



# INTERNATIONAL *STUDENT* HANDBOOK



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## everything you need to know

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# WELCOME BIENVENUE

Dear International Students,

*Congratulations on your admission to ISC PARIS!*

*We wish you a hearty welcome to our Institution and to France.*

**Please read this booklet carefully.**

It is designed to assist you in preparing your stay in France by answering some major questions which may arise prior to your departure. More detailed information regarding academic regulations, transportation in Paris, and French life in general are included in our Foreign Student Welcome Package, which will be given to you upon arrival.

We, at the International Office, are fully aware of the difficulties you may encounter while adjusting to a new environment, we will always be willing to help you in every possible way to make your stay with us comfortable and beneficial.

We would also strongly advise that prior to your departure, you consult your advisor, registrar, and the international education department of your home institution, regarding credit transfer, graduation requirements, etc. The more questions you are able to have answered by your home institution before your departure the better.

*Please do not hesitate to contact us if you need any help!*

The International Department Team

# WELCOME BIENVENUE

## PARIS, THE CITY OF LIGHTS

Choosing Paris for your studies is choosing a highly colorful, intensely cultural, historical and dynamic city.

From Montmartre to the Parc de la Villette, including the Marais, Chinatown and the boulevard Saint-Germain, Paris has many varied tastes.

Paris, the City of Lights, reveals multiple faces for you to discover throughout your stay by day, as well as by night..

Via its museums, monuments, bars, bistros, concerts, theatres, exhibitions, and also via its neighborhoods and demonstrations, you will be plunged into the very heart of Parisian cultural diversity. Paris is swarming with fun events and festivals – Nuit Blanche in September, photography month, music festivals, Paris Beach in summer, book fairs, Gay Pride, Paris Jazz Festival – all put a strong accent on the rhythm of Parisian life with its many sounds and images.



### ISC Contacts

**Mr Michael J. DOLAN**

Dean of International Affairs  
mjdolan@jscparis.com

**Ms Claire VERDIER**

International Manager - Outgoing Students  
cverdier@jscparis.com

**Ms Christelle DOMBASI**

International Manager - Incoming Students  
cdombasi@jscparis.com  
Tel: +33 (0) 1 40 53 99 99

**Ms Hailee TINDALE**

International Manager – Staff Mobility  
& Faculty Exchange  
htindale@jscparis.com

# ARRIVAL

**R**egarding your arrival at ISC, you will be advised by mail to come on an appointed date. Otherwise, it may be difficult for you to obtain assistance from your local coordinator to arrange/find accommodation and receive initial orientation in terms of module choices and changes, student services and other. We offer special welcome events, introductory meetings and an entire orientation week. These essential elements of your stay in France and should not be considered as optional.

## **INTRODUCTION DAY**

You will be asked to attend the Introductory Day. For fall term it takes place mid -September. For spring term, it occurs at the beginning of January. Topics such as time tables and module choices will be covered, as well as information on practical life in Paris. Please list any questions. They will all serve not only for your own interest but for other students as well. Contact Ms Christelle DOMBASI [cdombasi@jiscparis.com](mailto:cdombasi@jiscparis.com)

## **INTENSIVE FRENCH COURSE**

The objective is to brush up your language skills, to feel at ease with a new surrounding and with the French academic system. This Intensive Program is scheduled during a whole week at the beginning of the Fall semester and before classes start.

## **STUDENT CARD**

International students enrolled in an exchange program can obtain an ISC Student Card. For this to happen, please Upload your ID picture on the school's intranet: MYISCampus. A student card gives you access to the lowest fares for museums, cinemas and more.

## **PICK-UP SERVICE**

We will be happy to give you a warm welcome! Arrivals to Paris can be by airplane, train, bus or car. In case you arrive by plane (there are two international airports in Paris – Orly and Roissy-Charles de Gaulle), a COSMOPOL ISC Student member will either pick you up and drive you to your accommodation or arrange a taxi for you. If you would like to benefit from this pick-up service, send a confirmation with all your details as soon as you have your flight/train confirmation to [pickup.isc@gmail.com](mailto:pickup.isc@gmail.com).



# CALENDAR

## ISC PARIS ACADEMIC CALENDAR

### FALL SEMESTER

Introduction Day for International Students.....	Mid September
Intensive French Course.....	Mid September
Start of Classes.....	Third week of September
End of Classes.....	Third week of December
Exams.....	Third week of December
Winter Holiday.....	Two weeks between Christmas and New Year

### SPRING SEMESTER

Introduction Day for International Students.....	Early January
Start of Classes.....	Second week of January
End of Classes.....	Early April
Exams.....	April - May

### Bank Holidays in France

- 1<sup>st</sup> May – Labour Day “Fête du Travail”
- 8<sup>th</sup> May – Armistice Day 1945
- A Thursday in May – “Ascension”
- A Monday in May – Whit Monday “Pentecôte”
- 14<sup>th</sup> July – National Day “Fête nationale”
- 15<sup>th</sup> August – Assumption “Assomption”
- 1<sup>st</sup> November – All Saints Day “Toussaint”
- 11<sup>th</sup> November – Armistice Day 1918
- 25<sup>th</sup> December – Christmas “Noël”
- 1<sup>st</sup> January – New Year “Jour de l’An”

## SOCIAL PROGRAMS FOR STUDENTS

While in Paris, you will be exposed to the diversity of the city and to French culture. In order to guide you, the International Department works closely with the COSMOPOL junior enterprise. Cosmopol is one of the 20 ISC junior enterprises. Their job is to help international students with administrative steps (accommodation, insurance...). They also help international students to discover Paris, its Monuments, museums, ect.

### COSMOPOL: THE SOCIAL PROGRAM FOR INTERNATIONAL STUDENTS

Whenever and whatever the need, someone from the International Office or COSMOPOL will help you find solutions to Your issues.

### HELP INCLUDES:

- 1. Welcome - Pick-up service:**  
*from airport, train station...*
  - Administrative assistance: formalities
  - Help with housing search
  - Daily presence at the International Office and at COSMOPOL
- 2. Integration - buddy evenings:**  
*have your own “ISC student angel”*
  - Day-trips out: experience a weekend in a French place of interest, such as “Mont Saint Michel”, “the vineyard route” and more.
  - “Erasmus Parties”: parties for international students.
- 3. Share your culture with ISC students during international events:**
  - International fair: be the ambassador of your home university and give information to students wishing to go abroad.



« Cosmo makes all the students feel like home.

Thank you for all »

Andrea Martinez Fernandez  
Universidad de León - Spain



# 20 ISC PARIS JUNIOR ENTERPRISES

The 20 non-profit Junior Enterprises are at the heart of ISC Paris and distinguish us from other schools. No other institution in France offers as many services covered by junior enterprises. They are part of the pedagogical system of the school because of the hands-on experience they give to students. Junior enterprises are comparable to small companies. Students have the same opportunities

to create and develop projects and to evolve as in a real company. Each institution has a company framework with a president, a communication department, a financial manager... As one of our students said: "Being a member of a non-profit junior enterprise is being part of a family." As an international student, you can be part of an ISC Paris nonprofit Junior Enterprise.

## **BUREAU DES ÉLÈVES**

Start: 1963

Aim: In relation with the directors of ISC Paris, the "BDE" presents, coordinates and monitors the projects of each of the junior enterprises. It participates in the school's life and promotion. Its weekly meetings with senior staff members assure communication within ISC.

## **SPORTS & CREATIVE INDUSTRIES**

### **STADIUM**

Start: 2000

Aim: Stadium promotes ISC Paris to students willing to apply. They organise events around sports like basketball competition. The winner is offered the ISC Paris tuition fees.

## **BUREAU DES SPORTS** (celebrating its 50 years)

Start: 1964

Aim: The "BDS" offers sports to all students and organises events – European football and rugby tournaments, ski week...

## **MOTORS**

Start: 2008

Aim: Dedicated to mechanical sports and to road prevention.

## **BUREAU DES ARTS**

Start: 1994

Aim: BDA promotes art and helps make ISC students more sensitive to culture and to the artistic environment during different creative events.

## **SOCIAL ENTREPRENEURSHIP START**

Start: 2005

Aim: Start helps young people who are being removed from school to value their personal qualities and be integrated socially and professionally.

## **AIDE MONDIALE**

Start: 1993

Aim: Each year, Aide Mondiale organises humanitarian operations internationally. This year, three operations will take place in three continents.

## **SOLIRACE**

Start: 1999

Aim: Solirace actively prevents young people against AIDS. Their bus tours 15 cities around France and Europe.

## **HUMAN**

Start: 1993

Aim: Human provides tutoring, liveliness in hospitals, Christmas trees and sports competitions to underprivileged and disabled children.

## **MULTIMEDIA AND FASHION WAVING**

Start: 2011

Aim: Waving works with the Communication and Marketing department of ISC Paris. They create web sites, posters, tshirts and hoodies with the school's logo.

## **EVO**

Start: 2010

Aim: Its objective is to introduce ISC students to new technologies during events where the latest products are shown.

## **STUDIO**

Start: 2007

Aim: Studio organises events related to luxury goods and fashion. Its most important project is a young creators' competition.

## **VISUAL**

Start: 1998

Aim: Visual reports all the events at ISC Paris and also works for companies and individuals.

## **CONSULTING AND COMPETITION INVEST**

Start: 1995

Aim: Invest organises many financial events at ISC Paris, offers services to several financial companies and runs the students' investment club.

## **YOUR**

Start: 1970

Aim: YOUR is certified ISO 9001 and is ranked amongst the top 4 junior enterprises in France. Each year, it does nearly 80 market studies in three fields of expertise – marketing, finance and communication.

## **CHALLENGE**

Start: 2012

Aim: Challenge coordinates different business competitions (Champion, Feeling, Sife and Euromanager) in which ISC Paris participates in.

## **ACCEDE**

Start: 2000

Aim: Accede helps and gives advice to job seekers who want to launch their own businesses.

## **COMPANY AND INTERNATIONAL PARTNER**

Start: 2007

Aim: During forums, conferences and special evenings, Partner helps students build their professional projects and encourages them to communicate with former students and ISC partner companies.

## **NETWORK**

Start: 1990

Aim: Network provides job services which enable many students to work punctually or regularly during their studies – sales events, telemarketing, chauffeur... It pays students between 9 and 10 per hour.

## **COSMOPOL**

Start: 2006

Aim: Cosmopol offers internships abroad to students, welcomes international students and organises international events.



*"I really enjoyed my experience as a member of the association YOUR. All the members were very friendly, the General Secretary was very helpful and explained me a lot about the activities and work of the association. I participated in the regional Congress debate, it was a great experience. I was part of a real team and it felt amazing. I was proud of my association when I saw how they organized the conference with Francois Fillon".*

*Olga Borkovskaya - Girne American University - Cyprus*



# STUDY FACILITIES



## MY ISC CAMPUS

ISC Paris has a useful tool for professors and administration to communicate with students. Go to My ISC on Intranet with your code which will be sent to you by email prior to the beginning of the term.

**In the ECTS Guide**, you will find a course catalogue, enrolment information and course descriptions.

**In Mes cours**, you will find a timetable for the current month with course titles, the names of the lecturers and classrooms. Professors may ask students to read articles, case studies and syllabi on line. In Moodle you will find course material.

**In MyMail ISC Paris**, each student has an ISC Paris email account (on gmail) `firstname.surname@iscparis.com`

**In the Career center ISC**, you will find internships offered worldwide.

**In Infos personnelles**, it is important that you give your contact details.

## PARIS LIBRARIES

Some of your subjects will require important research. The most well known and important libraries are:

### BIBLIOTHÈQUE PUBLIQUE D'INFORMATION:

the library is inside the famous cultural centre "Centre Georges Pompidou" at the heart of Paris. Entrance to the library is behind the Pompidou Center, not on the esplanade. Bibliothèque Nationale de France: this recent and huge library is known as Bibliothèque François Mitterrand.

The modern architectural style of this place is striking.

Bibliothèque Publique d'Information  
Centre Georges Pompidou  
Entrance : rue Beaubourg  
75004 PARIS

Phone 00 33 1 44 78 12 33  
[www.bpi.fr](http://www.bpi.fr)

Métro: « Rambuteau »,

« Hôtel de Ville »,

« Châtelet », « Les Halles »

Open until 22h (even on Sunday),  
closed on Tuesday

### BIBLIOTHÈQUE NATIONALE DE FRANCE

Quai François Mauriac

75013 PARIS

Phone 00 33 1 53 79 59 59

[www.bnf.fr](http://www.bnf.fr)

Métro:

« Bibliothèque François Mitterrand »

### PUBLIC LIBRARIES IN PARIS

Paris counts 65 public libraries. Open from Tuesday to Saturday. Entrance and registration are free of charge

(except for CDs and videos). To register you will need to show a proof of address in Paris

(electricity bill). You can borrow books three weeks at a time.

You will probably have a library close to your place. Check [www.paris.fr](http://www.paris.fr) (under "Education").

Search for a library in Paris:

<http://bibliotheque.equipement.paris.fr/>

### PRIVILEGED PARTNERSHIP

ISC Paris has made a partnership with the City Hall of Levallois and the library Mediathèque Gustave Eiffel. With your student card, any students from ISC Paris can access the multimedia library, books, music store, dvds for free.

### ISC LIBRARY

The ISC library (ISC 3 building) is a calm place to study. It has more than 70 newspapers and magazines, including 20 international publications. (Time, Newsweek, The Economist, Harvard Business Review, Stern, WirtschaftsWoche, Werben & Verkaufen, Cambio 16, Tiempo, Business, France Japon Eco, TextArab, ect).

There is full research support for the academic subjects taught at ISC Paris (Economics, Law and International Law, Human Resources, Marketing, IT, Accounting, International Business, Communication, E-Business).

You can also find a "Pôle Emploi" which brings together good references to look for a work placement or job, and a "Pôle Langues" with language material (dictionaries, books..).

### SCHOLARVOX – ON-LINE LIBRARY

An additional 70,000 books are available on-line.



# LIVING IN FRANCE

## FORMALITIES

### Before coming to France: Student Visa

Foreign students staying in France more than three months must have a Student Visa delivered by the French representatives in their home country (Embassy, Consulate).

Only the residents of the following countries do not need a visa:

- Countries part of the European-Union,
- Countries that have subscribed to an agreement within the European economic area: Finland, Liechtenstein, Norway, Sweden as well as the following states: Andorra, Monaco, Saint Marin, Saint Siège, Switzerland.

The admission transcript can enable students to obtain a Student Visa (ask the French services in your country for more information).

Without a Student Visa, students will be allowed to stay on the French territory only for the period covered by the consular visa.

Please remember that you are responsible for complying with French laws regarding residence.

### After your arrival: "Demande d'attestation OFII"

The Student Visa is a stamp in your passport. As the Consulate in your home country delivers your Student Visa, you will be given a form called "Demande d'attestation OFII" that you will need to bring to Christelle DOMBASI at the ISC Paris International Department, fully completed. This is one of your first priorities after arrival.

Besides being a legal requirement, it is essential to give you access to benefits such as housing assistance.

### Compulsory Medical Visit

You will be invited to a compulsory medical visit where you will need to bring the following documents:

- Passport
- ID photo (head uncovered)
- Proof of address in France: rent receipt ("quittance de loyer"), gas, electricity, water or land-line bill ("facture"), letter from someone letting you stay at his/her place ("attestation d'hébergement").
- 58 euros stamp

During the medical visit, a sticker will be given to you in your passport to finalize the Student Visa procedure.



# ACCOMMODATION

You should be aware that accommodation in Paris is quite expensive, and the Parisian area has an excellent none-expensive transportation network, thus do not forget to look for accommodation in towns close to ISC such as Levallois-Perret, Asnières, Clichy, Courbevoie and La Défense.

The ISC International Department provides help to international students regarding accommodation. Our experience in that field has led us to having a real-estate network, with ads for shared and individual rentals.

If you need assistance, fill in the "Housing Form for Assistance" and send it along with your application.

## LOW BUDGET ACCOMMODATION

### LA CITÉ INTERNATIONALE

Universitaire de Paris »: (CIUP) The CIUP is a true campus in the heart of Paris. Each year, it houses over 5,000 students from 126 countries in 37 "Maisons" (homes). Your country of origin is certainly represented. Information about admission procedures, activities and services can be found on each Maison's website. The complete list of websites can be found at [www.ciup.fr](http://www.ciup.fr) (see the "foreign students" link).

Note:

- These "Maisons" always have long lists of applicants. Refer to each Home's website for further information.
- You can pre-register on the Internet at the following link: <http://workflow.ciup.fr/citeu/site/login.php?langue=en>

### THE "FOYERS" (HOSTEL)

The "foyers" accommodate young people from 16 to 25 years old. This option has good price value: 450 euros/month for a furnished room and services (half-board is also available). Each "foyer" has special rules and is not open to both genders. A list of the "foyers" is available on [www.unme-asso.com](http://www.unme-asso.com) Contact the ones you are interested in to reserve.

## PRIVATE RESIDENCES

The "résidences privées" offer a high quality of comfort and services (laundry facilities, internet access, ect) with a student atmosphere. Due to their popularity you must book in advance. (eg: in June for September). This is an ideal option for students staying two terms. For most of them you can apply on-line.

Closest residences to ISC Paris:  
[www.estudines.fr](http://www.estudines.fr)

« Les Estudines Paris-Levallois » in Levallois-Perret,  
« Les Estudines Victor-Hugo » in Clichy La Garenne,  
« Les Estudines Grande Arche » in Courbevoie.

Early application - more than 3 months ahead.

[www.residence-services.comadim.fr](http://www.residence-services.comadim.fr)

2 halls of residence with furnished or non-furnished studios in Levallois Perret: « le Cambridge 1 » and « le Cambridge 2 » (2 minutes from ISC Paris). Also see : « Les Lauréades de la Défense », « Les Lauréades de la Grande Arche ». If you live near La Défense (Grande Arche), the Bus 174 goes directly to ISC Paris. Stop at Gare Clichy Levallois (5 minute walk from the school). You can also take the train to Clichy Levallois (5 minute walk from the school) if you change at Gare St-Lazare or at Bécon-les-Bruyères.

## SEARCHING THROUGH ADS

A good idea is to publish a small ad in places of interest for international people living in Paris. These can be bulletin-boards at churches or in international magazines. Many owners prefer to consult small ads in order to select people and avoid being contacted by thousands of people each day. The « Fusac » Magazine: For the English speaking community in Paris, Fusac is well known for ads offering Housing and is distributed in Irish and English pubs and bookstores. Also see [www.fusac.fr](http://www.fusac.fr) You can

publish an ad (36 for a 20 word ad).

See <http://paris.fr.craigslist.org/>

Also see the following places to read many ads placed by owners and flatmates. You can also post your own

The American Church in Paris

65, quai d'Orsay

75007 Paris

+33.(0) 1 40 62 05 00

The American Cathedral in Paris

23, avenue Georges V

75008 Paris

+33.(0) 1 47 23 38 71

## SEARCHING THROUGH THE WEB

- lodgis.com

- icade.fr

- erashome.com

- parisforstudents.com

- campushabitat.com

- paris-apartments-rent.com

- apartofparis.com

- book-a-flat.com

- paris-housing.com

For shared accommodation Meetings take place in Paris once a month where people look for flatmates.

- colocation.fr

- appartager.com

- kel-coloc.fr

- placeducampus.fr

- e-cologis.com

Note: Do not hesitate to contact the ISC International Department for advice.



*I have found an apartment from one of your offers on Cosmo facebook page. Thank you very very very much Can Uzun - Istanbul University- Turkey*



# USEFUL TIPS

## THINGS TO CONSIDER FOR PRIVATE ACCOMMODATION

Once you find accommodation, you may have to pay a deposit equivalent to up to two months rent, plus one month rent (always ask for a receipt). You may also have to pay for gas, electricity and telephone services. You should therefore have available around 1,000 for initial expenses and accommodation. When you are visiting places to rent, make sure to find out exactly what is covered by the rent ("charges" cover elevator expenses and cleaning in the building hallway and staircase). The Student Housing Service can assist you with finding accommodation and give you advice about leases. Many international students choose to sublet accommodation because it is easier and sometimes less expensive to find housing this way. In that case, you should be aware that you won't receive financial housing benefits, except if your owner agrees to sign a housing certificate for you.

## ADDRESSES FOR TEMPORARY ACCOMMODATION

If you haven't found an accommodation once you are in France, we can recommend some less expensive addresses. Contact the ISC International Department a.s.a.p. Please check availability of rooms before deciding to move into one. Check the website for youth hostels in Paris and France on [www.fuaj.org](http://www.fuaj.org)

- "Auberge de Jeunesse Léo Lagrange"  
107, rue Martre - 92110 CLICHY (Métro: « Mairie de Clichy » on line 13)  
Phone: + 33 (0)1 41 27 26 90  
Fax: + 33 (0)1 42 70 52 63  
Email: [paris.clichy@fuaj.org](mailto:paris.clichy@fuaj.org)

Students also enjoy the HipHopHostels selection on [www.hiphophostels.com](http://www.hiphophostels.com)

- Woodstock Hostel:  
[www.Woodstock.fr](http://www.Woodstock.fr)  
48, rue Rodier  
75009 PARIS  
Phone: +33 (0)1 48 78 87 76  
Fax: +33 (0)1 48 78 87 76
- Young and Happy:  
[www.youngandhappy.fr](http://www.youngandhappy.fr)  
80, rue Mouffetard  
75005 PARIS  
Phone: +33 (0)1 47 07 47 07  
Fax: +33 (0)1 47 07 22 24

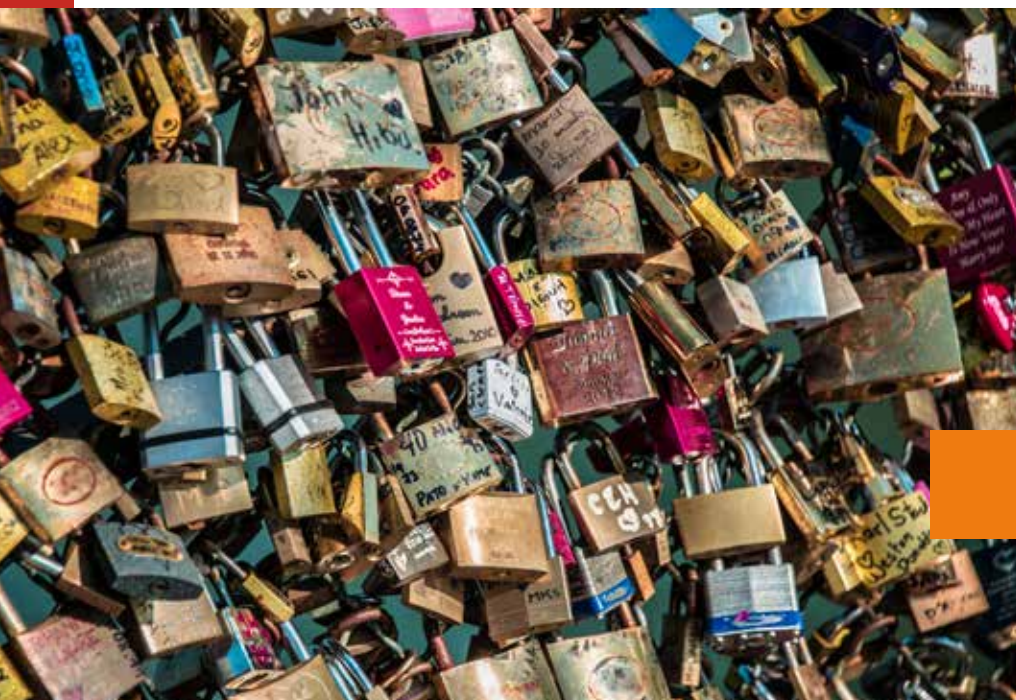
## FINANCIAL HOUSING BENEFIT

The following only concerns students who study in France for a full academic year. Any person living in France may apply (whatever his/her nationality or family situation) for a Financial Housing Benefit ("A.P.L." = Allocation Pour le Logement). It will be determined according to the financial resources of the people living in the accommodation, their age and the price of rent.

- Where to apply  
Apply on-line to the Caisse d'Allocations Familiales (C.A.F.) on: [www.caf.fr](http://www.caf.fr)  
Fill-in the student file, print it, join the documents required\* and send it to the given address. This application is dependant of the CAF (Social Service Office) where the accommodation is located (district or town).

\*Documents required:

- RIB (Relevé d'Identité Bancaire) delivered by your French Bank
- Copy of your stamped visa or European ID card
- Waiting time:  
An answer takes 3 to 6 weeks after application. You can't apply for this if:
  - You don't have a stamped visa and need one
  - You sub-rent a place (except if the landlord accepts to give you a housing certificate: "Attestation d'hébergement")
  - You don't have a French bank account



# HEALTH



## HEALTH INSURANCE

International Students must be insured during their stay in France. Contact the French Embassy or Consulate in your home country about the French « Sécurité Sociale ». The French health-care system is one of the best in the world.

The level of care in French hospitals is of very high quality, and a universal insurance system makes health care available to everyone, even to students from abroad if they come to France for a full academic year.

All hospitals have an emergency room that is open 24/7. Physicians and pharmacies can be on call nights and weekends. The renowned French system of health insurance reimburses a portion of participants' medical expenses (if they are under 28) in return for a mandatory annual contribution of 192 euros a year.

Student group health plans are available to cover all or part of that portion of your medical bills that is not covered by the basic national system. Premiums for such supplemental coverage start at 110 euros per year.

Choose one of the two French Sécurité Sociale Student Insurances:

[www.lmde.fr](http://www.lmde.fr) or [www.smerep.fr](http://www.smerep.fr)

## TO CONSULT A DOCTOR

The French social health system enables you to be covered for health problems without being ruined. Don't hesitate nor wait for complications to consult a doctor or specialist. We strongly recommend you avoid delaying consultations and treatment. If you do, it will be to the detriment and risk of your health. The old saying is appropriate: prevention is better than cure.

### GENERAL PRACTITIONERS OR SPECIALISTS:

General practitioners deal with all health problems from strep throats to back aches. Specialists, as the name indicates, are specialized in a pathology or part of the body: obstetrician for childbirth, ophthalmologist for the eyes, neuropsychiatrist for psychopathologies, etc.

### CONSULTATION FEES:

General practitioner: 25 €

Specialist: 45 to 70 €

Fees are higher if the doctor has to make a house visit, at night, on a Sunday or on a public holiday.

### FOR EMERGENCIES:

■ SAMU (paramedics): in case of accidents with bodily damage Tel: 15

■ Sapeurs-Pompiers (firemen): Tel: 18

■ Police or Gendarmerie: Tel: 17

■ SOS Médecin (SOS Doctor): available 24 / 7

Paris Tel: 01.47.07.77.77

Hauts de Seine Tel: 01.46.03.07.44

■ Pharmacy open 24/7 - 84 avenue des Champs Elysées, Paris 17th

Tel: 01.45.62.02.41

### WHERE TO CONSULT AN ENGLISH SPEAKING DOCTOR OR SPECIALIST

Embassies offer short-lists of doctors and specialists.

For English-speaking doctors, see the American Embassy in Paris <http://france.usembassy.gov/>

# BANKS

## YOU WILL NEED A FRENCH BANK ACCOUNT

Having a French bank account can ease your daily life. In many cases, you will need to have a French bank account to have access to services, for example to apply for a financial housing benefit, to subscribe to a phone company and to a student transport card. Your bank identification number is called R.I.B. (Relevé d'Identité Bancaire).

## WHERE TO OPEN AN ACCOUNT

When students from abroad wish to open a bank account, they are asked to provide a long list of documents. To facilitate international students, ISC Paris has negotiated a special partnership with the French bank "LCL – Le Crédit Lyonnais". One of their branches is a 3 minute walk from ISC Paris. Here, international students can open an account without charge and benefit from a one-year free Visa credit card.

LCL  
48, rue Victor Hugo

92300 Levallois-Perret  
01 41 06 54 00

Note: This free credit card is available twelve months, so don't forget to close your French account when you leave.

## REQUIRED DOCUMENTS TO OPEN AN ACCOUNT

1. An Enrolment Certificate from ISC Paris
2. Copy of your passport or ID card
3. Housing contract

## MORE PRACTICAL INFORMATION

### COST OF LIVING IN FRANCE

Here is a sample of a monthly budget. You'll notice that half of monthly expenses go towards housing. The figures here are for a private apartment. They should give you a good idea of what it costs to live in France.

Accommodation.....	650 euros
Food.....	260 euros
Health Insurance.....	60 euros
Local Transportation.....	70 euros
Amusement and Recreation.....	150 euros
Miscellaneous.....	150 euros
TOTAL .....	1,340 euros

### FRENCH LANGUAGE COURSES

ISC Paris offers French as a Foreign Language courses. If you are planning to have extra courses, here are some good addresses:

The « Alliance française »,  
School of French language and civilisation 101, bd Raspail, 75006 Paris, 00 33 1 45 44 38 28  
[www.alliancefr.org](http://www.alliancefr.org)

The « Cours Municipaux pour Adultes de la Ville de Paris » Information on [www.paris.fr](http://www.paris.fr) under the link "education" Registration happens on September 1<sup>st</sup> and January 2<sup>nd</sup>.

See FUSAC for other private language schools. [www.fusac](http://www.fusac)

# LEISURE AND ACTIVITIES

## CULTURE

### PARIS GUIDES:

"Le Pariscope" and "Officiel des Spectacles" are weekly magazines which list all cultural events happening in Paris and its suburbs. These guides can be bought at newsstands. They have listings for cinema, music, nightlife, theatre, art, gastronomy, flea markets, exhibitions.

Le Pariscope has a special chapter in English. Remember that your student card provides reduced fares for museums, cinemas... There is free access to many different museums every first Sunday of each month (Musée du Louvre, Musée d'Orsay, Musée Picasso, Arc de Triomphe, Musée Rodin...)

Find more information on:

Paris web site: [www.paris.fr](http://www.paris.fr)  
(cultural events, museums, cinemas...)

Ministry of Education and Culture:

[www.culture.fr](http://www.culture.fr) In English:  
[www.paris-tourist.com](http://www.paris-tourist.com);  
[www.paris.org](http://www.paris.org)

## SPORTS

### SPORTS AT ISC PARIS

"Le Bureau Des Sports", known as "B.D.S.", will offer you to choose amongst 20 activities (tennis, fitness, body-building...). Join our Volley Ball, Basket Ball, Football or Rugby Team. Choose between our Golf Club, the Edhec regatta, the annual ISC ski week and more... Sports facilities are within walking distance from ISC.  
[contact@bdsisc.com](mailto:contact@bdsisc.com)

## GOOD TO KNOW

Different sport events will give you the possibility to combine sports with cultural aspects. Discover Paris riding a bicycle or roller-skating. Different events are organized with the permission of the city and its security units:

### EVENT "PARIS RESPIRE"

Every Sunday from 9 am to 5 pm the banks of the Seine River and different places of interest are closed to cars and reserved to pedestrians, bicycles and roller-skates. Bicycles can be rented. [www.paris.fr](http://www.paris.fr)

### EVENT "ROLLERS & COQUILLAGES"

Every Sunday afternoon, for several hours, the group leads skaters of all levels through the streets of Paris. Each week the route is different. The "Prefecture" provides not only permission to interrupt traffic, but also a full police escort, including policemen on rollerskates (unique in the world) and ambulances. More than 10,000 participants take part. [www.rollers-coquillages.com](http://www.rollers-coquillages.com)

### EVENT "PARIS ROLLER",

Friday night fever Every Friday evening (except when it rains), the ride starts at 10 pm and lasts 3 hours.  
[www.pari-roller.com](http://www.pari-roller.com)



# COMMUNICATION

## POST OFFICE

Post offices are open weekdays (8 am-7 pm) and on Saturdays (8 am-12 pm). In Paris, the Louvre Post Office (52, rue du Louvre 75001 PARIS – Métro Louvre) is open 24/7.

Mail boxes (“boîtes aux lettres”) are yellow and can be found everywhere in Paris (often close to cafés-tabacs and intersections). They generally have two slots marked: “Paris et Banlieue” (suburbs) and “Province et Etranger” or “Autres Destinations” (everywhere outside Paris and its suburbs).

## GOOD TO KNOW

Your local post office can ensure your mail forwarding for 6 months or one year. All you have to do is fill out a form and pay a fee of 20 €/ 6 months. [www.laposte.fr](http://www.laposte.fr)

## MOBILE PHONE

Mobile phone operators on the French Market:

- SFR ■ Orange ■ Bouygues-Telecom ■ Virgin Mobile
- La Poste Mobile in the post office ■ Free Mobile ■

We would advise you to purchase pre-paid cards for your cell phone. You can also buy international or national cards in tobacco stores or post offices. Telephone directory on [www.pagesjaunes.fr](http://www.pagesjaunes.fr) and [www.pagesblanches.fr](http://www.pagesblanches.fr)



# CHECK-LIST

## DOCUMENTS TO BRING

- Several black and white ID photographs, format 3.5 x 4.5 cm
- Proof of financial resources showing how you plan to finance your studies and living expenses. Alternatively, a certificate (duly translated and certified) of your scholarship award.
- Student card from your home Institution
- Original documents that were submitted to the French Consulate or Embassy in your home country. You may be asked to show these at Customs when entering France.

- Medical record and vaccination Sheet

- Insurance or health coverage

If you plan to drive while in France, you will need:

- International driver's license
- International automobile insurance or if you rent a car you will have to have an insurance.

# GETTING AROUND PARIS

The Parisian network is safe and well developed, thus you will not have any problem travelling in Paris and its surroundings. The transportation system including Metro, RER, Bus, Night Bus and Tram lines in and around Paris, are part of the R.A.T.P network and trains of the SNCF company. For any detailed information or to print an itinerary, go to [www.ratp.fr](http://www.ratp.fr) and [www.voyages-sncf.com](http://www.voyages-sncf.com). You will find maps, information about different transportation itineraries, prices, ect.





# TRANSPORTATION

## TRANSPORTATION NETWORK & HOW TO GET TO ISC PARIS

The Parisian transportation system is divided into different geographical zones. Paris is zone 1 and 2. If you live in a nearby city you will probably live in zone 3. To buy a ticket or transportation card you should be aware of the number of zones you will need to travel in, for the cost of your fee depends on the number of zones.

### MÉTRO:

Fast and easy to use, it stops all over Paris and offers many connections. When going to a place, ask for the name of the closest "Métro" stop. Check on a map the line number and find out which direction you need to take. The Parisian metro has 14 lines which each have their own number and color for easy identification. The closest métro station to ISC Paris is "Louise Michel" on line Line 3, direction Pont de Levallois - Bécon (if coming from Paris). Then, it's a 10 minute walk.

### R.E.R:

Faster than the Métro, it is the express train for Paris. It has fewer stops than the Métro but it also serves suburban cities. The RER has 5 lines, which each have their own letter (A to E) and color. The closest RER station to ISC Paris is "Pereire" on line C. It's a 15 minute walk to/from the school.

### BUS:

Paris has many bus lines. Buses run every 5-15 minutes, depending on the time of day. The ones you will mostly use are Bus 53 and 341 (the closest stop to ISC Paris is "Alsace") and Bus 94 (stop at "Reims - Hôtel des Impôts"). You can catch Bus 53 at "Opéra" or "Saint Lazare", Bus 341 at "Ternes" or "Pereire" and Bus 94 at "Wagram", "Villiers" or "Saint Lazare".

### TRAIN:

The station "Clichy Levallois" is two stops from Saint-Lazare (one of the 6 main train stations in Paris). "Clichy Levallois" is a five minute walk from ISC Paris: when leaving the station, turn right, go to the traffic lights, turn left on rue Victor Hugo, cross two streets, and you will see the ISC 2 building on your left just across from the shopping mall So Ouest.

### TAXI:

Late at night, we recommend you use a taxi to get home safely. You can call a taxi or go to the closest "Station de taxi". Taxis are available when their lights are out. Taxi lights: White = city fare, Orange = suburban fare, Blue = night fare. Ask the driver to take you to "Porte d'Asnières". You will see the maroon and white ISC logo as you come across the "périphérique" ring road. The first building, ISC 1, houses the administrative offices and junior enterprises. The second building, ISC 2, houses classrooms and the International Department offices. This building is about 50 metres further along the street "Victor Hugo" in the town Levallois-Perret.

### CAR:

Take the "boulevard périphérique" and get off at Porte d'Asnières.

### TRANSPORTATION TICKETS

"Carte Imagine R": (= Student Card)

This is a special one-year card for students under 26, at a very low cost: (Inner Paris zone 1 and 2 is 341.90 euros per year and 37.10 euros for the monthly pass). This card is 50% cheaper than the normal Pass Navigo.

Regardless of the number of zones paid for, you have unlimited travel throughout all Ile-de-France (Paris and its suburbs) on weekends, public holidays and school holidays.

For more information:

<http://www.imagine-r.com> and

<http://www.ratp.fr/>

If you want to subscribe to the "Carte Imagine R" you will have to fill in an application form that you will find at any metro stop and give a photo, one ISC Paris enrollment certificate and a RIB (French bank account reference). This option is recommended to students studying the academic year. If you rarely use transportation:

- A "carnet" of 10 tickets is 14.10 euros

- The traditional transportation card "Pass Navigo": Weekly (Inner Paris zone 1 and 2 is 21.25 euros) or monthly transport card (Inner Paris zone 1 and 2 is 70 euros).

With this card you can use the transportation network in Paris and its suburbs in determined areas (according to the number of zones you pay for) without limit. The Pass Navigo is a photo-card with a special ticket (weekly or monthly ticket).



# TRANSPORTATION

## PARIS AND EUROPE

You will enjoy Paris for its rich historical and cultural heritage, for its thriving student atmosphere and for its cosmopolitan ambiance. Because Paris is situated at the heart of Europe, you will be able to easily reach other interesting cities and sites via French and European transportation networks. Indeed, Paris is ideally placed if you intend to explore and visit Berlin, Krakow, Geneva, Manchester, Seville, Naples, Riga or Zagreb. Check « youth », « student » or « under 25 » deals offered by airlines, railways and coach companies.

### OUR SELECTION:

- Carte 12-25: travel card for the French railway network, up to 50% discount. [www.sncf.com](http://www.sncf.com)
- Pass for the European railway: travel Europe with amazing discounts [www.raileurope.com](http://www.raileurope.com) and [www.railpass.com](http://www.railpass.com)
- O.T.U. Voyages: Student travel agency offering great discounts [www.otu.fr](http://www.otu.fr)
- Low cost companies: low-price flights within Europe [www.easyjet.com](http://www.easyjet.com)

## TRAVEL FROM PARIS INTERNATIONALLY

### AIRPORTS

Paris has two international airports: Roissy-Charles de Gaulle and Orly. Both airports have frequent bus and RER services to the centre of Paris. A fair from either of the airports to Paris is around 10 euros. From both airports, a taxi costs about 50 euros with luggage. [www.adp.fr](http://www.adp.fr)

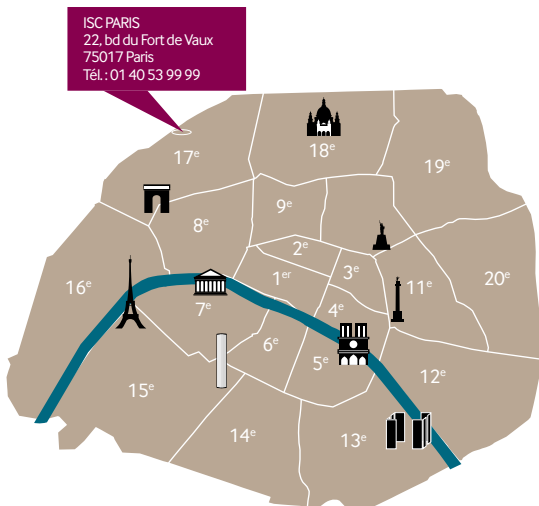
### TRAIN STATIONS

Paris has 6 main train stations. Many direct international rail services connect Paris to other European cities:

- From Gare du Nord, the Eurostar goes to London, Bruges... The Thalys goes to Brussels, Amsterdam, Cologne...
- From Gare de Lyon, the TGV goes to Italy, the TGV Lyria goes to Switzerland.
- From any other train station, the TGV (fast train) travels within France and to neighbouring countries.



# DIRECTORY AND USEFUL INFORMATION



ISC PARIS  
22, bd du Fort de Vaux  
75017 Paris  
Tél.: 01 40 53 99 99

ISC CAMPUS: 3 BUILDINGS  
ALL WITH WIFI ACCESS

#### ISC 1:

Basement: Cafeteria  
Ground floor & 1<sup>st</sup> floor: Junior Enterprises  
2<sup>nd</sup> floor: Administration Offices  
MBA Administration

#### ISC 2:

Basement: Classrooms,  
3 Lecture Halls, 2 Computer Rooms with printers  
Ground floor/Open space: Computers and printers  
1<sup>st</sup> floor: Classrooms  
2<sup>nd</sup> floor: Classrooms, Professors' room

#### ISC 3:

International Office  
Library  
Lecture Hall  
Adult Continuing Education Office

#### ISC 4:

2<sup>nd</sup> floor: Tenured Professors' Offices

## Contact Numbers

Emergency  
Firemen.....18  
Accident, emergency.....18 or 15 or 112  
Police.....17  
SOS Médecin (SOS Doctor)  
Dept. 75.....01.47.07.77.77  
Dept. 92.....01.46.03.07.44  
Pharmacy open 24/7..... 01.45.62.02.41

Lost and found.....08.21.00.25.25  
36, rue des Morillons  
75015 Paris

#### Lost credit cards and check books

Carte Bleue Visa, Cirrus.....08.92.705.705  
American Express..... 01.47.777.200  
Eurocard Mastercard..... 01.45.67.53.53  
Lost check-books..... 08.36.68.32.08

#### General information

Time check..... 36 99  
RATP Multilingual Information..... 08.92.68.77.14  
SNCF Information..... 08.91.36.20.20  
Eurostar Information..... 08.36.35.35.39  
Roissy CDG Airport..... 08.36.68.15.15  
Orly Airport..... 01.49.75.15.15  
France Telecom (in English)..... 08.00.36.47.75

#### Lost or stolen passports:

You must declare the loss to the nearest  
police station and keep the receipt for any further  
procedures.

#### Post Office open 24/7

52, rue du Louvre - 75001 Paris



«According to the website Intelligence Unit, Paris is ranked first city worldwide for the best place to study.»

## ABOUT ISC PARIS

■ Established in 1963, ISC Paris - Business School is committed to providing business students with the high level management skills necessary to operate and perform in a global environment. ISC Paris is part of the highly selective French "Grandes Écoles" and member of the prestigious "Conférence des Grandes Ecoles". Awarded by ISC Paris, the Master Degree is endorsed by the French Ministry of Education.

■ The Campus is located in Paris, where the majority of leading French multinational corporations are based, and the world's best city to be a student\*. The school benefits from the business reputation of the French capital, a major location where professional forums, conferences and trade fairs are held. Studying at ISC Paris can open doors to multiple careers in a variety of areas, in fashion, finance, high tech, hospitality, information systems, international trade, luxury, distribution, technology, and multimedia.

■ All our programs in Business and Management Studies, with 22 different areas of specialisations, give students access to unlimited competences which will surely boost their careers. With a network of more than 170 partner universities and institutions over 50 countries, ISC Paris not only provides unlimited career opportunities for students, but also makes them familiar with a diversity of cultures to help them gain an international perspective. Most of the programs are bilingual - English / French. ISC Paris also offers international programs entirely in English.

If your ambition is to secure an international career and study in one of the most fascinating and dynamic cities in the world, ISC Paris – Business School is the right place for you.

\* 2015 ranking of the best Cities for students, by higher education data expert QS

**[iscparis.com](http://iscparis.com)**

**ISC PARIS**  
**22, bd du Fort de Vaux**  
**75017 Paris**  
**+ 33 (0)1 40 53 99 99**



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