



# INTERNATIONAL STUDENT HANDBOOK

**ISC**   
PARIS  
SCHOOL OF MANAGEMENT



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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 – School of Management!  
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

# STUDYING AT ISC PARIS



## PARIS, THE CITY OF LIGHTS

*Choosing Paris for your studies is choosing a highly colourful, 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 neighbourhoods 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@groupeisc.com

**Ms Claire VERDIER**

International Manager - Outgoing Students  
cverdiere@groupeisc.com

**Ms Emmanuelle ANSALDI**

International Manager - Incoming Students  
eansaldi@groupeisc.com  
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**Ms Emilie NAGEL**

International Manager – Administration & Pedagogy  
enagel@groupeisc.com

**Mrs Martine DESROCHES**

International Manager - Staff Mobility  
mdesroches@groupeisc.com

**COSMOPOL**

You can join the group Cosmopol ISC

# ARRIVAL

Regarding 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 form an essential element 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 at the beginning of September. For spring term, it takes place 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 Emmanuelle ANSALDI  
eansaldi@groupeisc.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 each semester and before classes start. Free time is included for students to finalize their arrival (formalities, housing, ect).

## STUDENT CARD

International students enrolled in an exchange program can obtain an ISC Student Card. For this to happen, please send your ID picture with your application form. 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 plane, 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 Ms. Emmanuelle ANSALDI at eansaldi@groupeisc.com or by fax: +33 (0) 1 47 39 34 84. Also contact her in case of trouble, questions or doubts.



# CALENDAR

## ISC PARIS ACADEMIC CALENDAR

### FALL SEMESTER

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

### SPRING SEMESTER

Introduction Day for International Students.....	Mid January
Intensive French Course .....	Second week of January
Start of Classes .....	Mid January
Mid-Term Holiday (only concerns 1st & 2nd Year Classes)	First week of March
End of Classes.....	Mid June
Exams .....	From beginning of April to mid June



## BANK HOLIDAYS IN FRANCE

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

## SOCIAL PROGRAMS FOR STUDENTS

While in Paris, you will be exposed to the city’s diversity and to French culture.

In order to guide you, the International Department works closely with the COSMOPOL junior enterprise. Cosmopol is one of the 23 ISC junior enterprises. Their job is to help international students with administrative steps (accommodation, visa, insurance...). They also help international students discover Paris, its monuments and 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 problems.

Help includes:

1. Welcome - Pick-up service: from airport, train station...
- Administrative assistance: formalities...

- Help with housing
- 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 days: represent your country and give ISC students an overview of your culture and gastronomy.
- University fair: be the ambassador of your home university and give information to students wishing to go abroad.



*The students at ISC are nice and helpful. I feel grateful they're willing to accept us as a part of their team.*

**Ming Po Kai**

Lingnan University, Hong Kong



# 23 ISC JUNIOR ENTERPRISES

The 23 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 non-profit Junior Enterprise.

## SPORTS & ADVENTURE

### Xtrem

Start: 2000  
Budget: 44 K€  
Aim: Xtrem organises events around extreme sports – carting competition, water sports week-ends, street hockey tournaments, Winter Break...



### Bureau des sports

Start: 1964  
Budget: 148 K€  
Aim: The "BDS" offers sports to all students and organises events – European football and rugby tournaments, ski week...



### Motors

Start: 2008  
Budget: 30 K€  
Aim: Dedicated to mechanical sports and to road prevention.



## HUMANITARIAN & SOCIAL

### Accede

Start: 2000  
Budget: 36 K€  
Aim: Accede helps and gives advice to job seekers who want to launch their own businesses.



### Environnement

Start: 2003  
Budget: 24 K€  
Aim: Environnement promotes sustainable development and more particularly fair trade, education and environment protection.



### Start

Start: 2005  
Budget: 10 K€  
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  
Budget: 190 K€  
Aim: Each year, Aide Mondiale organises humanitarian operations internationally. This year, three operations will take place in three continents.



### Solirace

Start: 1999  
Budget: 53 K€  
Aim: Solirace actively prevents young people against AIDS. Their bus tours 15 cities around France and Europe.



### Human

Start: 1993  
Budget: 26 K€  
Aim: Human provides tutoring, liveliness in hospitals, Christmas trees and sports competitions to underprivileged and disabled children.



## CULTURE, ART & MULTIMEDIA

### Web'art

Start: 1998  
Budget: 27 K€  
Aim: Web'Art offers advice and services to students and companies – network, internet, advertising and creation of communication documents.



### High tech

Start: 2002  
Budget: 63 K€  
Aim: Its objective is to introduce ISC students to new technologies during events where the latest products are shown.



### Studio

Start: 2007  
Budget: 65 K€  
Aim: Studio organises events related to luxury goods and fashion. Its most important project is a young creators' competition.



### Visual

Start: 1998  
Budget: 33 K€  
Aim: Visual reports all the events at ISC Paris and also works for companies and individuals.



### Cine

Start: 2008  
Budget: 35 K€  
Aim: Ciné organises events about movies, one of which is an annual young directors' short-film competition.



### Bureau des arts

Start: 1994  
Budget: 28 K€  
Aim: BDA promotes art and helps make ISC students more sensitive to culture and to the artistic environment during different creative events.



## SERVICES TO BUSINESSES AND STUDENTS

### Invest

Start: 1995  
Budget: 12 K€  
Aim: Invest organises many financial events at ISC Paris, offers services to several financial companies and runs the students' investment club.



### Partners

Start: 2007  
Budget: 41 K€  
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.



### Your

Start: 1970  
Budget: 260 K€  
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.

### Cosmopol

Start: 1984  
Budget: 30 K€  
Aim: Cosmopol offers internships abroad to students, welcomes international students and organises international events.



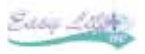
### Defi

Start: 2007  
Budget: 38 K€  
Aim: Defi coordinates different business competitions (Champion, Feeling, Sife and Euromanager) in which ISC Paris participates in.



### Easylife

Start: 2009  
Budget: 20 K€  
Aim: Easylife combines well-being health and personal development. Developing students' physical and psychological well-being is its priority.



### Network

Start: 1990  
Budget: 350 K€  
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.



### Bureau des eleves

Start: 1963  
Budget: 846 K€  
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.



# STUDY FACILITIES

## MY ISC INTRANET

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 three weeks prior to the beginning of the term.

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

In **Mon Planning**, you will find a timetable for the current month with course titles, the names of the lecturers and classrooms.

## 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.

Professors may ask students to read articles, study cases and syllabi on line.

In **Academic** and **MyISC Campus** you will find course material, classified per year and per 3rd year specialization program. Click on the year of your choice, then on the Index menu (on the left). You can go back to the general menu by clicking on "Mes espaces".

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

In **Espaces Carrières** and **MyISC Stages**, you will find internships offered in France.

In **Mes infos** and **Mes coordonnées**, it is important that you give your contact details.

**Vie Asso** is a student application for fun.

In **ISCADE 2010** you will find the yearbook of all ISC students in 2010. Search a student with information such as his/her name, year of study, association...

In **Ma fiche ISCADE**, fill in the form to be registered in the yearbook.

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:

[www.paris.fr/fr/culture/les\\_bibliotheques/](http://www.paris.fr/fr/culture/les_bibliotheques/)



## ISC LIBRARY

The ISC library is a calm place to study. It has more than 80 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, cassettes, course books...).

## CYBERLIBRIS – ON-LINE LIBRARY

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

See <http://www.cyberlibris.com>

# 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 **Emmanuelle Ansaldo 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").
- 55 euros

During the medical visit, another stamp will be given to you in your passport **to finalise the Student Visa procedure**.





# ACCOMMODATION

You should be aware that accommodation in Paris is quite expensive, and the Parisian area has a excellent none-expensive transportation network, so don't forget to look for accommodation in towns close to ISC such as Levallois-Perret, Asnières and Courbevoie.

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" Your contact at ISC Paris is Ms Emmanuelle Ansaldi  
eansaldi@groupeisc.com

## 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). The price of a private room at the CIUP ranges from 199 to 275 per month.

### 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:  
[www.ciup.fr/hebergement/index.php](http://www.ciup.fr/hebergement/index.php)

### 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 sexes. 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 well 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.com/adim.fr](http://www.residence-services.com/adim.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
- adele.org
- infologement.org
- oeil-fr.com
- campushabitat.com
- paris-apartments-rent.com
- locaflat.com
- at-home-in-paris.com
- inter-logement.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-cogis.com

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



*The range of courses is broad and the teachers are very nice, specialist in their fields, what I really appreciate.*

### **Juray Relicher**

Fachhochschule Wiener Neustadt,  
Austria



# 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 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 <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: "Certificat 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 holidays.

### 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 [www.amb-usa.fr](http://www.amb-usa.fr)

A short-list of general practitioners and specialists in the consular district of Paris and its surroundings is available on:

[www.amb-usa.fr/consul/GUIDEOAS/doc.pdf](http://www.amb-usa.fr/consul/GUIDEOAS/doc.pdf)

*I think it's great to study at ISC, to get to know all the international students! The courses are diverse and the teachers speak good English.*

**Maud Von Rens**

Hogeschool Utrecht, Netherlands



# 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 – Le Crédit Lyonnais

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's 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 .....	600 euros
Food.....	250 euros
Health Insurance .....	51 euros
Local Transportation .....	32 euros
Amusement and Recreation .....	150 euros
Miscellaneous .....	100 euros
<b>TOTAL .....</b>	<b>1,183 euros</b>

## 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 1st and January 2nd.

See **FUSAC** for other private language schools.

[www.fusac](http://www.fusac)



# LEISURE 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 news stands.

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 roller-skates (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 18,29 €/ 6 months.  
[www.laposte.fr](http://www.laposte.fr)

## MOBILE PHONE

Mobile phone operators on the French Market:  
- S.F.R  
- Orange  
- Bouygues-Telecom

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

- Letter of acceptance from ISC Paris

- 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 insurance.



# GETTING AROUND IN PARIS

*The Parisian network is safe and well developed, so you won't have any problem travelling in Paris and its surroundings. The transportation system including Metro, RER, Bus, Night Bus and Tramway in and around Paris, is called R.A.T.P. Trains are part of SNCF. 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 colour for easy identification. The closest métro station to ISC Paris is "Wagram" or "Malesherbes" on line Line 3, direction Pont de Levallois Bécon (if coming from Paris). Then, it's a 10 minute walk. From metro "Villier" (on line 2 and 3) it's a 20 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 deserves suburban cities. The RER has 5 lines, which each have their own letter (A to E) and colour. The closest RER station to ISC

Paris is "Pereire" on line C. It's a 10 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 (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" and Bus 94 at "Wagram", "Villiers" or "Saint Lazare".

### Train:

The stop "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 in which the International Department is located on the first floor.

### Taxi:

Late at night, we recommend you use a taxi. This is a way to be sure 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 295,70 euros per year and 31.95 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 enrolment certificate and a RIB (French bank account reference). This option is recommended to students studying both Fall & Spring semester.

For students who study one semester at ISC Paris: you can choose to pay per month and stop paying once you leave. (see conditions in the Carte Imagine R contract). In that case, you will have to send back your transportation card during its last month of use.

If you rarely use transportation:

### - A "carnet" of 10 tickets

is 11.60 €

### - The traditional transportation card "Pass Navigo":

Weekly (Inner Paris zone 1 and 2 is 17,20€) or monthly transport card (Inner Paris zone 1 and 2 is 56,60€).

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).





## 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.



*I have really got a very good impression from ISC and the Cosmo association has been welcoming and helpful! I'm looking forward to my coming second semester at this school!*

**Malin Henriksson**

University of Linköping, Sweden



# DIRECTORY AND USEFUL INFORMATION

## 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

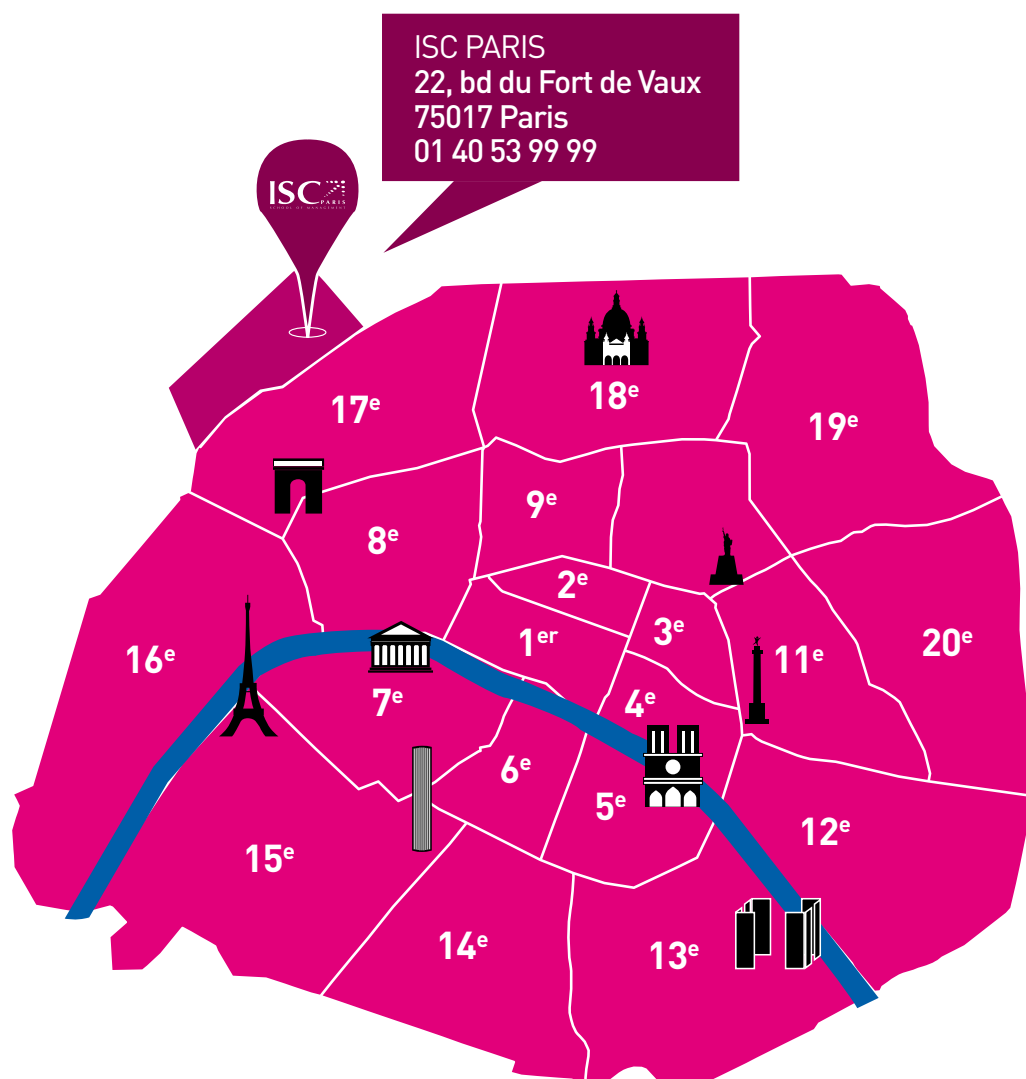
### Lost or stolen passports:

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

## LOCATION MAP OF ISC IN PARIS



### ISC CAMPUS: 3 BUILDINGS – ALL WITH WIFI ACCESS

ISC 1:  
Basement: Cafeteria  
Ground floor & 1st floor: Junior Enterprises  
2nd floor: Administration Offices

ISC 2:  
Basement & ground floor: Classrooms, 3 Lecture Halls, 2 Computer Rooms with printers  
1st floor: **International Office** and Classrooms  
2nd floor: Classrooms, Tenured Professors' Offices and Computer Room

ISC 3:  
Library and Study Room  
Classrooms  
Lecture Halls  
Tenured Professors' Offices  
MBA Administration  
Adult Continuing Education Office

# ABOUT ISC PARIS SCHOOL OF MANAGEMENT

■ Established in 1963, ISC Paris - School of Management is committed to providing business students with the high quality management skills necessary to operate and perform in a global environment.

■ ISC Paris is part of the highly selective French “Grandes Ecoles” recruiting system, which groups higher education establishments that operate outside the sphere of Universities. In France, only 50 management schools are entitled to run a “Grande Ecole” program with a Masters in Management, and a mere 30 of these are, like ISC Paris, members of the prestigious Conférence des Grandes Ecoles. The Masters Degree awarded by ISC Paris is endorsed by the French Ministry of Education. After obtaining all the required national credentials in France, we are currently paving the way for international recognition and certifications.

■ ISC is located in Paris, where the majority of leading French multinational corporations are based. The school benefits from the business reputation of the French capital, a major location where professional forums, conferences, and trade fairs are held. It follows that studying at ISC Paris can open doors to multiple careers in a variety of areas, including those involved in fashion, finance, high tech, hospitality, information systems, international trade, luxury goods, retail distribution, technology, as well as multimedia.

■ All our programs in Business and Management Studies, with 20 subject areas, give our students access to unlimited competences which will surely boost them in their later careers. With our network of more than 120 partner universities in a total of 46 countries, we not only provide unlimited career opportunities for our students, but also encourage them to discover a diversity of cultures in order to gain a broader international perspective. Most of our programs are bilingual - English / French. In a concern to pursue our ambition of being accredited worldwide, we offer international programs – International Master of Science and MBA - entirely in English.

We are sure that if you are ambitious to have an international career and want to study in one of the most fascinating and dynamic cities in the world, ISC Paris - School of Management is the right place for you.

ISC PARIS - SCHOOL OF MANAGEMENT

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75017 Paris

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