



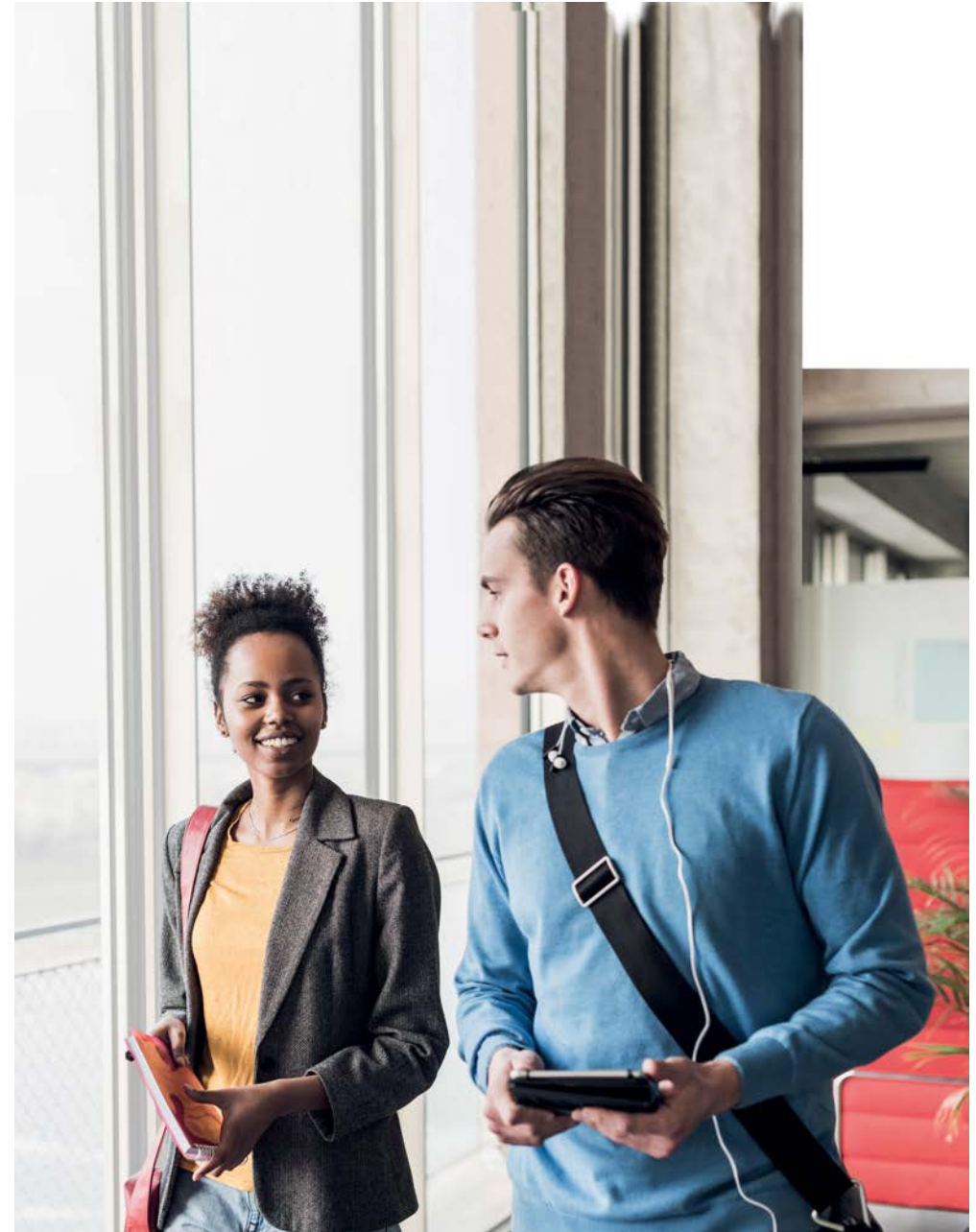
# Welcome Guide

International students 2020-2021





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ESCE Welcome Guide.

## Welcome to ESCE

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Dear international student, we warmly welcome you to ESCE and to Paris!

### **International Relations Office:**

*Campus Eiffel EM 303-304  
10, rue Sextius Michel  
75015 Paris - France*

*Phone : +33 1 84 14 02 98  
[international@esce.fr](mailto:international@esce.fr)*

*Open from 9 am to 6 pm,  
from Monday to Friday.*

With 50 years of experience, our faculty, staff and students at ESCE work harmoniously to build a friendly and interactive learning environment.

Regardless of the length of your studies at the ESCE, we urge you to embrace your educational and cultural experience here.

We encourage you to take advantage of the learning facilities, networking with your professors and classmates during your stay in France. Take this as an opportunity to expand and enrich your learning and cultural experience which will help you in developing an internationally recognized profile in order to build a successful career.

The International Relations Office stands by your side to help you all along your stay and to welcome you!

*The International Relations Office team*

## International Relations Office

The ESCE International Relations Office is the primary contact for international students. The team will assist you regarding your program at ESCE or your stay in France. The IR Office is open from 9 am to 6 pm, from Monday to Friday.



### **Jennifer KRAUS (on maternity leave until November)**

*Head of International Relations Office*

00 33 (0) 1 81 51 15 40

[jennifer.kraus@esce.fr](mailto:jennifer.kraus@esce.fr)

Office EM 304 (Eiffel1)

*Speaks: German, English, Spanish, French*



### **Jianle LI**

*Manager of the Chinese Program*

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Office EM106 (Eiffel 1)

*Speaks: Chinese, French*



### **Lionel ZAMI**

*International Relations Coordinator*

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*International Relation Coordinator*

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*Speaks: English, German, Italian, French*



### **Christophe RAMON**

*International Relations Coordinator*

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Office EM 303 (Eiffel 1)

*Speaks: French, Spanish, Portuguese, English*



### **Jean-Charles GALLI**

*International Relations Coordinator*

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Office EM 304 (Eiffel 1)

*Speaks: French, English, Chinese*

**Follow @ESCE on Social Media!**





# About ESCE International Business School

ESCE is a private Higher Education Institution recognized by the State. The ESCE degree is countersigned by the Ministry of Higher Education and Research.

ESCE main campus is located in Paris, while the Lyon campus offers courses for students for their first three years of study.

Program content, academic level, training quality, equipment and facilities, teaching aims, financial stability, administrative organization, permanent staff, and employment possibilities, are rigorously assessed by the French Ministry of Higher Education, Research and Education. **The degree is also validated by the French Ministry of Higher Education**, Research and Innovation. The committee which approves the degree is made up of different ministries and chambers of commerce, as well as nongovernmental businesses.

Degree programs are rated on a scale of I to V:

- A Level I rating refers to a 5 year higher-education study program.
- A Level II rating refers to a 3- or 4- year program.

Since 2007, the ESCE Master degree has been recognized at Level I.

ESCE is a member of the **Conférence des Grandes Ecoles (CGE)**. The CGE is an elite group of higher education institutions, made up of engineering schools, management schools and other specialized schools. Its members also include companies and alumni associations. All the Grandes Écoles are recognized by the State and offer a nationally-certified degree upon completion of five years of post-Baccalaureate study at the Master's level.

ESCE is also internationally accredited by EPAS. This accreditation evaluates the quality of business schools and management programs with international perspectives. This accreditation system is awarded by the European Foundation for Management Development, a European based, global accreditation body for quality in management education.

In 2019, ESCE obtained the label « **Bienvenue en France** » (Welcome to France).



*ESCE was founded in 1968*

*11.500 alumni*

*2.500 french students*

*600 foreign students*

*190 partners universities in 45 countries*

*64 full-time teachers*

*140 associate professors*

*Erasmus code FPARIS213*

## ESCE Lyon Campus

The Rhône-Alpes is France's second largest economic region and a major European hub. With its companies focused on intra-European trade, the region abounds with job and internship opportunities for students specializing in International Business. For this reason, ESCE offers its students the opportunity to complete their first three years of study on the Lyon campus.

Faithful to its strategy of urban campuses, in September 2017, ESCE has moved to its new campus at the heart of Lyon, in the 7th arrondissement.

The campus takes over the Citroën building, a building steeped in history that is part of the heritage of the city of Lyon. The students enjoy a bright space that is pleasant and functional, where the industrial spirit is preserved, and they evolve in an environment that is decidedly professional and incorporates the latest technologies

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*ESCE Lyon*  
*25 Rue de*  
*l'Université,*  
*69007 Lyon*



# Academic Calendar 2020 - 2021

The academic calendar dates for courses and exams will be sent to you by email directly from the International Relations Office.

**Academic dates are subject to change.**

## Fall Semester - August to December 2020

**Orientation Period** 02/09/2020

**Start of class** 07/09/2020

**End of class** 18/12/2020

## Spring Semester - January to May 2021

**Orientation Period** 04/01/2021

**Start of class** 11/01/2021

**End of class** 29/05/2021

## French holidays 2020 - 2021

**All saints Day** 01/11/2020

**Armistice Day** 11/11/2020

**Christmas Day** 25/12/2020

**New Year** 01/01/2021

**Easter Monday** 04/04/2021

**Labor Day** 01/05/2021

**Victory Day** 08/05/2021

**Ascension Thursday** 13/05/2021

**Whit Monday** 24/05/2021

**Bastille Day** 14/07/2021

**Assumption Day** 15/08/2021





# General Rules and Regulations

## Attendance

Attendance is mandatory for all classes. All students in the program must be present in class at all times and at all scheduled assessments. Attendance is checked and may have an impact on the overall grades of the students.

## Assignments

There will be assignments and projects given during the program. All students must complete the given assignments and projects to receive a final grade for the program. Course assessment details will be explained by the instructors at the beginning of each course.

## Final Assessment

Each course will include a final assessment, either as a written examination as an oral presentation. Students must pass the final assessment in order to complete the course.

## French grading system

All academic scores are graded out of 20.

The final average grade is calculated from two assessment factors:  
« Contrôle continu » = Continuous assessment (assignments, class presentations, etc) « Partiels » = Final Exam The weight of each factor is usually 40/60. However, it is left to the discretion of the course instructor or the director to confirm the distribution to the students. The distribution is indicated on the transcript.

*From 18 to 20 : Excellent*  
*From 16 to 18 : Very good*  
*From 14 to 16 : Good*  
*From 12 to 14 : Average*  
*From 10 to 12 : Pass*

**The final passing grade is 10 out of 20 in each module.**

**Any average score below 10 for the particular module is considered a failure and the specific ECTS is not awarded for that module.**

## Credits and passing grades

All credits awarded to each “module” are ECTS (European Credit Transfer System). Each module is composed of two to four courses. Each module is assigned a certain number of ECTS depending on the number of total teaching hours within the module.

**The final passing grade is 10 out of 20 in each module.**

A student receives ECTS when the average score of the courses within the specific module is 10 or above. **Any average score below 10 for the particular module is considered a failure and the specific ECTS is not awarded for that module**



## Plagiarism and Cheating Fraud

Attempted fraud, plagiarism or any form of cheating is taken as great offense according to the ESCE policy and French law. Students found to have cheated will be treated case by case and will be summoned by a Disciplinary Committee. The decision to expel the student from the course may be taken according to the school rules and French regulations.



## Registration procedures

Before arriving, make sure you complete these 5 steps:

- 1** Official nomination form sent by email filled in by home coordinator + official ID picture to be sent to ESCE
- 2** Housing application (fall: mid-June/ spring: mid-November)
- 3** Health insurance procedure (fall: July/spring: November)
- 4** Online course selection (fall: July/spring: December)
- 5** Emergency contact details must be submitted upon arrival

Upon arrival, make sure you complete these 3 steps:

- 6**
  - Sign your housing contract,
  - Open an electricity account with EDF for your room by calling at 09 69 32 15 15 ,
  - Open a French Bank Account.
- 7** During Orientation sessions, we will present you how to:
  - Apply for French housing subsidy (CAF).
  - Apply for the French health coverage (Non-European students only) -
  - Apply for temporary residence permit and OFII procedure (carte de séjour) if required
- 8** Confirm your address and phone number in France on MyESCE/Erasmus

# French Visa and Residency Permit

## French Visa

The following information concerns all students who are attending ESCE for any of the following programs: exchange, double-degree, Master, visiting students, and summer program students.

- **If you are a citizen of a European Union country,**

you normally do not need a Visa to study in France for 6 months unless you hold a special status of citizenship or residency in your home country. When in doubt, please contact Campus France, the nearest French Embassy or the French Consulate in your city to obtain information on whether a Visa is required for you. It is your responsibility to obtain this Visa before your arrival in France.

- **If you are a citizen of a Non-European Union country,** and if you are studying in France for more than 3 months, **you will require a French long-term Visa.**

All students should follow [Campus France procedures to apply for a study Visa](#): Please note that the process may take a while, therefore early action is encouraged.

You will need to apply for the Visa at the nearest French Embassy or French Consulate to get your Visa before arriving in France. If your country does not follow a Campus France procedure, contact the nearest French Consulate in your country to get information regarding your Visa well in advance of your journey to France.

**Masters & visiting students only:** Your acceptance letter required for the Visa will be sent as soon as you have paid your Registration deposit into the program. This letter proves that you are registered and it specifies the dates you will study in Paris.

The necessary documents required to apply for the Visa may differ from one country to another.



However, your passport and the official invitation letter from ESCE are **always among the required documents.**

In general, the following conditions and documents are required in order to get a **long stay student Visa** for France:

- *The student should apply for the Visa no more than 3 months before the beginning of the program*
- *ID photograph - following the consulate specifications*
- *Evidence of sufficient financial means for the full study period – 615€ / month*
- *Proof of accommodation for the first 3 months of the stay*
- *Proof of registration = The acceptance or enrollment letter from ESCE*
- *Valid passport*



If you are from one of the following countries, you should go to the Campus France website of your home country and complete all their requirements before going to the consulate

Algeria	Argentina	Benin	Brazil	Burkina Faso	Cameroon
Chile	China	Colombia	Comoros	Congo (Brazzaville)	Cote d'Ivoire
Gabon	Guinea	India	Indonesia	Japan	Lebanon
Madagascar	Mali	Marocco	Mauritius	Mexico	Peru
Russia	Senegal	South Korea	Taiwan	Tunisia	Turkey
USA	Vietnam				

In this case, the Visa process will follow this sequence:

**1 – [Campus France application process](#)**

**2 – Visa process through French Consulate**

**3 – Arrival in France**

**4 – Online Visa Validation**

**It is important to check which documents are necessary with the French consulate in each country**

### **Different types of Visa**

**A Visa is required in France for Non-European Union citizens studying in Europe (unless they hold a “EU long-term residence permit”. This is different from a national residence permit from an EU country.)**

If you are studying in France at ESCE for less than 3 months (i.e. summer or winter program), you may or may not need a Visa, depending on your country of citizenship. Contact the nearest French Consulate in your country to get information regarding your Visa well before coming to France.

**[You can check online which kind of Visa you should apply](#)**

### **Short-Term Visa:**

If your Visa specifies “**dispense temporaire de carte de séjour**” you will have no specific immigration procedures when you arrive in France. You will not be able to work or apply for housing subsidy. You will not be able to stay in France beyond its expiration date. This Visa does not enable you to apply for a French residence permit. If you want to extend your stay, you need to apply for a new Visa from your home country.

### **VLS-TS (long stay visa):**

If your Visa mentions “CESEDA R311-3 6°” you have to validate your visa upon arrival.

ESCE International Relations Office can offer you support with the immigration procedures linked to this Visa. It is mandatory to complete this process within the 3 months following your arrival in France. Upon your arrival, you have to validate your Visa in order to transform it into a residence permit valid for the length of the Visa.

When the VLS-TS Visa is issued, the Consulate will give you instructions.

### **Your visa must be validated online**

You will be asked to enter your Visa number, to fill in the form and to pay the 60€ tax stamp.

Once you have accomplished these procedures, you will receive your validation confirmation by email. This document must be carried with you at all times with a copy of your passport and visa.

With this Visa you are able to apply for housing subsidy and work for a maximum of 20 hours a week (960 hours per year).

In case you want to stay longer in France, it will be possible but only if you renew your residence permit **at least two months before the expiration date of your first Visa**. The International Office can assist you with the renewal.

### **Long-Stay Visa**

This type of Visa states “carte de séjour à solliciter dès l’arrivée” (apply for temporary residence permit upon arrival)

To apply for the temporary residence permit, upon your arrival in France you will need the following documents:

- ETR, ETUD, CERFA and ANAEM forms (provided by the French consulate or embassy)
- your housing contract
- a bank statement
- an invitation letter (provided by the ESCE)
- your birth certificate translated to French by a government-approved translator
- a copy of your passport
- a copy of your Visa
- 3 ID pictures



## Medical Insurance

### For European Students

All European Union citizens should have the European health coverage and **should provide a copy of their European Health Insurance Card.**



### For Non-European Students

All Non-European students staying more than 3 months are required to register to the French health insurance.

**IMPORTANT: It is the responsibility of all international students to register to the French health coverage.** The process will be explained upon arrival. Please note that the registration to the French health insurance is free.

You will need to provide with a list of documents for your registration.

A session will be organized during the orientation day in order to explain the process with the required documents. Then, once you are registered, you will be able to upload your certificate of French health coverage.

**Get more information about the French Health Insurance and subscribe for free online.**

### Choosing a referring doctor

Go to your doctor with your French social security attestation or your European health insurance card. The first time you visit a doctor, you need to choose him/her as your **“medecin traitant”** (Referring doctor). In order to do so, you need to **complete the “Déclaration de choix du médecin traitant” form .**

### Being reimbursed

**If you don't fill the “Déclaration de choix du médecin traitant” you will only be reimbursed 30% instead of 70%.** If you have an international insurance, contact them directly to have the complementary reimbursement (if possible).

You also need to send your **bank Information (“RIB”)** to the French social security (Ameli) to receive the money directly to your bank account.

The third document you need is the **“Feuille de soin”** (brown paper given by the doctor) that you have to send back to the French social security each time you go to the doctor.

Please note that it can take up to 2 months to have the money reimbursed.

If you are looking for an English-speaking doctors in Paris, you can use the website/application **Doctolib.**

Contact for English speaking doctors: *In 15th arrondissement*

Docteur BARRO LECOMTE

28 Rue Viala 75015 Paris

### Doctors and pharmacies around ESCE

<b>General Doctor</b>		
<b>Céline SLOANE</b> 20 boulevard de Grenelle 01 45 79 38 23	<b>Centre « Etudes &amp; Santé » SMEREP</b> 12 Rue Viala 01 53 95 30 01	<b>Françoise BARRO LECOMPTE</b> 28 Rue Viala 01 45 77 38 29
<b>Dentist</b>	<b>Otorhinolaryngologist</b>	
<b>Karaa RAYMOND</b> 47 Boulevard de Grenelle 01 45 79 12 29	<b>Alexandre BELNOUE</b> 22 Rue Saint-Charles 75015 01 45 77 38 05	
<b>Dr Michele STAGEL</b> 4 Rue Robert de Flers 01 45 79 00 79	<b>Françoise LOY</b> 22 Rue Rouelle 01 45 78 61 67	<b>Lionel CAMILLERI</b> 105 Quai Branly 01 45 77 21 48
<b>Pharmacy - Drug store:</b>		
<b>Pharmacie Centrale</b> 9 Rue Robert de Flers, 75015 01 45 79 75 01	<b>Pharmacie du théâtre</b> 42 Rue du Théâtre, 75015 01 45 77 15 65	<b>Dr Sun-Young Park (Korean speaking) Médecin généraliste</b> Centre Médical Wattignies-Meuniers 36 Rue de Wattignies, 75012 Paris



## Accommodation in Paris

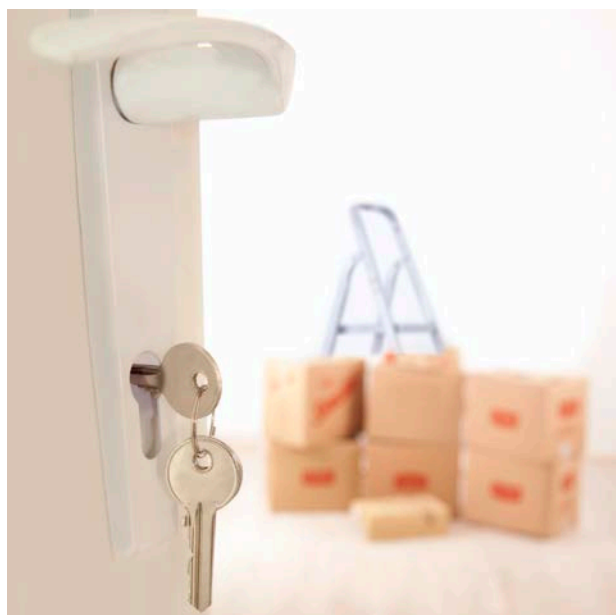
Housing in Paris can be quite difficult to find and expensive.

If you want to rent a flat in France, you will need a guarantor (someone paying tax in France or your parents giving proof of their salary to secure payment of your rent). If you do not have guarantor, you will be required to pay all your rent in advance!

When making reservations, you will be required to pay:

- *Administration fee* (non-refundable) usually one extra month of your rent
- *Deposit* (one month of rent refunded within two months after your departure date if there is no damage in your flat)
- **First month of rent (Usual rent: from 500€ to 1500€ per month)**

If you wish to find your own apartment in Paris, please consult the “Other housing possibilities in Paris” page in this guide to find housing information. ESCE will not be able to find you a private apartment in Paris, however we will be happy to advise you.



ESCE Welcome Guide.

Housing options:

- **Familinb** offers a large range of higher quality homestay and help you to find the perfect family: The team visits every family for an interview, after which the family undergoes a rigorous selection process before becoming available on Familinb. The agency provides pictures of the place and family members, feedbacks and all details regarding the place and the family.



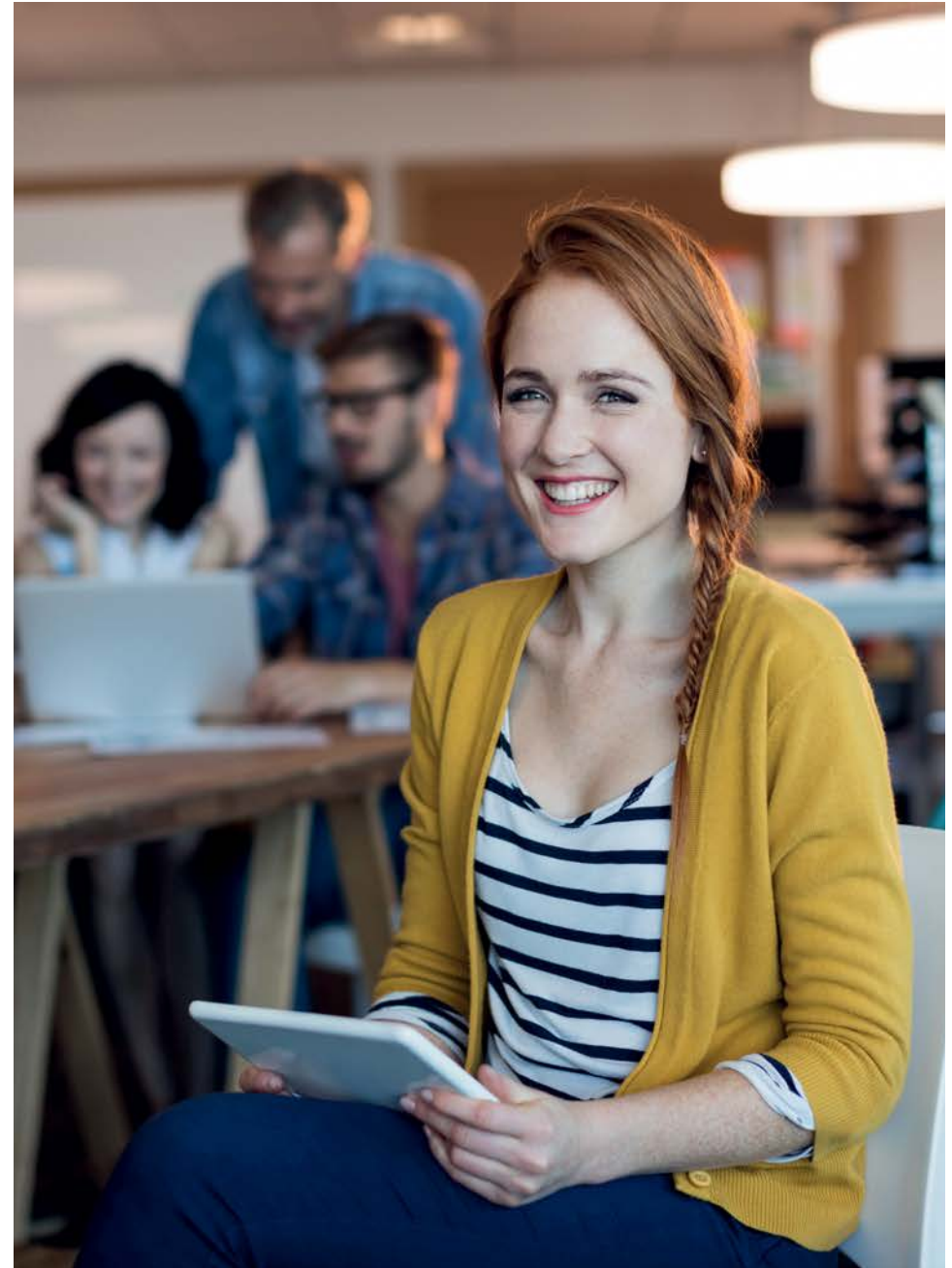
- **France Accommodation & Culture (FAC)** : Homestay is certainly the best housing option for international students who wish to learn about French culture and practicing your French in a non-structured environment. By working with hundreds of Paris hosts, FAC provide a beneficial and higher quality homestay experience for each participant. Your comfort and experience are their priority. The homestay is an option with a secure and safe environment in a happy and comfortable home in central Paris and residential areas, at walking distance from public transportation such as the metro and bus. This is a choice of accommodation with suitable options with your daily schedule, duration of stay and budget. All the homestays provided include: A private bedroom, properly furnished, including a desk and a closet. A bathroom to be shared with the other residents. In some cases a private bathroom is facilitated. - Linen and towels are changed weekly and laundry facilities are available once a week as a minimum - Access to utilities (TV, Internet, WiFi).



- **Atome** Another trustworthy link between students and families, Atome will take complete charge of setting up your accommodation with a host family in Paris.



It will provide quality service and select your host families (they are connected to more than 200 families into Paris) according to rigorous standards. They visit and select your host families based on the following criteria: - Their motivation for welcoming a “foreigner” into their home. - Their willingness to participate in an exchange with a culture that is not their own. - A dedicated room for the student and the condition of the apartment. - Their ability to invest themselves in such an exchange. - Their determination to project a positive image of France. They are fully aware that financial considerations are important for these families but in no case should be the primary motivation for seeking a home stay.



**Studapart** is an online platform that simplifies the steps to find accommodation in Paris. The principle is simple: the platform is fully managed by the university / school to offer the maximum accommodation deals to interested students. This site centralizes ads for students, homeowners, agencies and residences near the school. The ads are only available for students of the school. The idea is to make a more secure and efficient research. Students can also help each other on housing matters.



### **Be my Nest** offer

rooms for rent for any length of stay. There's a huge range of options: from completely independent, to choosing half board accommodation, through to a bed & breakfast style stay. Find a place to live on a budget; Benefit from a 10% discount as a student of ESCE; No administrative paperwork ; No bond, no guarantor needed ; Quality accommodation (we visit them all regularly), well located, close to public transport. Included standard services: WiFi, washing machine, kitchen access, coffee machine... ; Quick and easy booking process with secure payment options. Personal account to manage your bookings.



**Bluestrip Living** is Europe's leading provider of study abroad accommodations, housing more than 2000 students every year. The layout and size of our apartments are conducive to shared living (on

average, apartments house 4 students, each of whom has approximately 15 square meters of living space), and guarantees independent access to shared living spaces.



**Ensemble 2 Générations** is an association dedicated to the accommodation of students with the elderly. The rent is determined according to the help students provide to the elderly. Members must stay in touch with the association all year long. Members must speak French and stay the whole academic year in France.



### **Agency and Housing Platforms**

**Uniplaces** is an online booking platform for student accommodation. The website lists thousands of verified properties in 9 countries (France, UK, Germany, Spain, Italy, Netherlands, Portugal, Austria and Poland) and 41 cities across Europe. The website and its customer service are available in 6 languages, 7 days a week. **Uniplaces** is always looking at new ways to help international student with initiatives such as the Uniplaces Scholarship or its Student Brand Ambassador program (the Uniplaces Academy). **50% discount on service fee with the code: ESCEUNI**



**Yestudent** make things easier for your arrival at ESCE and get yourselves quickly into our school culture. Yestudent is a website that allows you to sleep at some ESCE students' apartments while you look for a more long-term accommodation. Do you find hotel rooms to be too expensive? Spend €15/night on average with Yestudent! Native See you soon on Yestudent! English-speaking support available as well if assistance is needed. Find your host here:





Residence & website	Address	Time to ESCE	Type of room
<b>The Student Hotel</b> **	<i>56 rue Roque de Fillol, 92800, Puteaux, Paris</i>	<b>40 minutes</b>	<b>Room with individual bathroom, kitchen to share</b>
<b>Studea</b> **	<i>1. Bleuzen: 27 rue Bleuzen, 92170 Vanves</i>	<b>30 minutes</b>	<b>Studio: you will have your own bathroom and kitchen in your studio</b>
	<i>2. Jean Monnet: 38 rue Raymond Marcheron, 92170 Vanves</i>	<b>30 minutes</b>	
	<i>3. Marcheron: 26 rue Raymond Marcheron, 92170 Vanves</i>	<b>30 minutes</b>	
<b>Studelites</b> **	<i>121 boulevard Brune, 75014 Paris</i>	<b>30 minutes</b>	<b>Studio: you will have your own bathroom and kitchen in your studio</b>
	<i>37 rue de la Saussière, 92100 Boulogne</i>	<b>25 minutes</b>	
	<i>25 rue Auguste Perret, 92100 Boulogne</i>	<b>25 minutes</b>	
	<i>4 allée Edgar Brandt, 92320 Chatillon</i>	<b>45 minutes</b>	
<b>Pythagore</b> **	<i>54, avenue Puvis de Chavanne, 92400 Courbevoie</i>	<b>45 minutes</b>	<b>Studio: you will have your own bathroom and kitchen in your studio</b>

\*\* Application online only

<b>Youth hostels</b> <b>Auberge de jeunesse</b>	4 boulevard Jules Ferry 75011 Paris 01 43 57 55 60	
<u><b>CROUS de Paris</b></u>	Service Logement 39 avenue Georges Bernanos 75005 Paris 01 40 51 37 17	Conditions : -Be recognized as a Boursier du gouvernement français (BGF) or Boursier des gouvernements étrangers (BGE). -You have to do it the year before your arrival To know more about the process, you will have to ask you French embassy in your country.
<u><b>Centre d'information et de documentation jeunesse</b></u>	101 Quai Branly 75015 Paris 01 44 16 64 00	
<b>Apartments to share:</b> <a href="http://www.appartager.com">www.appartager.com</a> <a href="http://www.lacartedescolocs.fr">www.lacartedescolocs.fr</a>  <b>Rental offers :</b> <a href="http://www.seloger.com">www.seloger.com</a> <a href="http://www.immostreet.com">www.immostreet.com</a> <a href="http://www.pap.fr">www.pap.fr</a> <a href="https://smart-renting.com/">https://smart-renting.com/</a>  <b>Foyers List:</b> <a href="http://www.unme-asso.com">www.unme-asso.com</a> <a href="http://www.mapiaule.com">www.mapiaule.com</a> <a href="http://www.adele.org">www.adele.org</a>		

## Important housing information

### Electricity Account (EDF)

You have to open your electricity account (EDF) yourself.

Upon your arrival, you have to check the electricity meter number in your apartment and call the electricity company (EDF) at 09 69 32 15 15 (only in French).

To open your electricity account you need:

- The rental contract
- Name of the last occupant
- Last recorded meter number
- The details of your French bank account (RIB)

For more information: <https://particulier.edf.fr/en/home.html>

### Contract dates

**Please note your rental agreement contract dates are fixed and can't be changed. Once the contract is signed, the full duration of the contract must be respected and paid.**

### Taxe d'habitation (Housing tax)

**Please note that any student staying for one year or arriving in January will have to pay a tax called « taxe d'habitation ». It is mandatory according to the French law!**





## French Government Housing Subsidy (CAF)

Government housing subsidy is called “*aide au logement*”. It is allocated at the “Caisse d'Allocations Familiales” or CAF.



### CAF Application

Are you eligible for the Housing Subsidy? The French government allows International students or other EU students who are studying in France and have a Temporary Stay permit to get housing subsidy.

The requirements are: -

- Type of housing: individual studio or apartment with your name on official housing contract
- Having a French bank account (to be able to receive the bank transfer)
- Having a French health insurance or European Health insurance card for EU citizens -
- Having applied for the OFII or for Temporary Residence permit (“carte de séjour”) if applicable

For example, a typical 18 m<sup>2</sup> single person studio at monthly rent of 700€ can benefit from a 200€ maximum subsidy per month.

Please note that subsidies only start the month following the date of application (not when you move in). Therefore, we do advise you to apply as soon as you arrive in your apartment

### **Required documents to apply for housing subsidy**

During the orientation, the International Office will assist you with your application documents.

If you would like to apply for CAF, please ensure that you have the following documents with you during your orientation week at the ESCE:

#### **For European Students:**

- CAF Application Forms (given by International Office)
- Copy of your ID or Passport
- Your birth certificate translated in French by a person certified by the French government or a multi languages birth certificate
- Copy of your ESCE attestation (given by International Office)
- Copy of your European Health Card
- Your French Bank Account Information, called R.I.B (Relevé d'Identité Bancaire)

#### **For Non-European Students:**

- CAF Application Forms (given by International Office)
- Copy of your ID or Passport
- Copy of the Visa
- Copy of the OFII form or the OFII stamp (if applicable)
- Your birth certificate translated in French by the French consulate or embassy in your home country (with the apostille) or by the French government or a multi languages birth certificate
- Copy of your ESCE attestation (given by International Office)
- Copy of your French social security number when you receive it.
- Your French Bank Account Information, called R.I.B (Relevé d'Identité Bancaire)

**Subsidy is not guaranteed!**

## Opening a French Bank Account

Opening your Bank Account in France is one of the first steps you should make upon your arrival in Paris.

Documents needed to open a French bank account:

- *Your original passport or EU citizen ID*
- *Proof of Residence in France*
- *“Attestation de Logement” from your landlord*
- *A copy of your ESCE attestation proving your registration*

### Banks near ESCE :



- **Crédit Agricole**

33 Boulevard de Grenelle 75015 Paris  
01 44 37 29 75



- **Crédit Mutuel**

70 Rue des Entrepreneurs 75015 Paris  
08 20 09 99 71



- **BNP Paribas**

26 Boulevard de Grenelle 75015 Paris  
08 20 82 00 01



- **Crédit Lyonnais**

61 Boulevard de Grenelle 75015 Paris  
01 53 95 48 12



- **Société Générale**

27 Boulevard de Grenelle 75015 Paris  
01 45 78 51 50



## Currency and banking in France.

To find out the latest currency exchange rates, you should contact your local financial institution. The exchange rate varies from store to store.

Euro coins are available in denominations of 1 cent, 2 cents, 5 cents, 10 cents, 20 cents, 50 cents, 1€, 2€.

Euro notes (paper bills) are available in denominations of 5€, 10€, 20€, 50€, 100€. The 50€ and 100€ bills may not be widely accepted and it is better to have smaller bills on hand.

### Banks for money withdrawals (ATMs)

There are many ATMs for money withdrawals all around Paris however the exchange rate varies depending on the bank. Please note that all around Europe, most ATMs take 4 digit codes only.

**Please ensure that your bank card has a confidential code of 4 numerical digits before leaving your country. French ATMs do not accept letter codes.**

### Master Cards/ VISA/ American Express

The most widely used credit cards are Master Cards and Visa cards. The American Express cards are less used in Europe. Please note that some smaller restaurants may not be equipped to process North American Credit cards due to a different system used in France. Therefore, it is always a good idea to have some cash or traveler's checks on hand.

## Cost of living in Paris

Housing	Minimum 800 €/ per month + utilities (varies on location & size of housing)
Entertainment	120 €/ per month (will vary depending on your personal spending habits)
Food (groceries)	200 €/per month (will vary)
Transportation	70 € - 116 €/per month (within Paris only)
Miscellaneous	100 €/per month (varies on your spending habits)

You can easily [check online the cost of living in Paris](#), or even [compare with your home town!](#)

### Cafeteria – lunch only

We have a cafeteria on campus for you to enjoy your lunch on campus. You can use the cafeteria from Monday to Friday.

### Restaurants Universitaires

You can also have access to the “Restaurants Universitaires” around Paris. To access them you need to:

- Be a student
- Have a student ID card
- Have a CROUS card, which costs 2€. You need to ask for that card at the reception of one of the “Restaurants Universitaires”. You can charge it with money (cash or credit cards are accepted) at the entrance of each “Restaurant Universitaire”. A meal (to stay or to go) costs between 3€ and 10€.

There are 18 “Restaurants Universitaires” around Paris.





## Where to eat around campus

### Between 5 and 12€

<b>Mc Donalds</b> 1 rue du commerce 01 45 75 98 01	<b>Boulangerie café : Le Fournil de Pierre</b> 10, rue du commerce 01 45 75 16 48	<b>Boulangerie Le Gallic</b> 133, Avenue Emile Zola 01 45 75 20 64	<b>Mario e Lillo (Italian Restaurant)</b> 98, Rue du Théâtre 01 45 77 76 68
<b>A la petite chocolatière</b> 66, Avenue de la Motte Picquet 01 47 83 32 87	<b>Boulangerie Poilâne</b> 49, Boulevard de Grenelle 01 45 79 11 49	<b>Boulangier Pâtissier SECCO</b> 75, Boulevard de Grenelle 01 45 67 17 40	<b>Darai (Korean Restaurant)</b> 4 rue Violet 01 45 77 36 77
<b>Il Bocconcino (Italian restaurant)</b> 19 rue sextius michel 01 53 95 07 33	<b>New thai pacific (Thai restaurant)</b> 110 boulevard de grenelle 01 45 78 87 88	<b>Amalfi (Italian restaurant)</b> 4 rue Viala 01 45 78 88 81	<b>Matchan (Japanese Restaurant)</b> 55 rue du théâtre 01 45 77 03 50
<b>Pistache et chocolat</b> 33/35 rue de lourmel 01 45 75 56 03	<b>Okito (Japanese Restaurant)</b> 27 quai de grenelle 01 40 59 86 51	<b>Brasserie Le Pont De Seine</b> 1, Boulevard de Grenelle 01 45 79 38 05	<b>IUMI Bowl (Hawaian Restaurant)</b> <b>14 rue Nélaton</b> 06 95 45 46 47

### Around 15€

<b>Comptoir Principal</b> 29, Boulevard de Grenelle 01 45 78 72 66	<b>Le Bouquet de Grenelle</b> 68, Avenue de la motte Piquet 01 47 34 30 01	<b>Café du Commerce</b> 51, rue du Commerce 01 45 75 03 27	<b>Chez Darius Tiam (Iranian Restaurant)</b> 81 rue du théâtre 01 45 79 41 22
<b>Bistrot dupleix</b> 62, Boulevard de Grenelle 01 45 77 24 96	<b>Métropolitain</b> 83, Boulevard de grenelle 01 40 56 00 02	<b>Le Pierrot</b> 67 Avenue de la Motte-Picquet 01 47 34 17 76	<b>142 Crêperie contemporaine</b> 59, rue Saint-Charles 01 40 59 84 01
<b>Samaya (Lebanese Restaurant)</b> 21, Boulevard de Grenelle 01 45 77 44 44	<b>Le Saint Martin's (Portuguese Restaurant)</b> 8, rue Saint Charles 01 45 79 18 14	<b>Café Crêperie Suzette</b> 117, Boulevard de Grenelle 01 47 83 39 71	<b>Au Moka</b> 92 boulevard de grenelle 01 45 78 19 68
<b>Tipaza (Eastern Cuisine)</b> 150, Avenue Emile Zola 01 45 79 22 25	<b>Villa 15 (Italian restaurant)</b> 47, rue Saint Charles 01 45 77 14 43	<b>Au dernier métro (basque)</b> 70 boulevard de grenelle 01 45 75 01 23	<b>Pizza di Napoli (Italian restaurant)</b> 31 boulevard de Grenelle 01 45 77 05 06
<b>Pastapapa</b> 7 rue Lourmel 01 45 77 66 47	<b>Feryouz (Lebanese Restaurant)</b> 8-10 rue de lourmel 01 45 78 07 02	<b>Manna (Korean Restaurant)</b> 44 rue de lourmel 01 45 78 80 09	<b>Siu Yu (Chinese Restaurant)</b> 3, Rue Sextius Michel 01 45 77 17 99

### More than 20€

<b>Tagawa (Japanese Restaurant)</b> 37, bis rue Rouelle 01 45 75 93 21	<b>Le concert de cuisine (Japanese Restaurant)</b> 14 rue nélaton 01 40 58 10 15	<b>Le court bouillon</b> 51 rue du théâtre 01 45 77 08 18	<b>L'Abreuvoir</b> 24 rue du docteur finlay 01 45 77 14 59
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### **Museums (non-exhaustive list)**

National museums/Musées nationales are free on the first Sunday of every month. Most museums offer free or reduced entry if you are under 26 years old. You will need to bring proof of your age (passport, student card) to benefit from this reduction. Many museums are closed on Mondays and Tuesdays.

**Musée du Louvre**, rue de Rivoli, 75001

**Musée Carnavalet**, 23 rue de Sévigné, 75003

**Musée Picasso**, 5 rue de Thorigny, 75003

**La Maison Européenne de la Photographie**, 5 rue de Fourcy, 75004

**Georges Pompidou Centre**, place Georges Pompidou, 75004

**Musée d'Orsay**, 62 Rue de Lille, 75007

**Musée Rodin**, 77 rue de Varenne, 75007

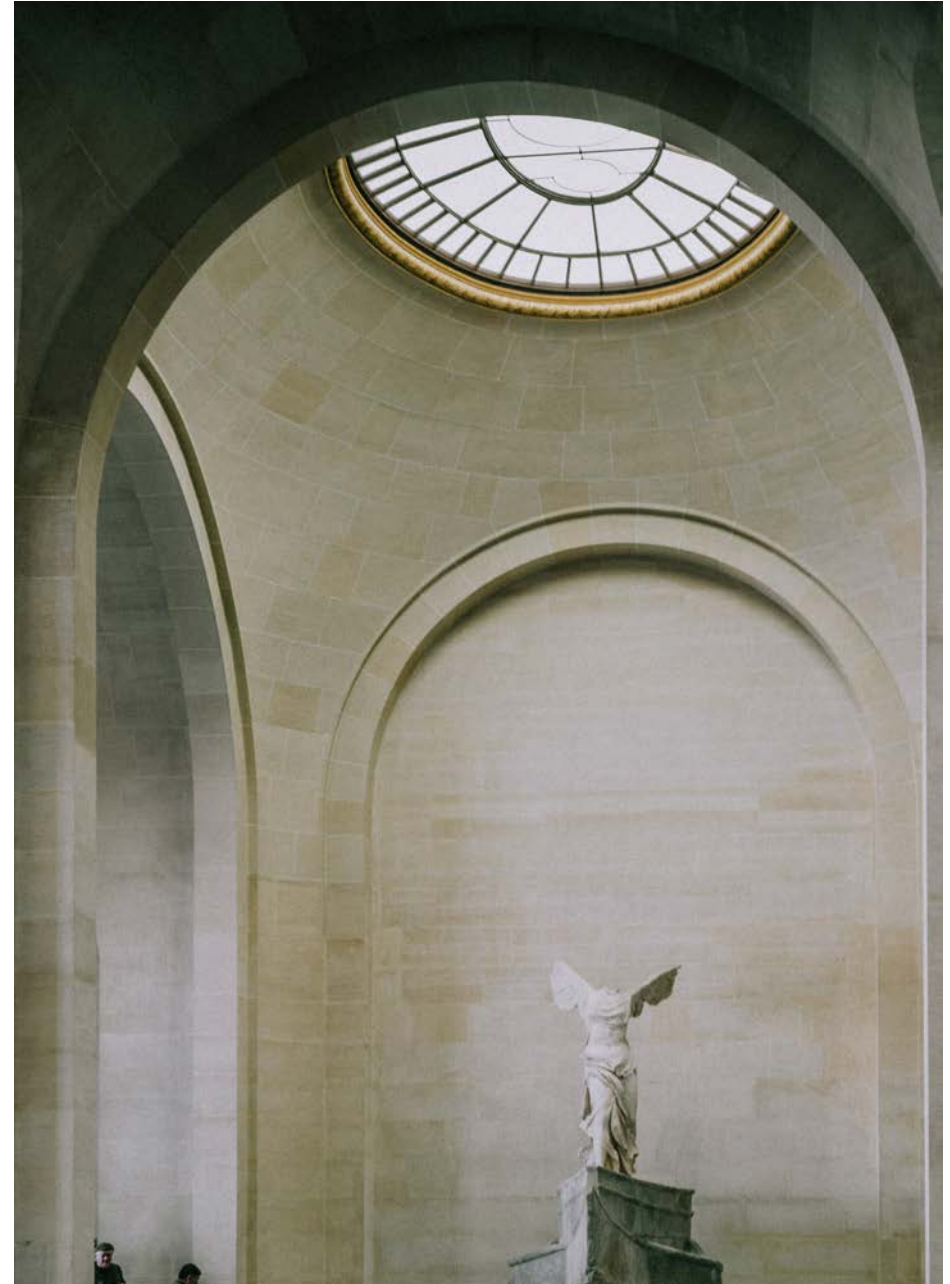
**Musée du Quai Branly**, 55 quai Branly, 75007

**Palais de la Découverte**, Avenue Franklin D Roosevelt, 75008

**Petit Palais**, Avenue Winston Churchill, 75008

**Grand Palais**, 3 avenue de Général Eisenhower, 75008

**Musée de la Vie Romantique**, 16 rue Chaptal, 75009



### **Shopping centres (non-exhaustive list)**

**Galleries Lafayette Haussmann**, 40 boulevard Haussmann, 75009

**Centre Beaugrenelle**, 12 rue Linois, 75015

**Le Bon Marché**, 24 rue de Sèvres, 75007

**Forum des Halles**, 101 rue Berger, 75001

### **Shopping districts**

**Champs Elysées** / Metro 1 : Charles de Gaulle-Etoile

**Le Marais** / Metro 1 : St Paul

**Rue de Rivoli** / Metro 1 : Louvre Rivoli

**Boulevard Haussmann** / Metro 7+9 : Chaussé d'Antin

**St Germain** / Metro 10+12 : Sèvres Babylone

**Rue du Commerce** / Metro 8 : Commerce

**Madeleine** / Metro 8 : Madeleine

### **Cinemas**

**UGC Cinécity** la Défense / Metro La Défense

**MK2 Bercy Village** / Metro Cour St Emilion

**UGC Geaumont** / Metro Champs Elysées

**La Géode** / Metro Corentin Cariou

### **Theatres**

**Opéra Garnier**, 8 rue Scribe 75009

**Olympia**, 18 rue Caumartin, 75009

**Opéra Bastille**, 120 rue Lyon, 75012

**Comédie Française**, 1 Place Collette, 75001

**Théâtre Bobino**, 14 rue de la Gaité 75014



### **Tours**

A few sightseeing suggestions are: visiting the Museums, a tour of the Loire Valley and its Castles (day trip), a tour of the Abbey of Mt. St. Michel (day-trip), visit the Versailles palace (day trip) or go on a Bike tour around Paris. All tours can be arranged through the different companies below.

### **Paris City Vision**

### **France Tourisme**

### **Bike tours around Paris**

### **Paris visitors' bureau**

### **Paris museums**

### **Original and authentic way of visiting Paris**



## Come to ESCE

ESCE Paris campus is located in the fifteen arrondissement of Paris (15<sup>e</sup> arrondissement).

You can easily come to the campus by **Metro**, **RER** (Regional Express Network), or **Velib bicycles** (Paris bicycle sharing system).

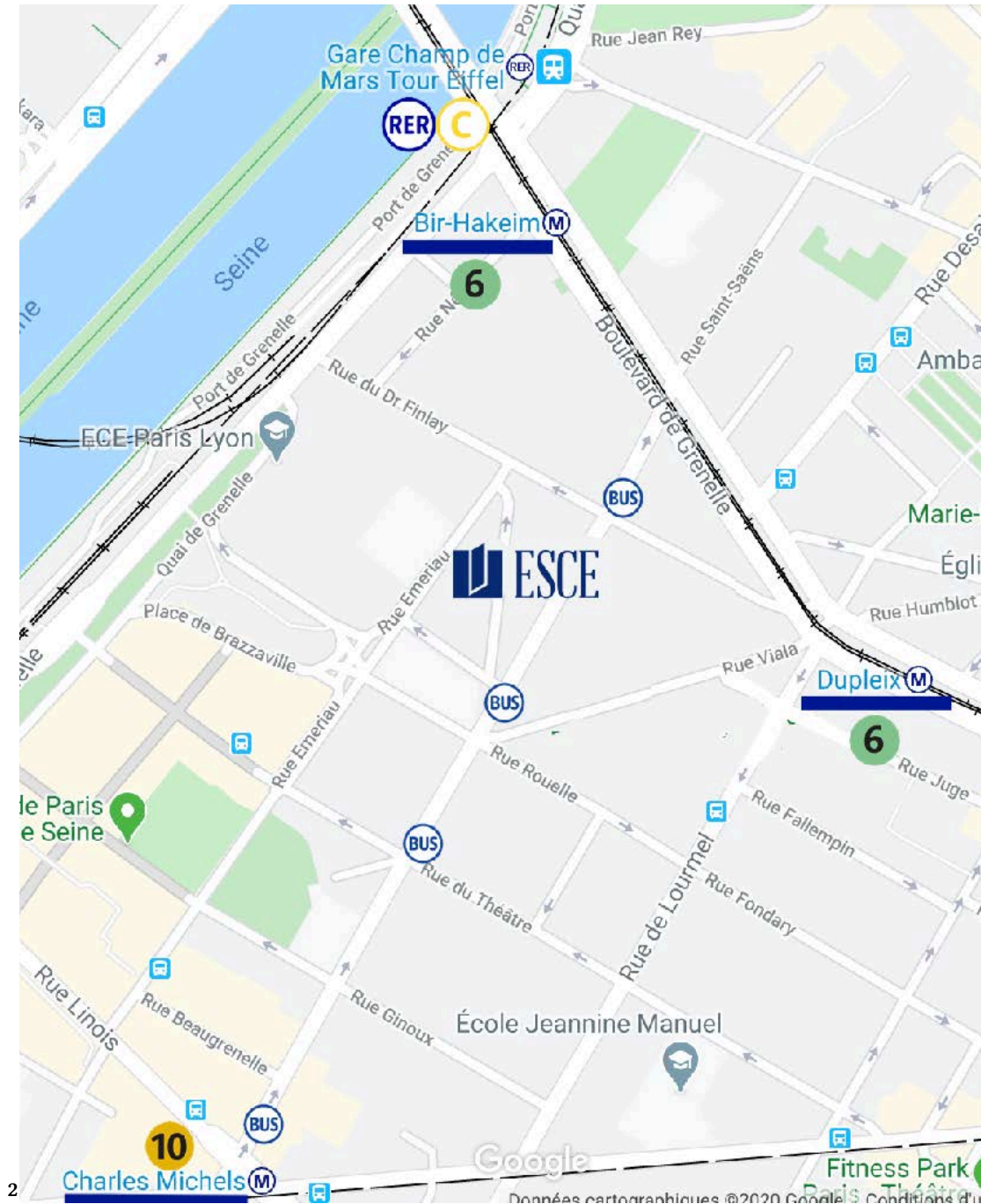


**Metro lines 6 : Bir-Hakeim and Duplex Stations**  
**Metro line 8 La Motte-Piquet Grenelle Station**  
**Metro line 10 : Charles Michels Station**  
**RER C : Champs de Mars Tour Eiffel Station**  
**Bus line 42 : Rue Rouelle bus stop.**



**Closest Velib stations : Rue Emeriau, Boulevard de Grenelle**

***ESCE International Business School***  
*10, rue Sextius Michel*  
*75015 Paris*



## Transportation in Paris

### **M** Metro

The Metro system in Paris is quite extensive and is the best way to get around. The Metro consists of 14 lines and covers Paris central region and extends to some suburbs. Upon arrival, you should get a monthly pass called « Navigo ». It is more efficient to get a monthly pass instead of buying a ticket each time you take the Metro. Metro system stays within the first 2 zones. You only need zone 1-2 access on your Navigo to take the Metro.

All Metro and RER lines are color coded.

To download a Metro Map, visit <https://www.ratp.fr/en>.

### **RER** RER

The RER are the fast suburban trains which also cross Paris. You will have to purchase a ticket which has a different cost depending on where you are going and the zone. RER is a larger fast train compared to the Metro and goes through the city and its suburbs. RER lines are named alphabetically from A to E. You will have to buy a special RER ticket if you chose to travel with this transportation system, or buy zone 1-5 access on your Navigo.

### **Bus**

Buses are also convenient to take for short distances; however, for longer distances, it is better to take the Metro or the RER. You can find a bus map on the website above.

### **Fare and tickets**

#### **Tickets T+**

- One ticket (for all zones): 1.90€
- Book of 10 tickets (for all zones): 16.90€
- One ticket in a bus: 2€ (Single tickets only are sold on board buses (valid for one bus trip, no transfers))

#### **Tickets origin-destination**

The origin-destination ticket allows you to travel between two stations in the region “Île-de-France” on the RER lines.

It is used in one way or another, for example: Paris – la Défense and la Défense – Paris. The one way ticket from or to Paris from or to la Défense is 2.80€. Tickets to or from Paris can use correspondence metro and RER in Paris.

#### **Navigo Pass**

The other option is to get a **Navigo Pass**. It is available immediately at the counter in metro stations and in authorized shops without having to complete an application, it costs 5€. It is open to all (no obligation to reside or work in Ile de France). It goes along with a name card with photo (25x30mm format). For a weekly pass that runs from Monday to Sunday – 22.80€ for all Zones. It is valid on Metro, buses and the RER within Paris. We highly recommend that you purchase a monthly transportation pass for an unlimited number of journeys upon your arrival. With this pass, you will be able to use the Metro, the bus and the RER for all Zones. Currently, the cost for all Zones using a monthly pass is 75.20€.



Please be advised that most Metro stations do not have elevators or escalators. If you have heavy luggage to carry, you may have to carry them up the stairs.

\*\*\*\*All costs are subject to change in July and in January\*\*\*\*

### Imagin'R Card

This is a transportation card valid for a year for students under 26 and for an unlimited number of journeys for the zones previously chosen. This card offers discounts up to 50% compared to the Carte Navigo. Whichever zones you have chosen, you will be able to travel in the whole "Ile de France" (Paris' region) during weekends, bank holidays, holidays and from July 1st to August 31st. The first day of validity of this card can be September 1st, October 1st, November 1st, December 1st and January 1st.



### Velib

Velib is a large-scale bicycle sharing program. In order to use the system, users need to take out a **Subscription** or a **Pass**, which allow the subscriber an unlimited number of rentals. Pass can be purchased at 5€/day (*V-Découverte*) or 15€/week (*V-Séjour*). Subscriptions can be purchased at 0€ + 1€/30 min. (regular bike) and 2€/30 min. (electric bike) for occasional users (*V-Libre subscription*), and from 3.10/month to 8.30€/month for regular users (*V-Plus subscription*, over 4 trips per month and *V-Max subscription*, regular and electric bike), depending on the type of subscription, age and social status. With a subscription, bike rental is free for the first half hour of every individual trip; an unlimited number of such free trips can be made per day. A trip that lasts longer than 30 minutes incurs a charge of 1€ to 4€ for each subsequent 30-minute period. The increasing price scale is intended to keep the bikes in circulation.

To make a **Subscription** of **Pass**, you should make an account online by clicking on the following link: [https://www.velib-metropole.fr/en\\_GB](https://www.velib-metropole.fr/en_GB) After that you choose your type of **Subscription/Pass** and the card you are going to use for the service:

*Pass Navigo Card* or *Vélib' Métropole Card* (*Vélib' Métropole Card* will be send to your dormitory). Then you enter your e-mail address and create a password to access the account. You have to mention your contact details and accept the general conditions of access and use (*CGAU*). The payment is made by credit card via a secure space. To confirm the subscription, you should choose a secret code of 4 characters, and an access code of 8 characters. The two codes will be sent by e-mail and available on your online account. You will need your codes for the rental. The *Vélib' Métropole Card* and *Pass Navigo Card* allow direct access to the bicycle at Vélib stations.

To have an access to the bicycle at the Vélib stations, you should present your *Pass Navigo Card* or *Vélib' Métropole Card*, then enter your access code (8 characters) and press "**V**" button. After that you should enter your code (4 characters) and present your *Pass Navigo Card* or *Vélib' Métropole Card* once again. Once the message "**Départ OK**" will appear on the screen, you can take your bike. To block your bike after the end of your "journey", you can choose any Velib station, then insert the bike wheel in the delimiter so that it will be locked. If the screen is not active, you should press "**V**" button. Once the message "**Retour OK**" and **two sound signals** will appear, it means that you can go. If there is only **one sound signal**, you should replace your bike to lock it well.



## Taxi

French taxis are licensed by the local prefecture, which imposes strict rules on roadworthiness, passenger capacity (a maximum of 3) and working hours. Private minicabs do not really exist and all cabs operate in the same manner and to the same costs in each region. They do tend to charge more depending on the hour of the day (i.e. early morning, and late at night). Taxis in Paris can be hailed in the streets, at the numerous taxi stations found in every district or booked by phone. The main taxi company in Paris: **G7 (G sept) – Tel: 3607**



## Transportation within Europe and other information

If you plan to travel around France or Europe in general after or during the program, the following websites might be useful for you:

### Transportation from Airport

Airport shuttle (English version available)

Paris Aeroport

### Transportation (train) within France:

SNCF (cross country train): Ouigo, Inoui, IDTGV, iDbus



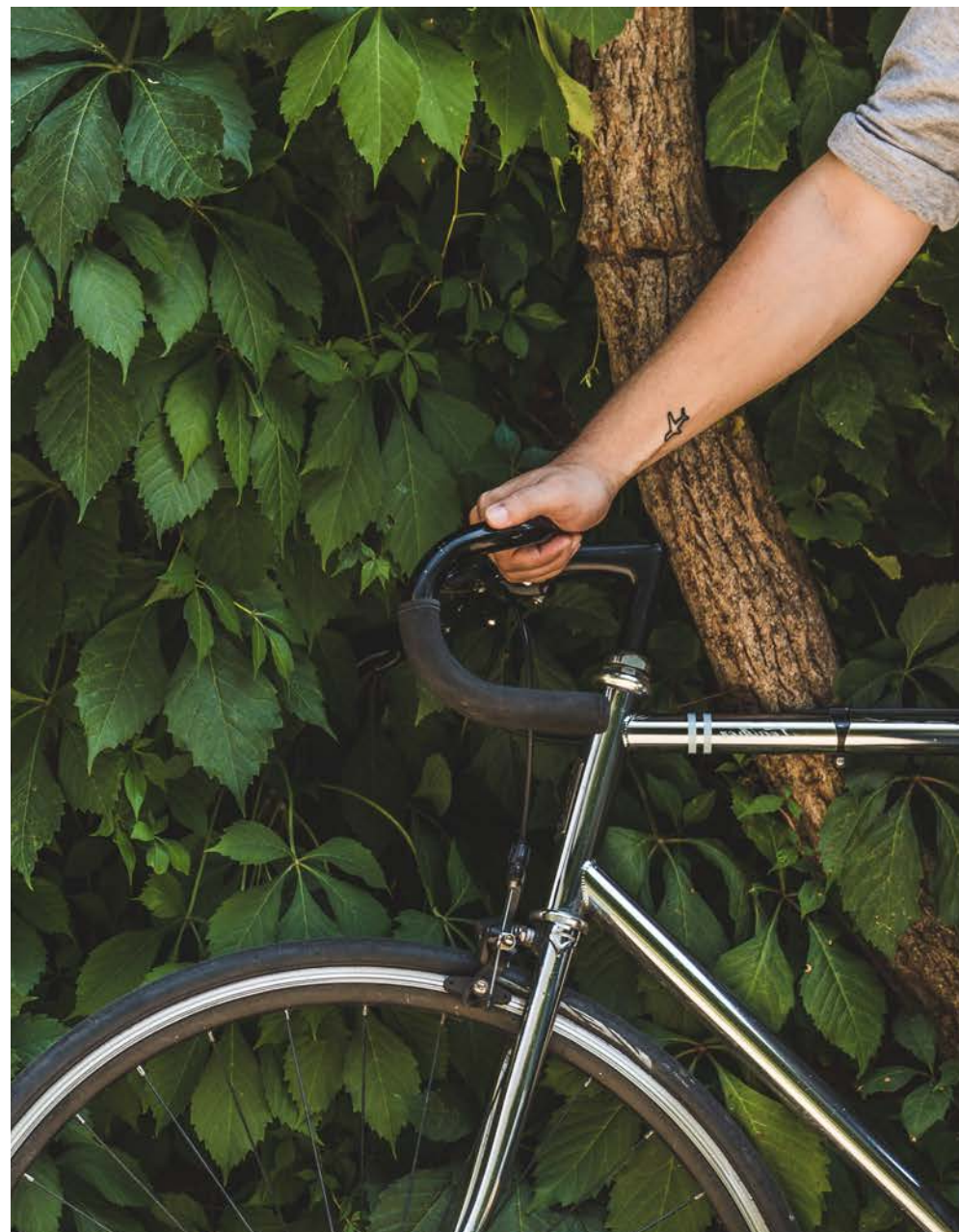
### Transportation (train) within Europe

Rail Europe (English version available)

Eurostar (Paris – London)

### Useful links:

<http://www.fusac.fr/> (classifieds for the English speaking community in Paris)



## IT Information

### Computer lab

All the computers in the rooms below allow you to access Internet, your emails and other software like word 2007, Excel 2007 ...etc.: -

Computer lab on the ground floor (EM011) Report any issues to [contact@helpdesk.school](mailto:contact@helpdesk.school)

Please note that you can't bring food or drinks into these rooms.



### Login/password

The login and password will be sent to you few weeks before arrival.

### WiFi

The campus has a secure wireless network. You can access the network with the same user ID as above;

<https://webauth.esce.fr/cas/login?service=http://support.esce.fr/documentation/WiFi/&locale=en>.

Access is primarily intended for educational uses. Your browsing history while connected to campus WiFi is recorded on our servers in accordance with the French law. You will be given an IT charter, which will indicate all rules and regulations. Some laptops can't connect to the wireless network. The most frequent causes are the age of the equipment or a bug. Please contact the IT department or the webmaster for a computer diagnostic system.

### Printing

There are four multifunction printers, which allow you to: - Copy - Print - Scan and send by email From your Word, Excel, PowerPoint, or web page; you need to go to "fichier", then click on "imprimer", and choose the printer. You can use A4 or A3 paper, color or black/white, recto or recto/verso. The cost is 0.02€/page for A4 paper in black/white and 0.06€/page for A4 in color (the price is doubled for recto/verso and also for A3 paper). You will need to have your student ID card in order to print.

### Resources

#### The online library

Website: <https://library.inseec-u.com/>

- A physical space with comfortable seats, covered by WiFi
- A digital library for students and teachers
- A website which offers access to many online resources
- A member of staff to help you to use efficiently each database and find information you need

To access the contents of the website, you need to login with your ESCE user ID. Your ID will be sent few weeks before your arrival.





## Student Associations

There are a number of student associations like Buddy, Café des Langues, International Clubs Discovery or Event which you are invited to join and participate in to make your integration with local students easier.

Cost per semester: 70€ (subject to change).

### Sports facilities

#### Aquaboulevard

4 rue Louis Armand, 75015  
01 40 60 10 00



#### Front de Seine

44 rue Emeriau, 75015  
01 45 75 35 00



#### Piscine Keller

14 rue de l'Ingénieur Robert Keller, 75015  
01 45 71 81 00

#### Salle de Fitness Neoneess

18 rue Juge, 75015  
01 80 48 02 88





## Useful information

### The French Electrical System – voltage difference

The French electrical system, like most European countries is 220 volts at 50 cycles. Plugs take a standardized two-round-pin format. Hair dryers, battery chargers, electric shavers and all other electric devices will require **an adapter and a voltage converter**. Most can be adapted with relative ease, but ask for advice and make sure you purchase an adapter and converter before leaving your home country . **The school does not have any adapters**

### Cell phone connection

If you would like to have a cell phone connection while you are in Paris, you have several options. You can get an international connection from your home country or buy a “pay as you go” card in France. Make sure your phone accepts international Sim cards.

### Grocery Stores

Around the school you have different grocery stores.

You also have a market on Wednesdays on boulevard de Grenelle between rue Lourmel and rue du Commerce.

### Sunday Store closures

Most regular clothing, pharmacy, and grocery stores are closed on Sundays in France. Most restaurants and bakeries are open on Sundays but are closed on Monday. Most banks are closed on Monday as well.

<b>Biocoop,</b> 44 Boulevard de Grenelle	<b>Carrefour City,</b> 33 rue Frémicourt	<b>SuperHalle2000,</b> 45 rue du Commerce
<b>Oliviers &amp; co,</b> 85 rue du Commerce	<b>Maison Gosselin,</b> 1 rue de Lourmel	<b>Franprix,</b> 23 boulevard de Grenelle
<b>Monoprix,</b> 19 Rue Linois	<b>Monoprix,</b> 24 Rue du Commerce	<b>Carrefour City,</b> 97 Boulevard de Grenelle
<b>Picard,</b> 72 boulevard de Grenelle	<b>Sitis Market,</b> 31 rue Saint Charles	<b>Ker Primeurs,</b> 96 rue du Théâtre

### What to pack for your trip

Paris is a beautiful city, and it has temperate weather. Always be prepared with an umbrella or a rain jacket, because you never know when it is going to rain. Although Paris can have very hot summers, it can also have very cold winters. Always bring a thick jacket for all weather conditions.

Average temperatures in Paris are shown below in Celsius and Fahrenheit

Month	Avg. high °C/°F	Avg. low	Month	Avg.high °C/°F	Avg. low
JAN.	10/53	0/32	JULY	32/90	16/61
FEB.	12/54	2/35	AUG.	32/90	16/61
MAR.	15/60	3/38	SEP.	27/82	13/55
APRIL	17/63	6/42	OCT.	20/68	8/47
MAY	22/71	9/48	NOV.	14/58	4/39
JUNE	27/82	13/56	DEC.	11/52	2/35

## In case of Emergency

Emergency Contact, – from a French phone

*(Take a picture in order to access from your mobile phone at all times)*



**17:** Police Emergency



**112:** Emergency Number from a Mobile phone



**18:** Fire brigade/ambulance



**15 or 01.45.67.50.50:** Emergency medical assistance service (SAMU)

**08.92.70.57.05:** Lost or stolen credit card - 7/7 (0,34€/min)

01.47.77.72.00: American Express

08.20.82.01.43: Diner's Club

**008.21.00.25.25:** Lost and Found services (0,12€/min),  
Prefecture de Police, 36, rue des Morillons, 75015 Paris

**01.44.16.65.62:** International Social Center (CIUP)

<http://www.ciup.fr/en/access-en/rsi/>

**01 43 29 65 72:** Bureau d'Aide Psychologique Universitaire  
(Métro Richelieu Drouot)

**01.46.21.46.46:** S.O.S. English helpline (7/7 from 3pm to 11pm)

<http://www.soshelpline.org/>

## FRENCH POLICE PROCEDURES

Paris is statistically one of the safest major metropolitan areas in Europe. Violent crime rates are fairly low here

Following these basic Paris safety tips can go a long way in ensuring you avoid danger during your stay in Paris.

Paris community police has about a hundred public reception points scattered all over the capital. Among them, the 20 district (arrondissement) central police stations are open 24/7, in order to attend to victims and provide help and assistance.

Foreign visitors can speak to bilingual police officers. The latter, either at the reception desk in police stations or patrolling the streets throughout the summer, wear badges indicating, by means of a flag, the language(s) they can speak. They can give you basic information (geographic direction or tourist sites) as well as answer more sensitive questions, regarding theft or assault, and may thus bring valuable assistance to tourists who do not command the French language.

When recording a complaint, the (Système d'Accueil des Victimes Etrangères - Reception System for Foreign Victims) software, available in twenty languages, now allows any police civil servant to record the complaint from a foreign tourist and provide him/her with a receipt in his/her original language.

## To avoid becoming a victim, follow these tips

### Be careful in the street:

- Preferably use a small bag or a waist-bag / fanny-pack rather than a backpack;
- Take little cash with you;
- Do not put your wallet in your back pockets;
- If an assailant tries to snatch your bag, do not resist, or you may be injured;
- Beware of individuals who may divert your attention in order to steal your personal belongings.
- Some swindlers may impersonate police officers and ask for your identification and money. First of all, bear in mind that a real police officer will never ask for money. Ask for their white plastic three-color card indicating "Police" in the center, diagonally crossed in blue, white and red and bearing markings on both sides.

### Be careful in public transport:

- Do not leave your luggage unattended;
  - Do not let any individual go through the turnstile / gate directly behind you;
  - Never buy tickets from scalpers who will charge you extra (up to ten times their value). Use ticket counters or ticket-issuing machines in train / bus / subway stations.
- Never accept rides from someone who may offer their transport services in airports or in the street: this could be a "bogus/illegal" taxi, a crime punished by the French Labor Code.

### In public places:

- Do not handle money in public and never change currencies in the street, use bureau de change / currency exchange offices instead;
- Use small denominations, bank cards or checks (of course if they can be cleared in France) for any purchases;
- Do not leave your methods of payment in cloakrooms or in your coat on a chair (at restaurant or in cafés for instance), a pickpocket could sit behind you and steal your belongings;
- Never lay your bag at your feet and do not leave your mobile phone or your wallet on the table in a café or a restaurant;
- Do not put your phone in an outside pocket of your bag or garments;
- Do not lend it to a stranger;
- In restaurants and bars, do not hesitate to ask for the menu and pricelist, so as to avoid any surprises

•

### Loss or theft of your identification papers:

- Remember to photocopy all your identification papers and keep the copies in your hotel or your temporary place of residence;
- In case of loss, contact the consulate and in case of theft, also declare it to the police.

What to do if you become the victim of a theft or an assault?

- Should you become a victim of an assault, try to make the attacker go away by making as much noise as possible (shouting / screaming);
- Take refuge in the nearest shop and get someone to call the police;
- Give a description of your attacker: - sex, supposed age, hair color and cut, height and weight, distinctive features (beard, scars, tattoos, glasses, etc.);
- Indicate how and the direction in which they fled. In the case of a vehicle, specify the color, brand and, if possible, the license plate number (even partially).

Police officers will take you to the nearest police station so as to record your complaint. If you do not speak French, the S.A.V.E. (Système d'Accueil des Victimes Etrangères - Reception System for Foreign Victims) available in twenty languages allows officers to record your complaint and provide you with a receipt in your language.

In the case of physical assault, the officer shall also provide you with a written document allowing you to get examined at the medical-legal emergency unit (1, place du Parvis Notre-Dame, 75004 Paris - M° Cité, RER St-Michel -Notre-Dame - 01 42 34 82 85/29 -24/7) which will issue an official certificate to be added to your file. An investigation will then be opened to look for the assailant(s).



## Information to Leave at Home

*Please leave this information with your family and/or close contacts at home.*

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## Paris Map -

*Paris is divided into 20 districts called “arrondissements” and its suburbs surrounding the arrondissements. The arrondissements are numbered accordingly. .*

*We will also provide you with a detailed Map of Paris upon your arrival.*

## Survival French

If you plan to go out and explore the true life of a Parisian or the French, you may want to memorize a few French words. Most Parisians speak English, especially at the major shopping areas, airports and train or metro stations. But nonetheless, the French appreciate you at least trying to speak French. There may be less people who can speak English outside of Paris but in Paris, most people speak English. Here are some words as a quick introduction:

English	French	Phonetics	English	French	Phonetics
Yes/No	<b>Oui/Non</b>	<i>Wee/noñ</i>	Shopping		
Please	<b>S'il vous plait</b>	<i>Seel voo play</i>	How much does this cost?	<b>C'est combien s'il vous plaît ?</b>	<i>Say kom-byañ seel voo play</i>
Thank you	<b>Merci</b>	<i>Mer-see</i>	I would like....	<b>Je voudrais...</b>	<i>Zhuh voo-dray</i>
Excuse me	<b>Excusez-moi</b>	<i>Exkoo-zay mwah</i>	Do you have?	<b>Est-ce que vous avez?</b>	<i>Es-kuh voo zavay</i>
Hello	<b>Bonjour</b>	<i>Boñzhoor</i>	What time do you open?	<b>A quelle heure êtes-vous ouvert?</b>	<i>Ah kel urr voo zet oo-ver</i>
Goodbye	<b>Au revoir</b>	<i>Oh ruh-vwar</i>	Expensive	<b>Cher</b>	<i>Shehr</i>
What?	<b>Quel, quelle?</b>	<i>Kel, kel</i>	Cheap	<b>Pas cher OR bon marché</b>	<i>Pah shehr, boñ mar-shay</i>
When?	<b>Quand?</b>	<i>Koñ</i>	Grocery store	<b>L'alimentation</b>	<i>Alee-moñta-syoñ</i>
Where?	<b>Où?</b>	<i>Oo</i>	Supermarket	<b>Le supermarché</b>	<i>Soo pehr-marshay</i>
In Emergency			General Signs and Directions		
Help!	<b>Au secours!</b>	<i>Oh sekoor</i>	Exit	<b>Sortie</b>	<i>Sor-tee</i>
Stop!	<b>Arrêtez!</b>	<i>Aret-ay</i>	Entrance	<b>Entrée</b>	<i>On-tray</i>
Call a	<b>Appelez un</b>	<i>Apuh-lay uñ</i>			
Ambulance!	<b>Ambulance!</b>	<i>Oñboo-loñs</i>	Right side	<b>Droit</b>	<i>Dwah</i>
Call the police!	<b>Appelez la police</b>	<i>Apuh-lay lah poh-lees</i>	Left side	<b>Gauche</b>	<i>Goach</i>
Call the firefighters	<b>Appelez les pompiers</b>	<i>Apuh-lay leh poñ-peeyay</i>			



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