHANGE – Caen CHANGE 115 rue Saint-Jean Caen Tel :+ 33 (0)2 31 30 18 87 Opened from Monday to Friday 9.15 am – 12.30am 2.15pm – 6.30pm Saturdays 9.15am – 12.30am 2.15pm – 5.00pm	NORMANDIE CHANGE 41, rue Chaussée John Kennedy Tel :+ 33 (0)2 35 41 29 13 Open all year Monday to Friday 9h00 – 12h30 / 2.00 – 6.30 Saturday : 9.00 – 12.30 / 2.00 – 5.00pm	Any banks in Paris

French Health Care Coverage = Sécurité sociale

European Students

Before your arrival in France, you must obtain your European Health Insurance Card – EHIC (picture below) and bring it to France with you.



If necessary, English speaking doctors are available in each of the three cities.

Non-European Students

When you apply for your French visa, you may also have to prove that you have a private health insurance. However, this is an extra cover and is not a substitute for the French Health Care Coverage.

The French Health Care coverage is compulsory when you study or work in France for more than 3 months from Sept 1st and if you are under the age of 28. If your programme starts in August, in order to be covered you will have to pay an additional insurance of € 45 or you are required to come with a private travel insurance. A copy of your insurance contract will be ask on arrival.

You will need to fill out a form during the registration days and pay this through the School's Accounts Department on arrival (€ 215 for the academic year 2016 starting on Sept 1st) and provide a Birth Certificate translated into French. This Birth Certificate must have either an apostille delivered by a court of justice (Japan, Mexico, South Korea, India, USA, India, Russia...) or a legalization sticker delivered by the Consulate of France (Philippines, China, Emirates, Koweit, Taiwan...). Neither an apostille nor a legalisation are require on your birth certificate if you are coming from Brazil, Cameroun, Ivory Coast, Gabon, Madagascar, Sénégal, Turkey and Vietnam. If your nationality is not listed above the international coordinator will give you the relevant information individually by email.

The French Health Care covers 70% of your basic medical and health related expenses. French Health Care does not cover costs for emergencies such as repatriation. The remaining 30 % can be covered by an additional insurance called "mutuelle complémentaire".

If you're over 28, you will need to be registered through the Public Health Care Administration -- CPAM (Caisse Primaire d'Assurance Maladie). The International Office will help you to fill out the appropriate form.

Caen Campus	Le Havre Campus
CPAM 108, boulevard Jean-Moulin CS 10001 14031 Caen Cedex 9	CPAM 42 Cours de la république 76600 Le Havre

Immigration

European students:

EU students are not required a VISA, but a valid ID card or passport is required.

Non-European students:

Before coming to France (after the Admission procedures):

Non-European students must have a student VLS-TS VISA (VISA D) for France in order to study in France.



Non-European Students coming from a European partner University are also required to have a STUDENT VISA D for France. You must check with your Home International Office regarding your status when registering.

Once you are admitted to EM Normandie, you will receive a Letter of Admission by email and you must then apply for a VISAD for FRANCE (an extended-stay student visa, with residency permit - VLS-TS)

For more information please visit the following web site: <http://www.campusfrance.org/en>

Once you have received your visa please check what is written on the bottom line of your VISA:

Case 1 :

« *Ceseda R 311-3 6° Autorise travail limité- 60% durée légale* »

When this VLS-TS visa is issued, the consulate gives the applicant an official form (with instructions) that the applicant must present to the French immigration and integration office (OFII) on arrival in France.

EM Normandie International students Coordinators will collect the completed forms with passport cover page, visa, and stamp justifying the date of entry during registration days and forward all the papers to OFII (Office of French Immigration and Integration).

Case 2 :

« *Dispense temporaire de titre de séjour* »

This means that you do not have to go to OFII on arrival in France. You may stay in France during the validity of your visa. However please note that you are not allowed to work in France under this visa.

A long stay Visa (VLS-TS Visa) allows you to travel under the following conditions :

- Within the first three months after your arrival in France you are allowed to circulate (without any other formalities) inside and outside the Schengen Area.
- After the three first month you are allowed to travel only if you have the OFII sticker on your Visa.

Facilities & Equipment on Campus

School Opening Hours

Caen Campus	Le Havre campus	Paris Campus
From Mondays to Fridays: 7:30 am to 22pm Saturdays from 9:00 am to 12:00am	From Mondays to Fridays: 7:30 am to 22pm Saturdays from 9:00 am to 12:00am	From Mondays to Fridays: 8:30 am to 9 pm
A code will be given during Orientation Days to access the back or main entrance on each campus.		

During these opening hours students have access to IT and Sports rooms (gym room in Caen, gym and squash rooms in le Havre).



Special Equipment

The campuses are fully accessible to people with a disability.

Where to eat?

In local restaurants, lunch and dinner are respectively served from 12.00 am to 2pm and from 7.30pm to 9.30 pm. Restaurants often provide « menu du jour » or « formule du midi » (main dish + a dessert) from approximately € 12.

On the 3 campuses, you can have lunch at the School cafeteria or local restaurants.

Caen Campus

State University Restaurant Universitaire:

There are university restaurants on the Caen State University campus and one is next to our school-restaurant B/ Claude Bloch - you can eat a 3-courses meal for €3.20 on average (Student price index 2014).

In order to get the Moneo cash card that gives you access to the University Restaurant, you should bring your student card or your Registration Certificate in order to register. You can recharge your Moneo card with cash or by credit card.



School Cafeteria :

The cafeteria is located in the school and is open from Monday to Friday.
It is open from 7 am to 5pm and lunch is served from 11:30am to 2pm.

You can also use your Moneocard there in order to pay for lunch at the school cafeteria.
Menus change everyday

Main course = €5.50 *

XL course = €7.50 *

Drink and beverages = €1.50 *

Snack= around € 0.80 *

You can also bring your own lunch pack to the cafeteria if you prefer, and have all soft/hot drinks from the vending machines (all day).

Le Havre Campus

The cafeteria is located in the school and is open from Monday to Friday.
It is open from 8 am to 2:30pm and lunch is served from 11:30am to 2pm.

Coffee = €1 *

Coffee + Croissant = € 1.60 *

Lunch:

Main course + dessert = €5.50 *

Main course + dessert + soft drink = €7.50 *

Paris Campus

There is no cafeteria on this campus but a special dining-room is available for students.

You are able to bring your lunch-box and heat it (microwaves available)

Restaurants can be found around the school.

*Prices are Indicative

Public Transportation

In France

You can travel all over France by train; check on the web site www.voyages-sncf.com. If you are between 12 and 28 years old you can buy a travel card called "carte jeune" which enable you to benefit from discounts between 25 & 50 %.

Regional transportation in Normandie

For regional transport, you can travel on the "Bus Verts", they are available from Caen and Le Havre train stations. For available routes, check the website: <http://www.busverts.fr/>

For students staying for 1 semester, the season ticket is probably the best option and for those staying for both semester 1 and 2, the annual season ticket would certainly make a difference if you use it regularly.

In Caen - Trams and Buses

You can get a special subscription (reduction for people under 26) from the TWISTO Agency located in the city centre, St Pierre station. You need to fill in a TWISTO form for an annual subscription.

Subscription	Fare (2016)
1 year (3 months offered)	€265.50
31 days	€29.50
1 journey	€1.50
10 journeys	€12.70

Seasonal tickets (monthly or yearly basis) will give you the opportunity to use the city transportation network all over Caen, trams & Bus TWISTO. For more information, visit the following web site: www.twisto.fr

NB: If you get a TWISTO subscription, you can also get discounts in some local restaurants as well as other special events.

Paris

Bus, metro, RER (suburbs train), Velib (Paris cycling rent), you'll be spoiled for choice.

Please find all useful information on the following web sites: bus, metro and RER on:

www.ratp.fr

Velo (cycle): www.velib.paris

Le Havre

To travel around Le Havre, you can use buses, the tram, the *Funiculaire Cable Car*, and the LER (“Lezarde Express Régional”: a commuter train). All these services are provided by the company “LIA”.

Remember! You must have a valid and validated ticket even when using monthly seasonal tickets.

You can buy a ticket from a vending machine for your occasional trips (full price). If you want to get a student discount; you must have a nominative LIA Pass.

NOMINATIVE LIA PASS

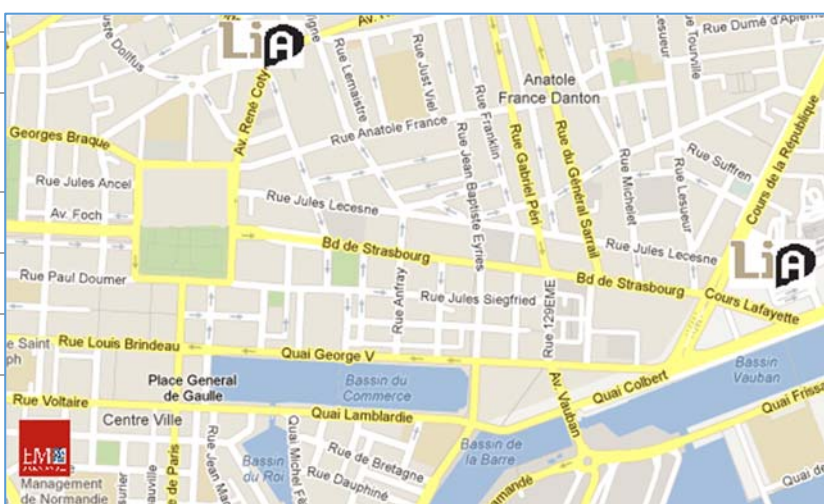
If you wish to take out your NOMINATIVE LIA PASS for free, complete the application form for LIA Pass available in the LIA agency or download it from:

www.bus-oceane.com/ftp/FR_actualites/Formulaire%20PassLia.pdf

If your nominative LIA Pass is lost or stolen, it can be cancelled by the system.

LIA Agencies : (see map)

La boutique	La station
9, Avenue René Coty	1, Cours Lafayette
Phone : 02 35 22 35 00	
Open Mondays to Saturdays	
7:00 am and 7:00 pm	



validity	Indicative Fares
1 journey	€1.70
10 journeys	€12.50
Annual Season Ticket	€409.50 // 275.10 euros
1 month Season Ticket	€39 // 26.20 euros
1 ticket - Season Ticket – valid one day	€3.90

Student Societies & Associations

French and International students are encouraged to become members of an 'Association'. EM Normandie encourages student initiatives through all types of associations: Humanitarian, Business, Social Services, Sport, etc ... For more information: http://www.ecole-management-normandie.fr/web/les_associations.html

A team of student mentors helps international students to integrate into the French student community. They coordinate the actions of the different associations within the school and inform international students of all social events, tours, sport activities etc...that are likely to appeal to them.

A compulsory fee of € 31 per semester is required from all international students in order to benefit from all the activities available (either for free or at reduced price): Sports Teams, Student parties, Art, Theatre Club, Week-end tours, Sailing etc.

Make sure you keep in touch with them to make the most of the social activities available!



General information

Administration office hours:

Most administrations are open from 9am to 12am and from 2 to 4.30pm from Mondays to Fridays.

Postal services in France

If you need to receive a parcel in France you can get it sent to the International Office of your campus. You absolutely need to indicate your FULL Name and International Office.

Working in France

It is hard to find a student job in France and almost impossible if you do not speak French. Non-European students must have a VISA D indicating that working is allowed while in France.

Smoking in France

In France, smoking is prohibited in public places (school buildings, railway stations, airports, government buildings or offices, restaurants, cafes and nightclubs, etc.).

Shopping

Most local shops are open from 10 am to 7 pm from Tuesday to Saturday. Shopping Malls and superstores are open from 8am to 8pm from Monday to Saturday.

Cinema

Numerous Cinemas, theatres, concert halls are available in each city.

Cost of living

You should budget an average of € 800 per month for your stay at EM Normandie.

	Indication of cost
Accommodation	From 350 Euros to 570 Euros
Flat insurance	Between 1 to 60 euros.
Health Insurance	215 euros in 2016 (for the whole year or 1 semester)
Meals	From 5 euros in school cafeterias
French baguette (bread)	0.85 €
Cinema Ticket	7€
School Associations Membership fees	31 € per semester

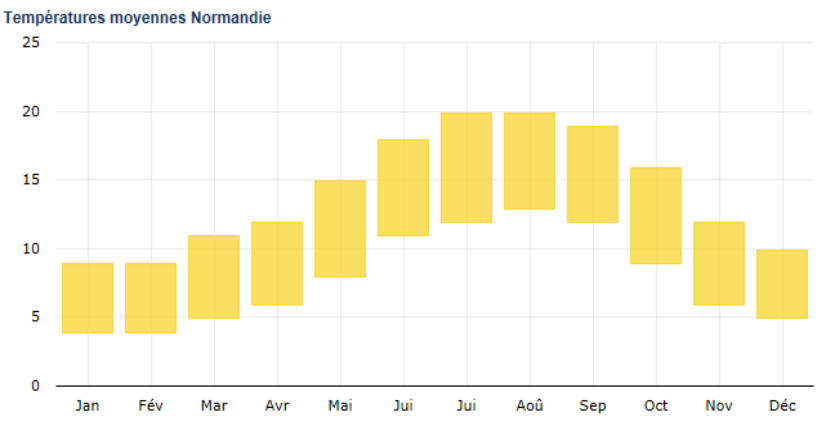
Electricity in France

Important: Make sure that you buy an adaptor from your home country before your departure (maybe 2 or more for your computer, your hairdryer etc. You will probably have difficulties finding the appropriate adaptor once in France.

Voltage: 240 volts if you come from a country running on 110Volts, may we remind you that an adapter is not a transformer. Most computers accept a voltage range from 110 to 240V, but hair dryers definitely can't!

Weather

The continental and oceanic climate gives us average temperatures in September of 15°C (59 °F) and down to 4°C (39°F) in January/February (the coldest months) and then in Spring temperature are around 15°C (59°F) in June. Think about packing appropriate clothes, shoes and a winter coat, umbrella, etc...



Glossary

A few French words that might help in your daily life!

In French	In English
Etudiant d'échange	Exchange student
Bienvenue!	Welcome !
Bonjour	Hello, Good Morning or good afternoon
Au Revoir	Good bye
Salut	Hi / Bye
Ca va?	How are you?
De rien.	You're welcome
Comment t'appelles-tu?	What's your name?
Nom	Name = Family name = Surname
Prénom	First name
Date de naissance	Date of Birth = DOB
Horaires	Hours of Office / Time-table
Une Caution	A Deposit
Un Garant	Guarantor
CAF – Caisse Allocation Familiale	Family Assistance Aid
APL – Allocation Personnalisée pour le Logement	Housing Aid
Taxe d'habitation	Housing tax
Colocation	Shared rentals
Colocataire	Room-mate
Sécurité Sociale Française	French Health Care Coverage

What do I need to bring for registration days?

What documents do you need to bring for registration during registration days?

European Students:

Copies	Documents
2	Passport or ID
2	International Birth Certificate or Birth Certificate officially translated in French
1	European Health Insurance Card (EHIC) Make sure it is valid for the entire period of your study abroad.

Non-European students:

Copies	Documents
3	Passport ID page
3	Passport VISA page + <u>stamp of entry in France</u> (if you cannot do it, give your passport to the international Office during orientation days.)
1	Demande d'attestation OFII (given with you VISA by the consulate if you received a VLSTS Visa. Please refer to the first document of the appendix)
2	Birth Certificate
2	Official Translation in French of your Birth Certificate

We look forward to seeing you at EM Normandy!

