



# INTERNATIONAL STUDENT HANDBOOK



**MARSEILLE CAMPUS**

**D**ear international students,

*The aim of this guide is to help you get a successful arrival to Marseille as well as a successful start at KEDGE Business School.*

*Please take the time to read it carefully and completely before leaving your home country.*

*On behalf of the KEDGE Business School community, we would like to thank you for choosing to spend your study abroad experience with us. We will do our utmost to ensure that you make the most of your stay with us.*

*Just a few words of advice to you – embrace this opportunity that lies ahead of you, as you will grow in many ways as a result of this experience. Some of you will return to their countries with a new language to boast about, while others will have a clearer idea of what the future holds for them, either personally or professionally, or perhaps even both. You will have a new network of lifelong friends, having spent a very special part of your lives together. You will be more marketable in your careers, whether you choose to work in your home country or abroad – as some of you will choose to do. You will have more self-confidence, and have a better understanding of who you are and what makes you “tick”. Most importantly, you will see the world differently as a result of having lived and studied abroad. Stereotypes that you previously held will probably seem a bit “fuzzy” if not downright false, and political boundaries and nationalities will undoubtedly seem less important than concepts like “culture” and “tolerance”. And if you learn anything about management from your experience at KEDGE Business School, it is our hope that as future managers, you will learn to embrace diversity and appreciate the complexity of the world we live in.*

*Once again, Welcome to KEDGE Business School!*

*The International Student Office*

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# I. THE CITY OF MARSEILLE



“ The new Mediterranean resort, the gateway to Provence ”

The 2600 year old city of  
Marseille welcomes you!

The famous Canebière (Marseille's main central street) ends at the Old Port on Quai des Belges, the embarkation point for boat trips to the islands in Marseille Bay. The “ferry-boat” immortalised by Marcel Pagnol still runs between the North and South quays.

On the opposite side of the Old Port is the Panier (“Basket”) area, a tiny neighborhood perched on the hill that goes down to the Mairie (Town Hall). It bears the spirit of the city. Narrow alleys and dark steep streets seem to have been designed to keep out the sun. At the far Southern end of Marseille, the village of Les Goudes is the gateway to the Calanques. Here, the cabins built into the rocky slopes reach almost into the sea. At the very end of the road stands Callegongue.

You can also discover Marseille from the sea. You can take a boat trip to the islands of Frioul, Château d'If (where, according to the legend, the Count of Monte Cristo was imprisoned), Maïre, Pommègues and Ratonneau (where Hôpital Caroline was built during the Restoration). From the boat, you have a splendid panoramic view of the capital of the Mediterranean.



## Marseille

was founded around 600 B.C. by Greek sailors from Phocæa.

It was the first of France's cities, and it is surely the most complex.

Poorly known, Marseille does not instantly reveal its charms to the visitors. It takes time to understand Marseille and its passions, discover its strange beauty and take in its excesses.

You can start by strolling around the Vieux Port (Old Port). With its forest of masts, the fishwives selling freshly-landed fish at the open-air fish market and the café terraces flooded with sunshine, the Old Port is a permanent spectacle.

To the west, the imposing masses of the 17th century forts of St Jean and St Nicolas frame the harbor entrance. From the terrace of the Palais du Pharo (Pharo Palace), the former residence of the Empress Eugénie, there is a splendid view of the Harbor and the Mediterranean.

## II. ABOUT KEDGE Business School



***Euromed Management and Bordeaux Ecole de Management (BEM) become KEDGE Business School!***

KEDGE Business School is committed to creating new modes of teaching and personal development, connecting and strengthening its global community network and promoting responsible management practices. This approach is encapsulated by our brand signature:

**CREATE, SHARE, CARE.**

**CREATE: Changing the way we educate and conduct research to develop creative and innovative peoples' talent**

The reference here is to educational innovations that break with traditional learning structures by using devices such as temporary campuses or digital learning; by encouraging research (based on a twofold increase in budgets); and by nurturing entrepreneurship.

**SHARE: Interconnecting all our audiences in a learning experience carried out on a planetary basis and rooted in principles of solidarity, while changing our organisations and the territories where we operate**

The goal here is to nurture all talents regardless of people's origins, via existing programmes and ones run in emerging regions such as Asia, while linking them to the KEDGE Business School community.

**CARE: Having a long-term, planetary vision is a distinct advantage for top-performing decision-makers today. As is their ability to advance the cause of social responsibility.**

This mission is marked by its significant CSR positioning, encapsulated in a Care & Personal Development Centre that will make personal development a distinctive advantage for KEDGE Business School, alongside students' social commitment (validated CSR skills base, overseas internships in the charity sector).

## III. SCHOOL PRACTICAL INFORMATION

### PRE-DEPARTURE CHECKLIST

Before leaving your home country and your family, you must complete several formalities. Here is below a non-exhaustive list:

#### THINGS TO DO

- Check Campus France advice on how to prepare your stay: [Campus France arrival sheets website](#)
- Organise your travel arrangements: valid passport/ID Card, student visa (if applicable), air ticket, medical insurance (coverage in case of repatriation) and arrange a temporary accommodation (page 16) if needed
- Organise your accommodation for the duration of your stay and check with your landowner/residence all of the documents that will be required the day of your check-in.
- Inform your bank about your stay in France and plan your expenses.
- Bring some cash to cover living costs upon arrival in France (about 500€).
- Make soft and hard copies of all important documents (Visa, ID Card/ passport).
- Register for classes.
- Finalise your administrative registration on [campusvirtuel.kedgs.com](http://campusvirtuel.kedgs.com)
- Contact the InterAct association for a pick-up assistance at Marseille Saint-Charles train station.
- Plan to bring your medicines and their prescription if you have a specific medical treatment.

#### BE PREPARED FOR A CULTURAL TRANSITION!

- Consult some interesting web sites about our Region and city:
  - [The official French Tourist Office](#)
  - [Tourist guide on Provence and the Riviera](#)
  - [Provence tourist office official website](#)
  - [Marseille city hall official website](#)
  - [Marseille tourist office official website](#)















## ACADEMIC INFORMATION

For students coming from **Partner Universities**

### ACADEMIC PROGRAMMES

At KEDGE Business School-Marseille Campus, incoming students coming from partner institutions will take classes within the **KEDGE Bachelor or International Bachelor in Business Administration (IBBA)** programmes, or the **Master in Management** programme. The programme they will be accepted in depends on their level during the study abroad period:

		MARSEILLE CAMPUS		
		KEDGE Bachelor Professional Bachelor	IBBA International Bachelor	Master in Management
2 <sup>nd</sup> year Bachelor students →	FALL		 or 	
	SPRING			
3 <sup>rd</sup> year Bachelor students →	FALL		 or 	
	SPRING			
4 <sup>th</sup> year Bachelor students →	FALL		  or 	 or 
	SPRING			
Master students →	FALL			 or 
	SPRING			



Courses taught in French are offered

FALL = September – December



Courses taught in English are offered

SPRING = January – June



The number of credits offered in this language is of less than 30 ECTS

Prior to their arrival, incoming students must determine with their academic coordinator in their home institution the number and type of courses they need to take while at KEDGE Business School.

## COURSE OFFERINGS

Please download the **Programme Annex** and **List of Courses** corresponding to the programme you plan to attend at KEDGE BS on: [Academic Information](#)

**French as foreign language** courses are offered in each one of the three programmes.

Regular students usually take 6 courses per semester (except languages), that is 30 ECTS per term. Exchange students can take the number of courses they want, according to their home institution requirements.

**IMPORTANT: You cannot mix courses within the bachelor & master programmes as schedules overlap, including exams.**

Deadlines to drop/add classes are indicated on the online course selection application.

The course descriptions (syllabi) for all programmes are available on the following website [Campus Virtuel](#). Students do not need to enter any login/password to consult these syllabi. Students or academic advisors just have to click on “Netsyllabus (Public Area) at the bottom of the column on the left side. Then, select the academic year & semester of study and the programme.

### Examples for bachelor students

If you are a bachelor student interested in choosing a class from the International BBA programme Year 2, select “IBBA” programme, then “IBBA 2”.

### Example for master students

If you are a master student, select “Master of Science in Management”, and then choose “ESC Master 1” or “ESC Master 2”.

## COURSE REGISTRATION

The course registration process is different according to the programme. Instructions will be sent directly by the programme to you a few days before the registration period opens.

You will then find out your class schedule on [Campus Virtuel](#) under “My NetPlanning” a few days before the start of the semester.



## FINAL EXAMINATIONS & TRANSCRIPTS

Final exams are scheduled in the middle of the semester, and thus might be appearing late in the semester on your NetPlanning.

You have to wait for the exams schedule prior to buying your return air ticket.

Do not forget to bring your KEDGE BS student ID card (of the current academic year) **AND** your ID card/passport during the final exams period, this is mandatory to take your exams.

Students need to score a minimum of 10 to pass the course, on a scale from 0-20.

Transcripts of grades are automatically sent to the student's home institution about one month after the end of the semester.

Students can also find their grades via their virtual campus under the section "My Marks" right after the end of their final exams, subject to fill in their professor evaluation surveys (confidential) in time when requested.

## CREDITS & EUROPEAN GRADING SYSTEM

ECTS (**European Credit Transfer System**) is the system used throughout Europe for the assessment of academic achievement. The general application of this system is part of the Bologna process.

60 ECTS credits represent the workload of a year of study (30 credits per semester). Credits are awarded when the course and all required examinations have been successfully completed. ECTS credits are transferable. Original transcripts of grades on which all the academic credits and grades earned at the host institution are being sent to the home institution at the end of the semester.

ECTS Grade	% of successful students
A	Top 10 %
B	Following 25%
C	Following 30 %
D	Following 25 %
E	Last 10 %
FX	Fail
F	Fail

Definition
Excellent
Very good
Good
Satisfactory
Sufficient
Fail – some more work required before the credit can be awarded
Fail - considerable further work is required

## VISA INFORMATION



### BEFORE DEPARTURE

We advise all students who need a visa to make an early contact with Campus France or the French consulate in the home country (see instructions here below). Check the list of documents to be submitted and note whether these documents need to be translated or certified. Submit only one file and make sure it is complete in every way.

Please consult the following website regarding immigration rules:

[Campus France](#).

### Extended-stay visa (more than 90 days)

**Students coming from the following countries** for a stay of at least 3 months in France must apply for a French student visa through an online application via Campus France: Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Comores, Congo Brazzaville, Côte d'Ivoire, Egypt, Gabon, Guinea, India, Indonesia, Iran, Japan, Lebanon, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, South Korea, Taiwan, Tunisia, Turkey, USA, Vietnam.

Students have to create an account on Campus France website and will receive an access code to keep carefully for their visa process and follow up. Neither Campus France nor any other organisation, individual or entity will have any role in the visa-granting process which is the sole responsibility of the French consular service.

**Students coming from other non-European countries**, have to contact their closest French consulate or Embassy in order to determine whether they need to apply for a visa and what type of visa they are required to apply for, for their studies in France.

### **Documents usually required when applying for a visa:**

- Proof of enrolment at KEDGE Business School (sent after completing your Incoming Student KEDGE BS Application form)
- Proof of financial resources
- Proof of a bank account to which funds will be transferred
- Proof of travel & repatriation insurance
- Copy of passport whose period of validity encompasses the entire length of the visa period

### **Short-stay visas (less than 90 days)**

Please visit the Campus France website:

[Campus France - Short Stay visas](#)

When the student arrives in France, there is no need to apply for a residence permit with a short-stay visa.

Also, note that the temporary visa cannot be renewed and cannot be transformed into a long stay visa while in France.

## **UPON ARRIVAL**

More detailed information on the following processes can be found on:

[Campus Virtuel](#)

### **OFII Registration process**

International students holding an "**Extended-stay student visa**" (visa Long Séjour" VLS/TS), with the following statement on their visa: "**CESEDA R311-3 6°**" must register with the OFII Immigration Office (Office Français de l'Immigration et de l'Intégration). KEDGE BS will provide help to the students in this process.

Upon arrival, students must submit within the 2 months of arrival the following documents to the OFII:

- OFII form that you received from the French Consulate completed
- Copy of passport, visa and stamp of entry in the Schengen area

Approximately 4 weeks later, the OFII will send two letters to the students (in French):

- the 1<sup>st</sup> letter is an acknowledgement of receipt
- the 2<sup>nd</sup> letter (sent approximately 1 month later) is a notification requiring students to go to the OFII for a medical check-up and to submit additional documents: passport + 1 passport photograph + proof of living in France + tax stamps

At the end of this appointment, students will receive on their passports a stamp equivalent to a residence permit. For double-degree students, or students staying for 15 months, the renewal of the residence permit must be asked the latest 2 months prior its expiry date.

OFII contact information:

**OFII**  
**61 Boulevard Rabatau, 13008 Marseille**  
☎ **+33 (0)4.91.32.53.60**



**OFII**

OFFICE FRANÇAIS DE L'IMMIGRATION  
ET DE L'INTÉGRATION

## **Residence Permit application**

International students holding an "**Extended-stay student visa**" (visa Long Séjour" VLS/TS), with the following statement on their visa: "**Carte de séjour à solliciter dans les deux mois suivant l'arrivée**" must apply for a residence permit through the French administration.

Students must contact the following administration according to the town in which they live. The administration will give them the exact list of documents to provide.

Contact the Préfecture des Bouches-du-Rhône, Service de l'immigration et de l'intégration, Section séjour.

Physical address: 66 B, rue Saint-Sébastien – 13006 MARSEILLE

Opening from 8:15am to 12:15pm.

### **Other students**

International students holding an "**Extended-stay student visa**" (visa Long Séjour" VLS/TS), with the following statement on their visa: "**Dispense temporaire de carte de séjour**" do not have to proceed to any registration process nor residence permit application.

## HOUSING



International students are advised to book an accommodation at least 3 months before coming to France and to investigate the different options of on and off-campus accommodation via: [Accommodation request](#).

### On-Campus Housing

**Spaces in residences are very limited especially for the Fall semester and we cannot guarantee that all incoming students will be living on-campus. We recommend that students also look into off-campus accommodation.**

Rooms in on-campus residences need to be reserved directly through the housing department itself, as per the link mentioned above.

KEDGE Business School offers rooms in 2 main residences: Alotra and Estudines Luminy.

Once the room reservation is confirmed by an email from the residence's manager, students will be able to enter their room during office hours only: from Monday to Friday, from 2:00pm to 5:00pm (*except January 1<sup>st</sup>*).

If students arrive outside of office hours, they can contact the InterAct association and inform them about their date and time of arrival in Marseille, so that they can pick up the rooms keys on the student's behalf.

Then students will be able to enter their room out of office hours, from Monday to Friday (8:00am to 8:00pm).

## **The Alotra Residence**

[Alotra website](#)



This residence is composed by 95% of foreign students and is located at 5 minutes by bus from our campus. Single rooms, with or without individual bathroom, and studios for 2 are available.

### **The monthly rate for 2016:**

- Room without shower: 393€
- Room with shower: 432€



**IMPORTANT:** A one-month deposit of guarantee is compulsory and must be paid in advance. This deposit will be refunded to the student subject to clean his apartment and without damage to property.

**A one-month departure notice is requested before departure.**

## **The Estudines Residence**

[Estudines website](#)



This residence is located into the heart of the Luminy campus that is just outside the school premises.

Les Estudines residence (2 buildings), has single rooms and studios for 2 persons, fully equipped with a kitchenette with a sink, hotplate, microwave, and refrigerator, as well as a bathroom and toilet.

### **The monthly rate for 2016:**

- T1 (single room) from 481€
- T2 (two roommates) from 680€

### **IMPORTANT:**

A guarantor (i.e parents) and other documents are required to confirm your room reservation. Electricity is not included in the rent (about +30-50€ per month).

**A three-month departure notice is mandatory.**

## Off-Campus Housing

Students may decide to live off-campus. KEDGE Business School offers international students the possibility to find an apartment through KEDGE Immo (student association). Please check their website to consult the off-campus offers: [KEDGE Immo](#). Join also their Facebook Group KEDGE IMMO MARSEILLE.

For other websites and advices, please contact:  
[logementmarseille@kedgebs.com](mailto:logementmarseille@kedgebs.com).

### Temporary accommodation

KEDGE Business School has negotiated prices with some off-campus residences located in the “Prado-Périer” area (bus #21 and/or subway station “Périer”). Students have to contact directly these residences on behalf of KEDGE Business School. These residences are similar to hotels, offering apartments with private bathrooms with separate toilets, fully-equipped kitchenette, TV with satellite channels, direct telephone line, air conditioned and a weekly cleaning. Prices depend on the duration of the stay

#### Residences

##### Adagio Marseille prado Périer

[Adagio website](#) ☎+33(0)496 208 870

161 avenue du Prado - 13008 Marseille (subway “Périer” station)

**E-mail:** [h8402@adagio-city.com](mailto:h8402@adagio-city.com)

##### Citadines

[Citadines website](#) ☎+33(0)496 206 500

60 rue du Rouet -13008 Marseille (subway “Castellane” station)

**E-mail:** [mcastellane@citadines.com](mailto:mcastellane@citadines.com)

##### ResidHotel

[Residhotel website](#) ☎+33(0)491 177 050

7, square des Frères Ambrogiani – 13008 Marseille (subway “Périer” station)

**E-mail:** [marseille@residhotel.com](mailto:marseille@residhotel.com)

##### Youth Hostel “Bonneveine”

[Youth Hostel Bonneveine website](#) ☎+33(0)491 176 330

Avenue Joseph Vidal - Impasse du Dr Bonfils - 13008 Marseille

→Bus #44 or #45

**E-mail:** [accueil@ajmarseille.org](mailto:accueil@ajmarseille.org)

A membership card is required (approx.11€). Maximum authorised stay: 6 days – 3 days in July & August.

Reservation via [Reservation through Hi France](#)



**Ibis Budget Marseille Prado**

[Ibis Budget website](#) ☎+33(0)892 683 186 "Périer"

35, boulevard Rabatau - 13008 Marseille. (subway "Rond-Point-du-Prado" station) →

Bus #21

Open 24/24.

**SCI DENOS** (7 all furnished studios and one big apartment to share)

[SCI Denos website](#) ☎+33(0)06 17 80 76 17

19-21 rue Théophile Boudier 13009 Marseille.

→ Bus #22 or #44.

**E-mail:** [1921mz@orange.fr](mailto:1921mz@orange.fr)

**Residence Hall Easy Moment [Easy Moment website](#)**

### Vocabulary about housing

- **RDC:** "rez-de-chaussée": ground-floor
- **SDB:** "salle de bains": bathroom
- **TCC:** "toutes charges comprises" >> all costs included. Be careful sometimes even if it says "all costs", electricity is not included.
- **Part. (Particulier):** means that the landlord is not represented by a real-estate office. Students will be dealing directly with him/her.
- **T1/F1/Studio:** the number after the T or F indicates the number of rooms in the apartment (except bathroom & kitchen)  
Prices between 400-500€.
- **T2:** means 1 bedroom and one living room and not 2 bedrooms.  
Prices between 550-750€.
- **Ch.n.ind:** a room in the occupant's house. The room is generally furnished & students have access to a bathroom & toilet.  
Prices between 350-400€.
- **Ch.Indép:** a room in the landlord's house but with a separate entrance.  
Prices between 350-500€.
- **T3-T4:** Two-Three bedroom apartments that students can share.  
Prices around 400€ per student.

### Leaving the apartment/room

Students usually have to inform the residence/landlords 3 months in advance of the date they will leave their apartment/room, one month in advance for a furnished apartment/room (check your housing contract!).

### Deposit

Students are required to pay a deposit. When leaving, the landlord has to give back this deposit within 2 months unless the apartment/room is returned with damage.

## IV. HOW TO GET TO KEDGE BS?

### → *From the airport*

You will be landing to Marignane city at the Marseille-Provence Airport .This is the closest airport to travel to Marseille.

This airport is located outside Marseille, at 30-45 minutes by car from Marseille's town centre.



Taking a taxi is not advisable, the fare from the airport being between 70-80€ approx.

The easiest way to get to town (*to the Saint-Charles train station*) is to take the [airport shuttle](#).

It leaves every 20 minutes from 5:10am to 00:10am and costs approx. 8,50€ one way and takes 30 minutes. Once at Saint-Charles train station, if no pick-up assistance by InterAct is requested, students have to follow the instructions below to get to KEDGE Business School.

### → *From the Saint Charles train station*

You can enter the following address to find KEDGE BS on Google Maps:

**KEDGE Business School (Formerly Euromed Management)**

Rue Antoine Bourdelle

13009 Marseille

The best way to get to KEDGE BS from the train station is to take the subway "Metro" (*the entrances are near the taxi stand or inside the train station itself*).

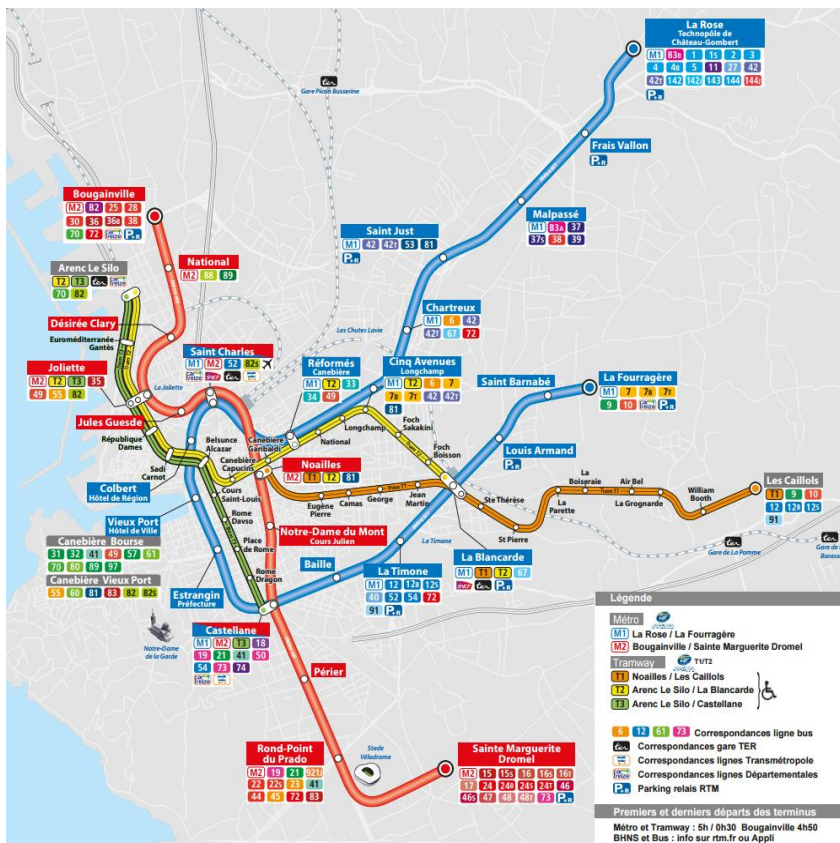


Students have to take **Line 2** (*direction Sainte Marguerite-Dromel*) and get off at the "Rond-Point-du-Prado" station, then take the boulevard Michelet exit (*the one to the left*) and cross the road to reach the bus stop for bus **#21** or **#921 (JETBUS) to Luminy**, both leading directly to KEDGE Business School (**stop: Luminy ESCAE**).

Another option is to take **metro line 2** to Dromel station, and then take the bus **#24S to stop Luminy ESCAE**.

Bus line **#24S** arrives directly to the entry-gate of the school.

Bus **#21** will take you to the last stop and you will have to walk 5 minutes to reach the school up a rocky path.



## PUBLIC TRANSPORTATION

A "solo" ticket (one way) costs **1.90€** if purchased in all buses, and **1.60€** if purchased at subways. After your ticket has been punched the first time, it is valid for **1 hour**. You may switch from the bus to the subway and back with the same ticket as long as you punch it each time within the one-hour time frame.

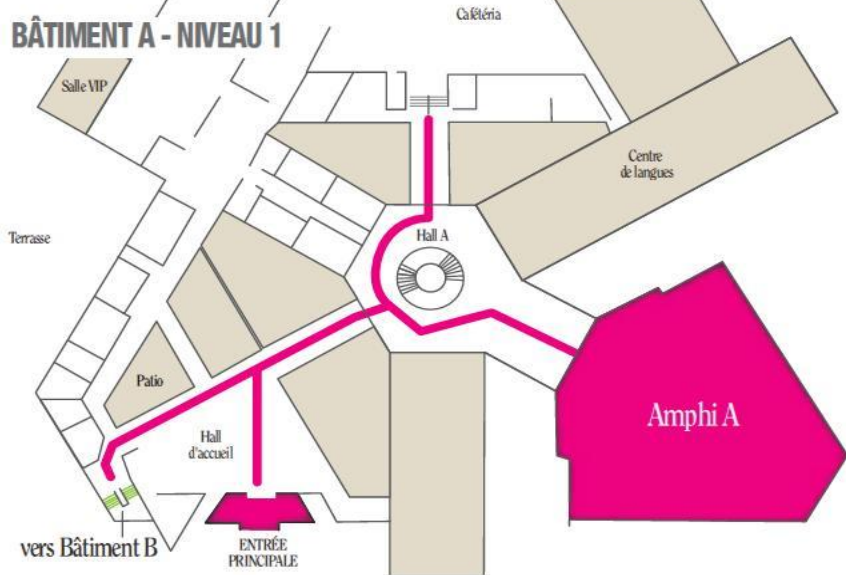
There are different types of cards: weekly, monthly, annual card (*depending on your age & needs*).

Once arrived in Marseille, please ask the students (InterAct students' association) for advice on the best card to buy.

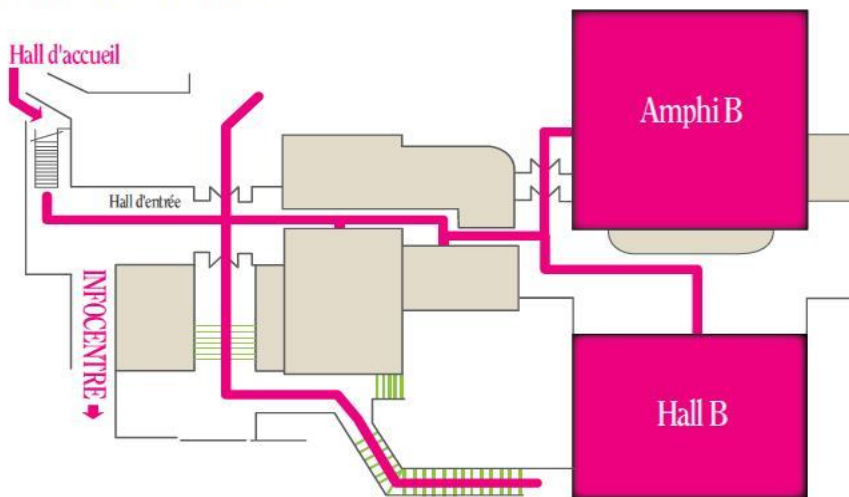
Weekly unlimited passes can be purchased for **13,30€** or monthly unlimited passes for **35,70€** (for students under the age of 26).

## Luminy CAMPUS MAP

### BÂTIMENT A - NIVEAU 1



### BÂTIMENT B - NIVEAU 1



## → *Pick-up assistance*

One of InterAct's tasks consists in welcoming international students of KEDGE Business school each semester.

This association, composed by 18 volunteer students, also organises several events all year long with the only objective: making the most of your time in France and make your life easier in Marseille!

They provide a free pick-up service **from the Saint-Charles train station only**.



This is not an automatic service and it is only provided **upon request and in advance**. The pick-up assistance is only possible during certain days and hours.

InterAct contacts students by email to offer their assistance. The association is composed by volunteer students who act without payment all year. Contact [interact.kedge@gmail.com](mailto:interact.kedge@gmail.com).



InterAct students will be offering a **pick-up assistance** usually during the week before the start of each semester orientation programme.

Students will have to inform InterAct at least **2 weeks in advance** about their date and time of arrival. Students will then be able to enter their room from Monday to Friday (8:00am to 8:00pm), except on January 1<sup>st</sup>.

Students who plan to arrive without InterAct assistance will be able to enter their room only during office hours of their residence or have to coordinate directly with their landlord.

## SPECIAL NEEDS FOR INTERNATIONAL STUDENTS

KEDGE Business School has established a service in line with our values of equality for all to support students with special needs during their time with us.

### Your needs

If you chose to provide details about your disability or special needs to us, then we will work with you to identify the types of support you need. You are not obliged to tell us, but if we know then we can support you and your learning experiences here at KEDGE Business School as much as possible.

### Support we can offer you

To support your learning we can offer the following options:

- To liaise with your teachers and organise adjustments in class (slides in advance and accessible classrooms) and alternative examination arrangements (separate rooms, rest breaks, additional time, working on a laptop as opposed to a hand written exam etc.)
- Loan of dictation software to enable you to create written documents (please note that some of these might only be available in French) or laptop computers
- Texts, documents and exams in enlarged or specific fonts or on coloured paper
- Additional information about exams or class work orally or written
- Separate classrooms or individual working spaces outside the classroom
- General questions relating to disability at Kedge Business School



There is also a student associations that raise awareness and support students with disabilities: Hand in Hand (Marseille campus, part of Unis-Terre)

- Raising awareness through events like “Dinner in the dark”, awareness days with organisations including “Handivalides” and “Handicafe©”, an annual report on disability in organisations
- Providing day-to-day organistaion and learning support to students with disabilities

### Contacts

- For all your questions please contact: [Frederique.mary@kedgebs.com](mailto:Frederique.mary@kedgebs.com)  
[incoming.marseille@kedgebs.com](mailto:incoming.marseille@kedgebs.com)
- Hand in Hand: [Hand in Hand website](#)

## ORIENTATION PROGRAMME

The International Student Office (ISO) organises each semester an orientation session for their new international students, and provide them during 3-4 days with general and academic information, assist them when processing with their different administrative formalities (residence permit, opening a bank account, health insurance...), as well as organise cultural events.



Details are available on the [KEDGE BS exchange student website](#):

More information about activities provided will be sent to students before their arrival

## V. HEALTH & OTHER INSURANCES

### Health insurance:

By law, all students being less than 28 years old on September 1<sup>st</sup> of the current academic year and coming to study in France for more than 3 months are **required** to purchase the French Student Health insurance through their French higher Education Institution (i.e: KEDGE Business School) before the classes start.

#### SOME EXCEPTIONS

##### ❖ *Students from Quebec*

Students from Quebec are required to come with their signed and stamped **SE-401-Q-106** form in order to be covered by the French Health Insurance ("Sécurité Sociale Française"). In this case, Quebec students are not required to subscribe to the French National Health Insurance.

##### ❖ *Students holding a European Health Insurance card*

Students from the European Union must provide with their **European Health Insurance Card** in order to be covered by the French National Health Insurance. In this case, E.U. students are not required to subscribe to the French National Health Insurance.

##### ❖ *Students being more than 28 or studying less than 3 months*

Students being more than 28 years old on September 1<sup>st</sup> of the current academic year or studying in France for less than 3 months will not be able to register with the French Student Health Insurance but will have to give a proof of private health insurance coverage upon their arrival in order to be admitted in classes and be given their Student ID card.

#### GUARANTEES

In the event of sickness, the **French Health Security** "Sécurité Sociale Française" ([Sécurité Sociale website](#)) refunds a certain percentage or the expenditure based on set charges called "tarifs de base (TB)" or "tarifs conventionnés (TC)". The coverage is sufficient for a very basic visit at the General Doctor, but might not be sufficient to cover higher expenses such as hospitalisation, change of glasses, dental / eye surgeries, etc... **We therefore highly recommend students to subscribe for a complementary health coverage (complémentaire santé) in order to benefit from a better coverage.**



There are 2 French health insurance companies: MEP & LMDE.  
Please consult the following websites to get familiar with their services:

**MEP:** [MEP website](#)

**LMDE:** [LMDE website](#)

## Housing Insurance (Mandatory)

Upon arrival, all students are legally required to buy an insurance for their room/apartment (*against flooding, fire or natural disaster as well as theft*).

**This document is necessary to check-in at Estudines residence the first day and will be required by any other residences or landlords in general.**

Banks may offer this kind of insurance when opening a bank account. Please contact for further information about the cost and guarantees.

## Car Insurance

To drive a car in France, students must have a valid driving licence & insurance.  
To hire a car, students must be over 21 years old, and have 2 years of driving experience minimum.



## VI. BANKING INFORMATION

### Opening a Bank Account

International students staying in France for more than 3 months are entitled to open a bank account. It is mandatory for students who have to apply for a residence permit. If the stay lasts for a shorter period, it is still advised to open an account as for example bank cards that are seized by ATMs are automatically returned to their country of origin. If this happens and if students have a bank account in Marseille, they will receive a new credit card.

Opening a bank account is free of charge. However, you can be charged for some services (i.e a stop-payment order if credit card is lost or stolen). Some banks also charge for closing an account.

Students may receive a check book and/or a credit card after the opening of the account (upon request). Check books are usually free of charge.

When opening an account, students may be offered an overdraft facility. Overdrafts can be expensive when the account balance is negative and the bank charges high interests (“agios”). Exceeding the authorised overdraft limit involves the possible withdrawal of chequebook and credit card. In case students lose their chequebook/credit card or in case of robbery, students must contact immediately their bank.

Most bank clerks speak English.

However, international students can ask for assistance of Interact students who can accompany them for their first visit to the bank.

#### **Documents usually required in order to open a bank account:**

- Copy of passport & visa (for students from the EEC, a copy of Identity Card)
- Certificate of attendance at school (in French “Attestation de Scolarité”)
- Proof of accommodation in Marseille

#### **SOME BANKS (KEDGE BS PARTNERS)**

##### **BNP Paribas**

475, avenue du  
Prado – 13008  
Marseille

☎ +33(0)491 16 93 31

##### **SOCIETE GENERALE**

305, avenue du  
Prado – 13008  
Marseille

☎ +33(0)491 135 726

##### **LCL**

314, avenue du  
Prado – 13008  
Marseille

☎ +33(0)491 597 605

## Some useful keywords to be familiar with banks in France

**Agio:** expenses due to overdraft.

**Découvert:** when opening a bank account, students may be offered an overdraft facility, Even if expensive, it can be useful in case the account balance is negative, otherwise the bank may charge some fees.

**Bordereau:** paper document simplifying the operations with your bank.

**DAB:** automatic cash dispenser where you can do most banking operations.

**Endosser:** to sign and register an account number on the back of the check.

**Interdit Bancaire:** rights of payment are abolished and the status is communicated to all the banks. If exceeding the authorised overdraft limit, students risk (interdiction bancaire). This means you will have to pay for everything in cash, including bills, rent and all purchases.

**Prélèvement Automatique:** method of automatic payment to settle your bills in a regular and scheduled way.

**RIB:** statement of French Banking Identity.

**IBAN:** statement of International Banking Identity.

**Solde:** bank account balance.

**Virement:** Wire money transfer.

**Opposition:** Make a stop-payment order.

## VII. CAMPUS FACILITIES

### Information Systems Department

Assistance is provided to all students in Building C (room 173) “IT Help Desk” which has open hours on weekdays from 8:00am to 6:00pm. The Help Desk can set up your personal laptop for the wireless connection in the school premises.

### THE HUB (Library)

The role of our HUB is to welcome and inform students, to facilitate communication and provide information.

The HUB provides students with a comfortable, elegant, functional and recreational atmosphere, conducive to team building, creativity and innovation. It has 2 floors and measures 1200m<sup>2</sup>. Students have a reading and study area, and video facilities.

The Hub offers an access to 20 databases (*companies data, reviews, market studies, etc.*), 1 E-learning platform (*>300 e-learning modules with CrossKnowledge*) and a digital library (*15 000 ebooks with ScholarVox by Cyberlibris*)

The Hub also allows the student to borrow a one-day rental of Ipad (30 Ipad available). 1 laser black & white printer is also available for student’s use. Students can also work there using their own laptops. ***We strongly recommend you to bring your personal laptop.***

Open hours are from Monday to Friday from 8:30am to 8.00pm, and Saturday from 11:00am to 5:00pm.

If you have any question, please contact the Hub team at [soshub@kedgebs.com](mailto:soshub@kedgebs.com)



## NEW at KEDGE BS!

### Columbus Café

Inside the Hub, the Columbus Café that opened on early 2016 is an excellent place to enjoy a drink or a pastry with your friends.



### The gym

Our newly furnished gym is accessible to students and members of the administration from 12:00am to 8:00pm.



Subscription:

1 semester: 15€ / Full year : 30€

## Our Wellness Center

The Wellness team is a volunteer rescuers team working at KEDGE Business School.

The Wellness staff members listen to you, in the strictest confidence, support you and accompany you if you experience any difficulties (personal, family, health, financial integration issues...).

This wellness centre is one of the first created in France and is composed of several professional members (psychologist, doctors...) who are all ready to help you.

For any assistance or further information, please contact: [wellnessmarseille@kedgebs.com](mailto:wellnessmarseille@kedgebs.com)



## Career Support

The Trajectoire Career Centre provides support, tools and resources in finding internships for international students:

Please note: Trajectoire is NOT a placement agency, and we cannot find your internship for you.

- **Be-U personal and professional development intranet** - [Be U website](#). Go to the section entitled Trajectoire – working abroad to find CVs and cover letter kits, information for international students seeking internships in France, Going Global Country Career Guides, links, advice, interview tips.
- **Workshops** – “Looking for Internships Abroad”, “Effective CVs”, “Living and Working in France”, “Global Job Markets (in French)”.
- **Front Office CV correction** – CV and cover letter correction sessions are held in English, French, Spanish and German. Open hours are displayed in the Front Office – Building A, Room 216 and on the Be-U intranet site. Register online.

International Students seeking further advice or assistance about finding internships can contact [Ms Suzanne Reilly Pelletier](mailto:suzanne.pelletier@kedgebs.com) at the Trajectoire Career Centre (Bordeaux campus – available for a distance meeting upon appointment – [suzanne.pelletier@kedgebs.com](mailto:suzanne.pelletier@kedgebs.com) – Tel: +33(0)5 56 84 22 80)

## Student Associations

An active extra-curricular calendar is one of the hallmarks of KEDGE Business School. Students participate in the daily life of the school, develop projects and become involved in activities such as marketing, the Stock Exchange, international activities, sports, and student offices and functions. KEDGE BS's student associations are organised through a Confederation of Associations, which consists of a President from each association. Its role is to set policy and administrate the activities of associations.

The main student associations are:

### Bureau Des Elèves *(BDE - Students Union)*



Elected by the school's students, the members of the BDE represent the students in the school's administrative departments, programmes and faculty, as well as external organisations and corporate partners. Additionally it organises numerous events and takes part in various projects.

### Bureau Des Sports *(BDS - Sports Office)*



This office is responsible for organizing sports activities for students for a wide variety of sports at various levels. The association allows students to participate in a variety of sports, at every level, and organises events such as the **Sémineige** (a winter sports week for students) and the **Challenge Ericome** (a yearly competition between schools in the Ericome network).

### The "Foyer"



It is a convenient meeting place for students, professors and administrators in a more social atmosphere.

### Marketing Méditerranée *(Junior Enterprise)*



"Junior Enterprise" is a concept which is specific to business schools in France and other European countries. Students set up an association which functions as a real company offering services to businesses. "Meuh Meuh", as this association is popularly referred to, is regularly ranked the best "Junior Enterprise" in France. Marketing Méditerranée has been awarded "Best Junior-Enterprise Prize" five times now and is the most rewarded Junior-Enterprise in Europe. This association has been active in the school for over 26 years and allows students to offer their services to companies for market studies in communication, business start-ups, finance, marketing, international business and industrial marketing. Students thus gain corporate experience by acting as prospectors (selling the association's services to companies), market researchers (administering questionnaires or conducting qualitative interviews) or project leaders (taking overall responsibility for studies). They also take part in organising well-known local, national, and international events, such as CAP CREATION (a forum for entrepreneurs), and « Les Nouveaux Virtuoses », a concert for young pianists

**COBFI***(Financial Markets Association)*

KEDGE Business School has a trading room with online connections to the Paris Stock Exchange. The COBFI offers training sessions enabling students to discover these facilities. This is followed up by work in the association's investment clubs. It also organises a series of conferences under the auspices of the « Centre de Formation aux Techniques Boursières » (a center providing training in financial markets). Speakers at these events include financial planners and chartered accountants. The association publishes a specialised review and each year awards the « Trophée de la Communication Financière » (Financial Communication Trophy) in partnership with chartered accountants, legal and financial advisers, financial planners, bankers and others. In addition, COBFI has a range of financial books and publications available to all students, as well as the Chronoval which enables students to follow changes (CAC 40) on the French stock exchange index in real time.

**International Association of Economics & Business Students** *(AIESEC)*

AIESEC has over 60,000 members in 85 countries and enables students to discover other cultures. The association has also taken part in humanitarian missions. It enables students to go abroad on internships as export mission managers for French firms involved in international trade.

**Action Grand Sud***(Marketing Direct Association)*

This association helps students to find temporary employment that is compatible with their studies, such as demonstrations of telephone equipment for "MATRA" Communication or Microsoft software. Other companies involved are "Alcatel" and "Française des Jeux". Students can also participate in telephone marketing or carry out market surveys.

**Lumin'Art**

Founded in 1995, the goal of this association is to promote cultural activities such as dance, theatre, music, painting and writing within the school. The BDA organises numerous events such as « cafés-théâtre » and « cafés-concert ».

**Accede Provence**

ACCEDE Provence Entrepreneurs is an association which concerns student or job seeker from the South of France or the Mediterranean Basin. We help them to make their projects thanks to marketing tools.

You can join them at [accede@kedgebs.com](mailto:accede@kedgebs.com) or +33-4-91-82-78-35 for more details.



## Citadingue



Le Citadingue is a free guide of the best bargains of Marseille. Created in 1988 by a group of students from KEDGE BS, Le Citadingue is nowadays renowned for its useful and pleasant information about the city.

## Unis-Terre



Unis Terre manages humanitarian projects, with the objective of making students aware of humanitarian professions and helping them to find job placements in this sector.

## Dynam'Hit



Dynam'hit is the webradio of KEDGE Business School, broadcast 24 hours a day, 7 days a week, around the world. It broadcasts entertainment reviews, interviews, debates, meetings and music. [www.dynamhit.org](http://www.dynamhit.org) Dynam'hit is a creative and eccentric media. The music broadcast by Dynam'hit is affluent and eclectic.

## Linkedge



KEDGE BS's Cup is the events association of KEDGE Business School since 2004. This association organises meetings between decision makers of tomorrow and those of today. It also participates in financing school charity projects with sustainable development as the main theme. The dynamic team of 17 people organises major sporting events such as sailing or golf between students and managers. The aim is that the future managers meet the actual one during those sporting events in order to improve their connections.

## KEDGE BS Motors Club



The KEDGE BS Motors Club is the automotive organisation of KEDGE Business School. Our job is to integrate a responsible automotive pleasure into the school. We want to offer to the students the possibility to participate to different events linked with the automotive world and sensitive them to its responsible dimension. We definitely want to share the engine of our passion with KEDGE BS students. This association deals with automobile events: Karting, 4L Trophy in Morocco...

## Clepsydre



This association deals with political and geopolitical news. The objective is to organise events in order to make students aware of important news and inform them about civic rights.

## Phoenix



Phoenix is an association which is supposed to help young students who come from a poor background to succeed in College. That is why we follow 250 teenagers who are in high school in Marseille. We try to help them in 3 major areas: culture, personal development and their choices of studies. Every week, we organise a session with several activities. we also try to go to the cinema, to theatre and to make trip. Our aim is to make these students succeed in their future life.

## Mars'eyes



A non-profit organisation designed to keep students informed on various activities and to create a tangible record of the school. They produce photos and videos of school events; they also offer photo development, audio-visual production,...

## Kallistos



University store of KEDGE BS, the association makes several items in the effigy of KEDGE BS (pullover, T shirts, school bags for laptops). Kallistos purpose is to strengthen the feeling of membership in the school.

## OTHER SERVICES

- **E-MAIL:** Each student will be given an e-mail I.D. and username & password. It is the student's responsibility to check their email account regularly. Should you have any problem, please contact [hotline@kedgebs.com](mailto:hotline@kedgebs.com) - ☎ +33 (0) 491 827 300
- **VIRTUAL CAMPUS:** Students can consult their class schedule online, their marks, complete their personal information...via their Virtual Campus network.
- **TV SETS:** Important information may also spread over the televisions located throughout the school.
- **STUDENT CARD:** Each student will be given a KEDGE BS student ID card during the orientation programme subject to the payment of the French health insurance (Social Security, unless they are exempted- see exemptions in chapter V).
- **ATM MACHINE:** Located in front of the HUB entrance.
- **A VENDING MACHINE** for **photocopying cards** located in the Library (HUB). A card costs 7€ (approx. 120 copies). Students can also make copies at the BDE (approx. 0.20€/copy).
- **VENDING MACHINES** (Drinks, sandwiches, etc...) throughout the school premises.
- **A CAFETERIA & SNACK-BAR**

## VIII. MISCELLANEOUS

### THE CAF (Caisse d'Allocations Familiales)

It is an allowance given by the French government to help students staying more than 6 months in France, financing a part of their rent.

**This allowance is only granted to European and international students who have applied to the CAF, and are covered by the French health insurance plan.** Students start to receive the financial aid from the CAF from their 2<sup>nd</sup> month onwards or from the day the students received their OFII stamp.

The complete file must to be sent to the CAF directly by mail at the address indicated on the application form.

#### *Documents required by the CA when applying:*

- Application form to be downloaded at: [CAF website](#)
- Certificate of enrolment at KEDGE BS (in French: "*Certificat de scolarité*"). You will get this document once your Netfile completed and the French health insurance paid (if applicable).
- a "R.I.B." (means Relevé d'Identité Bancaire). RIB is a document that indicates all the bank account details (account number, agency code...). Please ask your French bank to provide one.
- European citizens must provide a copy of their identity card.
- Non-European students must provide a copy of their passport and of their residency permit (see chapter III – Visa paragraph).
- Copy of your birth certificate translated into French.

**Very Important:** One page of this document must be filled out & signed by the residence manager or the apartment's landlord.

Be aware that sometimes the CAF directly pay the grant to the owner/residence manager and then students only pay the remaining rent. Sometimes, students have to pay the whole rent and then the CAF reimburses students. The decision is made by the CAF, students do not choose.

## ADJUSTING TO CULTURE SHOCK

ADJUSTING TO LIFE IN A NEW COUNTRY CAN BE CHALLENGING BUT ALSO REWARDING. ONE GOOD WAY TO COPE IS TO PREPARE SO YOU KNOW WHAT TO EXPECT.

Culture shock can hit you in many different ways.

You might experience culture shock all at once or feel it at different times.

In any case, you need to be prepared and know how to handle it.

Culture shock is defined as, “the mental shock of adjusting to a new country and a new culture, which may be dramatically different from your own”. It is also said that it is a normal stage in the acculturation process that all newcomers go through. Being in a strange place and losing the power to communicate can disrupt a person’s world view, self-identity, and systems of thinking, acting and feeling. France has many cultural differences from your home country. Some of these differences can become so overwhelming that you will want to leave France forever (culture shock). Learning how to deal with these differences and understand the French reasoning is the key to coping with culture shock.

### GOABROAD.COM HAS LISTED A FEW THINGS TO EXPECT AND TO DO BEFORE COMING TO FRANCE:

- French people believe in taking their time. For example, obtaining important documents will take longer than what you were used to in your country. Most of French people also take their time in eating.
- French people mind their own business. They seldom greet strangers they meet on the streets like Americans do.
- It is normal for people to walk in front of you to reach for something. French people do not consider it rude to do that.
- French people are not very observant of street signs and nobody minds.
- It is usual to see dog wastes in streets.
- Most French park cars wherever there is a space.
- Driver's license in France does not expire. Most French people drive fast.
- French people mean what they say most of the time.

#### HERE ARE SOME TIPS TO PROPERLY ADAPT TO FRENCH CULTURE:

##### **Learn to enjoy your meal!**

There is no need to hurry. Most French people eat with no hurry.

##### **Learn to speak French!**

**Adapt the French schedule.** This means that you should know the usual time French people eat lunch, go to work, go shopping and other activities.

**Avoid leaving a great amount of tip when eating out.**

**Dress like the French people does.** French dress casually but elegantly.

## EMERGENCY NUMBERS & USEFUL ADDRESSES

### EMERGENCY NUMBERS

**SAMU-AMBULANCE: 15**

**FIREMEN: 18**

**POLICE: 17**

**EMERGENCY ASSISTANCE THROUGHOUT EUROPE:  
112**

### ENGLISH-SPEAKING DOCTORS/SPECIALISTS

#### GENERAL PRACTITIONER

**Dr Didier FAREAU (man)**

23 boulevard de la Concorde 13009 Marseille

☎+33 (0) 491 406 423 or +33 (0)

611 506 020.

Open every day without appointment.

**Dr Didier THERY (man)**

87 rue de Lodi 13006 Marseille

☎+33 (0) 491 428 736

**Dr Béatrice REYNAUD (woman)**

26 boulevard Rodocanachi 13008 Marseille

☎+33 (0) 491 401 340

#### GYNECOLOGIST:

**Dr. Jean-Philippe ESTRADE**

6 rue François Rocca - 13008 Marseille

☎+33 (0) 491 758 670

#### DENTIST

**DR GIANCARLO BIANCA**

26 rue de la Caisserie - 13002 Marseille

☎+33 (0) 496 116 296

#### SAINT-JOSEPH HOSPITAL

(Rond-Point-du-Prado Area):

26 Boulevard de Louvain 13008 Marseille.

☎+33 (0) 491 806 500

**OTHER SPECIALIST (speaking English):**

[US Embassy list of doctors at Marseille](#)

### EMBASSIES & CONSULATES IN MARSEILLE

**The Consulate of United States of America:**

12 Boulevard Paul Peytral - 13006 Marseille

☎+33 (0) 4 91 54 92 00 Fax +33 (0) 4 91

55 09 47

Métro : Estrangin Préfecture

[US consulate website](#)

**The Chinese Consulate:**

20 Boulevard Carmagnole - 13006 Marseille

☎+33 (0) 491 32 00 00 Fax: +33 (0) 491

32 00 08

[Chinese consulate website](#)

**The Mexican Consulate:**

2 Rue Corneille 13001 Marseille

☎+33 (0) 4.91.54 70 50

Fax : +33 (0)4 91 33 24 63

Please consult the following website to find your consulate in Marseille: [Consulates at Marseille website](#) or [French Yellow Pages website](#)

### TOURISM OFFICE

4, La Canebière - 13001 Marseille

☎+33 (0) 491 138 900

[Marseille Tourism Office website](#)



## OTHER USEFUL ADDRESSES

**EDF** (electricity company)

**For the 9<sup>th</sup> district**

76 traverse de la Gaye

13009 Marseille

☎ 0969 321 515

[EDF website](#)

**ORANGE COMPANY** (Telephone Company)

124 Avenue de Hambourg- Centre

Commercial Bonneveine

13008 Marseille

**The CROUS Social Worker Service:**

You may need to call a social worker who can help you solving any kind of problems. Students may contact this number:

☎ +33(0)4 42 91 30 20

**Préfecture** (Residence Permit)

66B, rue Saint Sébastien - 13006

Marseille

("Castellane" area / open from Monday to Friday - From 8.15am to 4.15 pm)

**SENDING LETTERS** (in France and Europe).

Stamps are available at the Student Union/BDE or in Post Offices through the city or "Tabac". A Post office is also located on Campus Luminy.



## CHECK LIST BEFORE LEAVING MARSEILLE

- Inform the housing department at KEDGE Business School and your landlord of your departure date. Send/ give your letter of **notice of departure** 1 month before your departure date to your landlord/ residence
- Organise an appointment with your landlord/residence for your **inventory of fixtures**.
- **Deposit:** note that all the lessors have a legal delay of 2 months to refund it to you.
- **Close your various accounts:** electricity account, gas account, housing insurance, CAF (we advise you to close your bank account a few months after your departure. The InterAct association will help you to do so).
- Fill out the professor's evaluation surveys on Campus Virtuel as required, in order to find out your **grades** after your departure. Also, update your personal information indicating the **new address** to use for sending mails.
- Exchange and double degree students: check with your home institution if any **certificate** needs to be signed by KEDGE BS before your departure
- Exchange and double degree students: the **transcripts of your grades** (2 official copies) will be automatically sent to your home institution (around February/March for students who studied during the Fall semester and around June/July for students who studied during the Spring semester).



## IX. FAQ (Frequently asked questions)

### Q: Will my professors speak French or English?

A: Depending on your programme, you may have the choice to select courses in French, in English or both. If you are registered for courses taught in English, be aware that most likely, English will not be your professor's native tongue so they may have an accent.

### Q: What kind of sport programmes does KEDGE Business School offer?

A: KEDGE Business School has a sports office which offers a variety of sports. Sports include but are not limited to: Soccer, basketball, dance, wakeboarding, kite surfing, windsurfing, snowboarding, rafting.

A gym room is also available at the Luminy campus.

### Q: What kind of public transportation does Marseille have to offer?

A: Public transport in Marseille is extremely efficient; If purchased at subways, the charge is €1.50 and €1.80 if purchased in buses for one hour. Tickets/cards can be purchased at any RTM subway station or RTM information office. To receive your annual bus card (can be recharged if desired) you will need a passport photo and a valid identification card/passport to prove your age. The "solo" ticket (one way) can be bought directly on the bus (payment by cash only, make sure to have change).

### Q: Is it easy to travel from Marseille to other countries?

A: The airport is located about 40 minutes from downtown. You can take a shuttle to the airport for 8,50€ approx. The shuttle bus leaves every 20 minutes. The shuttle bus runs from 4:30am-11:30pm. It is very easy to fly to different countries and can be very cheap if you use the discount airlines such as Easyjet.com and Ryanair.com.

### Q: What documents should I bring with me from home to Marseille?

A: Here are some documents you should bring with you when coming to Marseille.

- 5 copies of your passport (you need copies for everything)
- 5 copies of your visa
- 5 passport photos (to save money you can cut out passport size photos out of a regular photo and use them for ID cards, bus cards, etc. just be sure it is the proper size and there is nothing in the background, a white background

works best.) However, for your residence permit, you will need 4 real passport photos.

- 2 copies of your credit card, ATM card, Drivers license, School ID, health insurance, etc. just in case your wallet gets stolen or lost.
- 2 copies of everything you needed for your visa (financial guarantee, bank statements, admission letter from KEDGE Business School, school transcripts, etc. When applying for your residence permit, you will need all of these documents)
- Approved courses from your home institution so you can register for courses at KEDGE Business School easily.
- Make sure to get an ISIC card **before** you leave, so you can benefit from student discounts and make a copy.

**Q: How do I register for classes?**

A: The course registration is made online via your page on Virtual Campus. About 2 months before your arrival, you will receive an email with your login and password and instructions on how to register for your courses.

**Q: How do I find housing?**

A: You have to apply online via this link [Accommodation request](#). Be aware that rooms on-campus are very limited (especially in Fall intake). If you decide to live off-campus you must find housing on your own either before or upon arrival.

**Q: How much cost textbooks?**

A: KEDGE Business School does not use textbooks. You can find most of your textbooks online through Cyberlibris.

**Q: How will I know my course timetable?**

A: Your course timetable will be available on your Campusvirtuel account a few days before the start of your programme.

**Q: Is there Internet on campus?**

A: Wireless connection is available throughout the school premises and is free for students. You must memorise your login and password that is given to you upon registration.

**Q: Should I bring a laptop?**

A: Yes, a laptop is very important because you are expected to do most of the work online. KEDGE Business School does not have textbooks so professors expect you to have internet use for articles and access to virtual campus.

You must check your KEDGE Business School email address on a daily basis because important information will only be sent to this mailbox. Also you must have your laptop configured for the WIFI in the school.

**Q: How much money should I have with me when I arrive in Marseille?**

A: When arriving in Marseille you should have at least 500€ in cash. We recommend this as you may not find an ATM that is linked to your bank in the first few days. You will need cash for grocery shopping, bus card, taxi, etc.

**Q: Will I need a cell phone?**

A: You do not need a cell phone, however many exchange students do prefer to have one. Do not hesitate to contact the Interact association for any advice.

**Q: How do I take money out of my bank account from home?**

A: Before leaving make sure to contact your bank so they know you are going to be using your card in a different country. If you do not, they may assume your card is stolen and freeze your account. When you contact your bank, ask them which bank in Europe they are linked with so you know which ATMs you can use without a fee. Ex: BNP is linked with Bank of America. Each bank is different so be sure to check before you arrival.

**Q: Is there a cheap way to call home or make other international phone calls?**

A: It is advised to download Skype on your computer. Skype is an internet phone service which lets you talk with friends for free through the use of the internet. You can use Skype for free anywhere in the world at any time. You can call to other countries on a land line for example 2 cents per minute. To call for free, make sure your parents download the programme on their computer as well.

# A N Y Q U E S T I O N S ?

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**Office B103 ☎ +33 (0) 491 827 342**  
**(Office hours: 8.15am-5.15pm from Monday to Thursday)**

**For any questions/information you may have regarding:**

- Issue with teacher evaluation surveys, certificate of diplomas...

**Please contact:** [pedagogiemarseille@kedgebs.com](mailto:pedagogiemarseille@kedgebs.com)

- Class Scheduling, room reservation...

**Please contact:** [planningmarseille@kedgebs.com](mailto:planningmarseille@kedgebs.com)

- Certificate of studies, student ID cards request, health insurance subscription

**Please contact:** [scolaritemarseille@kedgebs.com](mailto:scolaritemarseille@kedgebs.com)

- Housing matters

**Please contact:** [logementmarseille@kedgebs.com](mailto:logementmarseille@kedgebs.com)

- Scholarship (Med Cap Accueil for International students)

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This booklet has been produced by the International Student Office.

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However, KEDGE Business School is not bound by any error or omission therein.



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