



Build your future

# PARIS PRACTICAL GUIDE

—  
Prepare and enjoy your stay in France



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—  
[WWW.ESSCA.FR](http://WWW.ESSCA.FR)

# Welcome to ESSCA!

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The International Relations department, on behalf of ESSCA, would like to welcome you to the International Exchange Program. If you decide to join the program, you will become a part of our expanding student community. ESSCA welcomes more than 400 International students per year across campuses, from over 40 different countries –so you will have a truly international experience!

By studying at ESSCA you will become a part of one of the most prestigious post BAC business schools in the country which has been ranked in the top 2 “Grandes Écoles” by *L’Etudiant* magazine.

We have created this Practical Guide to help our International Students to get prepared for their exchange experience ahead with us.



Dr. Catherine Leblanc  
Dean of ESSCA Group

*Catherine Leblanc*

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# Studying at ESSCA

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ESSCA was founded 100 years ago, and ever since has been delivering continuously innovative education while taking into account human and social dimensions.

ESSCA is a 'Grande École' located in three countries, across 4 learning sites in [Angers](#), [Paris](#), [Budapest](#), [Shanghai](#) which gives the school a truly international context. This aspect is also reflected with ESSCA having more than 168 partner universities in over 47 countries around the world.

ESSCA is a member of the 'Conférence des Grandes Ecoles' with an accredited diploma, Master status and EPAS-accredited 'Grande Ecole' programme.

## ESSCA's Mission Statement

"ESSCA equips students and managers for a successful and sustainable career while fully taking into account the human and social dimensions of a globalized world. This is achieved through high level academic and professional management programs, developed by research-active faculty, a strong student mentoring system and respect for the traditional humanist values on which the school was founded".

## ESSCA Paris: learning in the Heart of the Capital

The facilities available to those studying at ESSCA Paris learning site in Boulogne cater to students. Associations and societies make use of offices and student areas designed specifically for their use. Students also have access to the municipal library (151,000 documents covering every field) and all of the city's sports facilities—including an agreement with Boulogne-Billancourt's 'omnisport' club—and may take out preferred and discounted memberships to a prestigious gym chain.

Surrounded by gardens and greenery, the building (4,400 m<sup>2</sup> over eight storeys) is located on the riverbanks of the Seine, within easy access to bus, métro and tram links to the center of the city and the rest of the metropolitan area.



## Orientation Days

The Orientation Day is designed to make your transition to both ESSCA and Paris easier and is essential for all.

You will be provided with all the materials and information necessary to make your first few weeks and your integration into the student body easier, such as finding information on the



transport networks, information on local doctors and hospitals, and your login details to ESSCA's information systems.

Despite their name, the French "Grandes Ecoles" are actually rather small in size, and ESSCA is no exception.

It is extremely easy to find your way around the campus and you may soon discover how quickly everybody gets to know one another.

At the beginning of each semester ESSCA Paris organises an orientation day. We advise you to arrive a week before it in order to have enough time to settle into your accommodation and your new environment.

Moreover we strongly recommend all international students to attend the orientation session before classes begin. Among the activities are an introduction to ESSCA and attending classes in France, course registration, explanations on the email and ECampus systems, photo sessions for the ESSCA student card, help with administrative formalities, a tour of the site and of Boulogne, and so on. Remember, we remain available for any and all questions that you have.

## ESSCA in Boulogne-Billancourt

The facilities available to those studying at ESSCA's Paris campus are top-notch. Modern, state-of-the-art equipment is combined with student-oriented facilities to make learning and time spent outside of classes as pleasant as possible. Students also have access to the municipal library (151,000 documents covering every field) and access to multiple sport facilities.

### Some of the facilities available on campus:

- A mediatheque and online databases, as well as computer Labs and group work areas
- Access to Boulogne-Billancourt's 'omnisport' sports club
- 2 amphitheatres
- Wireless internet available throughout the building
- Quality food services offered on site by La Brioche Dorée at discounted student prices
- A terrace with greenery on the third floor
- 4,200 m<sup>2</sup> over eight storeys
- Capacity for 1500 students and auditors from the corporate world

## Site Information

Before the start of the academic semester, all international students must attend the orientation day where more detailed information is given out, including individual data. In addition, all administration procedures will be carried out. Below is a map for the plan of access and information on how to make your first journey to the ESSCA Paris campus.



# Coming to Paris

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## Address and Access

55 quai Alphonse Le Gallo  
92513 Boulogne-Billancourt Cedex  
Phone: +332-41734747

### By Metro

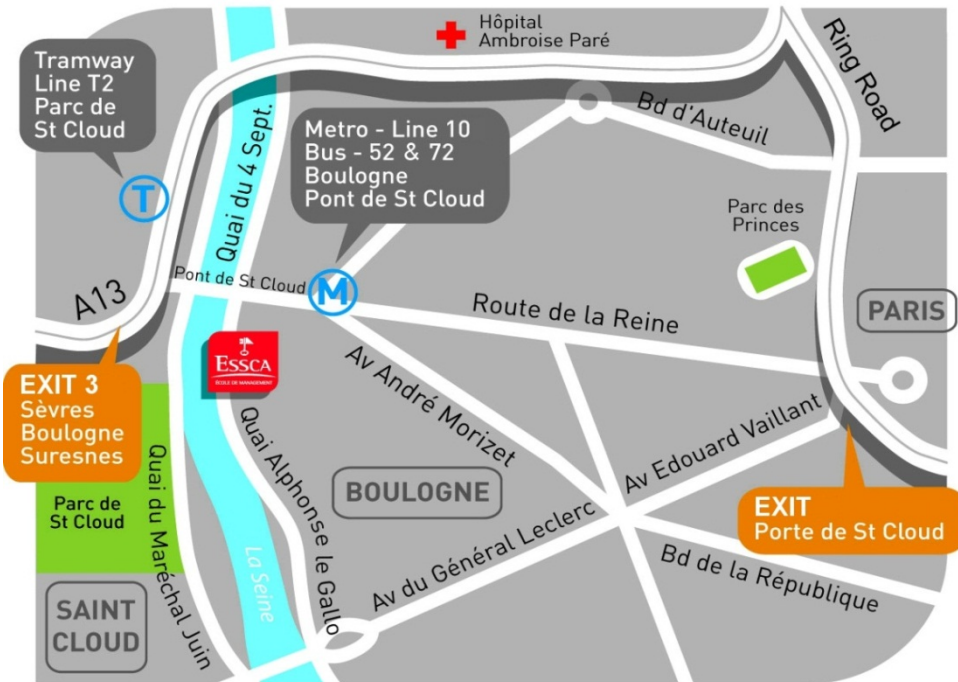
Line 10, get off at the last stop,  
“Boulogne Pont de Saint Cloud.”

### By Bus

Lines 52, 72, 126, 160 & 175, get off at “Boulogne Pont de Saint Cloud.”

### By Car From Paris City Centre

Exit at “Porte de St Cloud” and follow Avenue Edouard Vaillant, then continuing on to Général Leclerc. Before “Pont de Sèvres” turn right on to Quai Alphonse le Gallo.



## Arriving by Plane

### Roissy-Charles de Gaulle Airport

Getting to Paris from the Roissy-Charles de Gaulle International Airport, the main arrival point for international students, is relatively easy as there are several modes of transport at your disposal.

Follow the “Paris by Train” signs inside each terminal to the RER B (blue) line. A single/one-way ticket costs about €9.50 and it is by far the fastest way of getting into the city. Some trains are express and will not make any stops between Terminals 1 & 3 and the city. [Click here](#) for more information.

### Orly Airport

Follow the “OrlyVal” signs inside each terminal to take the OrlyVal train to the RER B (blue) line at Antony. Then take the RER B line into the city. A single / one-way ticket costs €11.45. [Click here](#) for more information.

## Les Cars Air France

Air France has its own line of coaches which run 7 days a week from 05h45 to 23h15.

In Paris, you can purchase your tickets online, directly from the drivers or any Air France ticket office. At the airports, you may find specific ticket machines at each stop. Keep in mind that the coaches do not cater to students specifically and therefore the prices are noticeably higher than in the RER trains.

From Charles de Gaulle airport, [click here](#) for information in English on Air France coaches. From Orly airport, [click here](#) for information in English on Air France coaches.

## Taxis

Paris taxis are convenient but very expensive (€6.10 minimum charge + €1.35/km – night rate – or €1.12/km – day rate). The average taxi ride into the city will cost anywhere from €45-75 depending on where you are traveling to. However, you may split the cost with up to two other people (three other people if you get a van) which will definitely be worth your while.

TIP: write your final address down on a slip of paper and hand it to the taxi driver as many drivers speak only French.



# Insurance

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## Travel Insurance

Travel insurance is also strongly advised.

Before travelling to France you must ensure that you have proper insurance coverage while travelling, should something happen to you and your belongings. There are many specialist insurance companies that can provide you with insurance best suited for you.

Some countries such as the UK offer insurance tailored to a Study Year Abroad and Exchange students. Coverage may include theft and damage of valuable equipment and emergency travel expenses - should you get seriously ill or injured. The best way to get a better deal is to do your research carefully, keep your options open and see what type of insurance is offered in your country. Keep in mind that even if your travel insurance covers your health costs abroad, students outside the EU will still be obliged to pay for the French Social Security.

\*See Health Insurance section below.

## Visas

Visa to study in France for more than 3 months.

Long stay visa D CE SEDA R.311-3 6° holders are allowed to reside in France for up to 12 months according to the validity of their visa and the purpose of their stay. There is no longer a need for a residence permit from the French local authorities as long as their visa is valid.

However, long stay visa holders will have to register to the French Office of Immigration and Integration (OFII) during their first 3 months. Detailed instructions on this procedure will be given on the orientation days.

The long stay visa allows students to stay in France for the duration of the time AND visit the Schengen countries AND apply for visas for other countries.

## Housing & Accommodation

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ESSCA will do its best to help students find housing in private residence halls. We are currently negotiating contracts with private residences, but in the meantime we remain available should you need any advice. Most international students who have attended ESSCA Paris have found it more convenient to seek their own accommodations before arriving in the city.

Housing in Paris is expensive and rent can be anywhere between €450 to €850 per month, most likely more for furnished accommodations.

### CAF - Housing Subsidy

For your permanent accommodation European students may apply for the APL (“Aide pour le logement”), a state financed housing subsidy which helps cover part of accommodation costs for students. The sum varies according to the rent paid and the number of tenants sharing the apartment.

For non- EU students, it is unlikely that you will receive this grant due to visa formalities. For example, should your passport bear the mention “Dispense de Carte de Séjour,” you are automatically disqualified from receiving the APL housing subsidy, and no exceptions will be made.

For a simulation of the APL amount you may be able to receive, log on to the [CAF Caisse d’Allocations Familiales web site](#) (in French only).

If you are eligible, you will receive the subsidy from the second month of your stay, solely into a French bank account.

#### Please note:

- You may be required to provide a copy of a Birth Certificate translated by a certified and licensed translator in order to obtain the APL.
- The housing subsidy does not include the 1<sup>st</sup> month of rent
- ESSCA cannot guarantee that you will receive APL and cannot intervene in your behalf.
- Access to the APL can vary from one city in France to another, depending on how the allocation rules are interpreted.



# Health & Medical Guidance

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Health insurance is compulsory for all international students.

Students coming from the European member countries should send ESSCA the European Health Insurance Card (EHIC or the E111 or E128 documents) before arrival. These can be obtained either via your university or your home country's health service.

Students from Quebec should provide the SE-401-Q106 document, which can be obtained either via your university or your home country's health service.

Non EU students born after 01/10/1986 must pay French Social Security of €215 (price for 2013-2014, will be revised in July 2014). Please note that it is obligatory and should be paid to Essca before arrival either by cheque in euros or wire-transfer to Essca's bank account:

*Bank name:* Crédit Mutuel Saint Laud,  
*Bank address:* 6 Place de la Visitation, 49100 Angers France  
*Bank n°:* 10278, Desk: 39405,  
*Account N°:* 00020518701 Key :11,  
*Swift code:* CMCIFR2A.  
*IBAN code:* FR76 1027 8394 0500 0205 1870 111

The health insurance is valid for one full year and can be used in all EU countries. It covers 70% of the cost of all medical and hospital expenses including visits to the doctor, dentist and pharmacy. You must therefore also acquire a complementary insurance policy covering the remaining 30% which can be obtained either via an insurance company in Paris by way of a complementary health insurance policy in your home country. (The policy should also include repatriation.) Please note that we will require proof of your insurance documents on arrival.

For non EU students your Social Security number and health certificate will be given to you within your first month of arrival.

Non-EU students 28 years of age and above should take out private health insurance in their home country. This insurance should cover the medical, hospital and repatriation expenses during their stay in Europe. Please send a copy of your insurance policy to ESSCA before arrival. This copy should be translated into either French or English.

It is a good idea to make several photocopies of all important documents.

## Personal Health

On arrival a list of doctors and dentists, French and English speaking, will be given to you.

Please bring with you any medical records which may be of help to a French doctor, such as list of vaccinations and allergies. Remember that if you feel ill at any point during your stay, all pharmacies (chemists) are run by doctors in pharmacy studies or pharmacology.

Sometimes, all you have to do is go to a *pharmacie* and the experts there will provide you with some over-the-counter medicine which will ease your condition.

If your case is an emergency, we recommend calling SOS Médecins at 01 47 07 77 77 or 36 24. We know that all of these doctors do speak English to varying degrees.

If you are a European student

If you use the French health care system during your time in France the best way to claim some of the expenses back is to use your EHIC (European Health Insurance Card). These should help cover you for 70% of your medical costs. For the other 30% it



is advisable to buy additional health insurance either in your home country or in France.

When visiting the doctor and buying your prescriptions you should show your EHIC card, you should then be given a treatment form (une feuille de soins) which you can use to claim some of the cost back. You can ask for money back either in your home country upon your return or in France at la Sécurité Sociale office.

If you are a non EU student

Either before or upon your arrival, you will be required to pay a fee to la Sécurité Sociale.

Please note that this is compulsory for students aged 27 and under. Students aged 28 and above will need to provide proof of private health insurance. This must be sent before arrival.

In order to be reimbursed by the French Social Security system, you will need to register with a doctor (GP). The consultation will cost approximately €23.

Please note that the amount any student can claim back will depend not only on the insurance they will have, but also on the type of medicine prescribed to them.

## Managing your Money

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### Debit cards

Most shops, restaurants and other services will accept card payment; however, with some foreign cards charges are made for these transactions. Therefore, it is advisable to open a bank account and use a French bank card. Always be sure that you have signed the back of your bank card for security reasons. If you lose your wallet/purse please be sure to cancel these cards immediately, so no money can be taken out of your account.

Please note that very often your card will have a computer chip on it to carry out transactions. Other cards will probably work also, but we cannot guarantee that all businesses will accept such cards.

### Bank and Cash Machines

There are a number of different banks available, offering differing services and incentives for students. During the orientation days, the main operators will be presented and explained.

Each bank has its own network of cash machines linked to the bank; however, you can also withdraw money from the majority of cash machines in France.

### Exchanging Money

During the first few weeks when your French bank account is not yet up and running you may wish to exchange your own currency into Euros. There are foreign exchange offices dotted around Paris which will exchange your currency. Yet it is likely each office will operate with a different exchange rate and commission rate, so do some research to find the best deal.

Examples: most international train stations and all airports will have currency exchange facilities. Please avoid the currency exchange offices on the Champs Elysées as they all tend to charge exorbitant commission fees, upwards of 10%!



Due to banking improvements, security measures have been advanced. As a result cashing in travellers cheques is now very difficult to do and an unusual way of transporting money.

## Transferring Money

It may be that when you first open your French bank account, you wish to transfer money from an account in your home country. This is possible, but keep in mind that there may be additional charges from your home country bank and any French bank.

## Opening a Bank Account

Even if you have a bank account in your home country, an account with a French bank will facilitate your payments during your stay. Please note that if you are eligible, the APL housing subsidy can only be wire-transferred into a French bank account. Many of the French banks offer interesting incentives to students enrolled at a Grande Ecole, for example discounted home insurance (which is compulsory) or special bus pass tariffs.

Opening a bank account in France is free of charge, and the bank card will help you make your payments easier during your stay.

In order to open an account you will need to provide:

- Your bank details from home
- Your passport
- A proof of your address in France (Attestation de Residence)
- Proof of registration at ESSCA (Acceptance Letter)

Banks in Paris are generally open from Tuesday to Saturday, 9:00am to 5:00pm (except for La Banque Postale). Many banks have deposit machines allowing you to deposit money outside these hours.

Sometimes banks can take time to open your account – to ensure that you do not run out of money take enough cash with you for at least the first month.

# Transport

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## Bus, Tramway, Metro and Taxis

There is an extensive bus network in Paris, and certain buses, like line 72 which goes from the ESSCA Campus to the Hôtel de Ville in the very heart of the city, can be quite scenic. We recommend sitting on the right-hand side for a great view of the Eiffel Tower. However, please note that buses can be considerably slower than the metro, though more picturesque as they are above ground.

The [night bus network](#) has developed in recent years and has become both an institution and a necessity for Parisian night owls. The lines go all over the city and suburbs at regular intervals all night. If you are “out” please avoid taking a cab (see below) and choose the night buses instead. They may take a bit longer, but are far more reliable and much less expensive.

If your accommodation is in the La Défense area of the city, you can take the tramway which is one of the newest networks in Paris as the city becomes more green. User-friendly, fast and very easy to take, tram line 2 from La Défense to the Parc de St Cloud station (about a 10-minute trip) is where you should alight. Once at this station, you can take the bus (no. 56, 72, 126, 160 or 175) to the first stop across the bridge or just walk across the bridge to the ESSCA site.



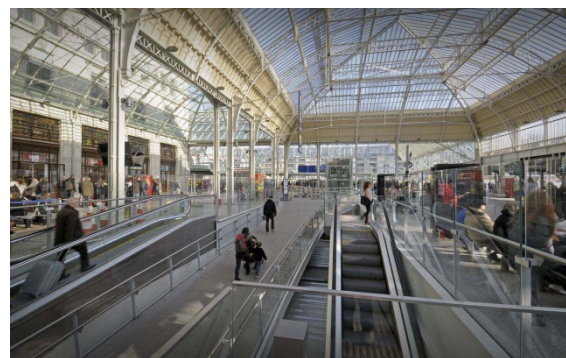
The city of Paris is easy to navigate thanks to the [metro network](#), which connects all the points of the city together. Below is a link where you can find the metro maps and timetables:

Machines for buying tickets are located in every metro station, or there are staff operated points of purchase (not always available). These machines take credit cards and single and multiple tickets can be purchased. There are also settings to change the language.

Paris taxis are convenient but relatively expensive (€6.10 minimum charge + €1.35/km – night rate – or €1.12/km – day rate) and virtually impossible to find on a Friday or Saturday night when people are going home from a night out. Taxi drivers tend to choose who they transport and regularly refuse out-of-the-way destinations.

### Trains: the SNCF

The SNCF (la Société National de Chemins de fer Français) is France's national main train network and serves the entire country as well as the rest of Europe. Its flagship lines are the TGVs (Trains à Grande Vitesse) whose operating speeds can reach 350 km/hour on certain lines.



If you have an Interrail or a Eurail card, you may indeed take any SNCF train, though you will have to pay separately for a mandatory reservation on any TGV. Unfortunately, most of SNCF's web sites are in French you can however, book [TGVs in English here](#) or go to an SNCF sales point. Another good and easy site to use is [Voyages SNCF](#) and you may select the language you use/need.



### There are 6 train stations in Paris depending on your destination:

- **Gare du Nord**—London via Eurostar, Belgium (Brussels), the Netherlands (Amsterdam) and northern Germany (Cologne and the North) via Thalys, as well as the north of France
- **Gare de l'Est**—Strasbourg and Alsace on the German border via TGV, Western Germany, Luxembourg, and the Reims in the Champagne area
- **Gare de Lyon**—Switzerland, Italy, the French Riviera (beaches) and Provence, as well as the Alps (skiing)
- **Gare d'Austerlitz**—Spain (via the Mediterranean side) and Southwestern France, including Bordeaux and Toulouse.
- **Gare Montparnasse**—the Atlantic Coast, Brittany, the Loire Valley châteaux and Angers ESSCA's main campus, as well as Spain again via the Atlantic coast. No international trains leave from this station
- **Gare St Lazare**—mainly Normandy and a large number of suburban stations including La Défense. No international trains leave from this station.

## Safety Tips

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When you are travelling / staying in any large city, you have to be aware of security measures and Paris is not any more safe or dangerous than anywhere else. Below are a few tips that you should be aware of at all times. Keep in mind that even in an international city, speaking other languages and looking 'un-French' may lead to unwanted attention.

- As proof of identity put a photocopy of your passport into your purse or wallet and leave the original at home.
- Different districts in Paris are more dangerous than others. We recommend that you pay attention and, if you are female, do not walk through/travel through these areas alone. When traveling alone, it's best to avoid areas around these metro stations Les Halles, Chatelet, Gare du Nord and Stalingrad late at night or when the streets appear less crowded.
- After 9pm it is advised that you don't go out alone (transport, walking etc).
- Always take a taxi from a marked taxi stand. It is illegal for cars to stop and offer strangers rides in Paris.
- Try to travel with change and not just notes, as this makes it easier to pay for smaller things.
- Never leave your baggage unattended and arrange your valuables in your bag so that they aren't accessible to pick-pockets. In and around major tourist sites, the Champs-Elysées, as well as Châtelet, Les Halles or the Gare du Nord, men should keep their wallets in a front pocket and women should make sure that their handbags are closed at all times.
- Be aware that near tourist areas, people may ask for charity donations. If they are wearing a brightly colored jersey with a clearly identifiable logo on them, they are probably students like you out getting some professional experience. If not, they are most certainly beggars.



- Use a cheap mobile phone, as this draws less attention and isn't as big a worry if you lose it. Never leave your phone on a table at an outdoor café. This is an open invitation to theft.
- Pedestrians should be especially careful while crossing streets and busy intersections. Drivers can be very aggressive in Paris and traffic laws are frequently broken. Even when the light is green, use extra caution while crossing the street.

## Climate

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As France is located in the centre of a temperate zone, there are 4 moderate seasons:

- **Autumn:** September, October and November
  - **Winter:** December, January and February
  - **Spring:** March, April and May
  - **Summer:** June, July and August
- Moderation does not mean uniformity: the climate in France is very varied.

Moderation does not mean uniformity: the climate in France is very varied.

Even though it can be quite cold and windy during the winter months, the summer is usually warm with plenty of sunshine. You will need a warm coat and a sweater for the winter and one or two waterproof items in the autumn months.

Adapting to the unpredictable weather is easy as long as you layer your clothing. If you are used to a much warmer climate it's a good idea to always carry an extra layer with you, just in case

# Tourist Information

Remember that although you will be coming to study, you will also be staying in a vibrant and beautiful city. So don't forget to explore!

Some attractions are free for EU students under 25 (Louvre, Notre Dame). Others, like the Eiffel Tower at €12.50, have student prices. Don't forget to always show your student card to try and get a discount.

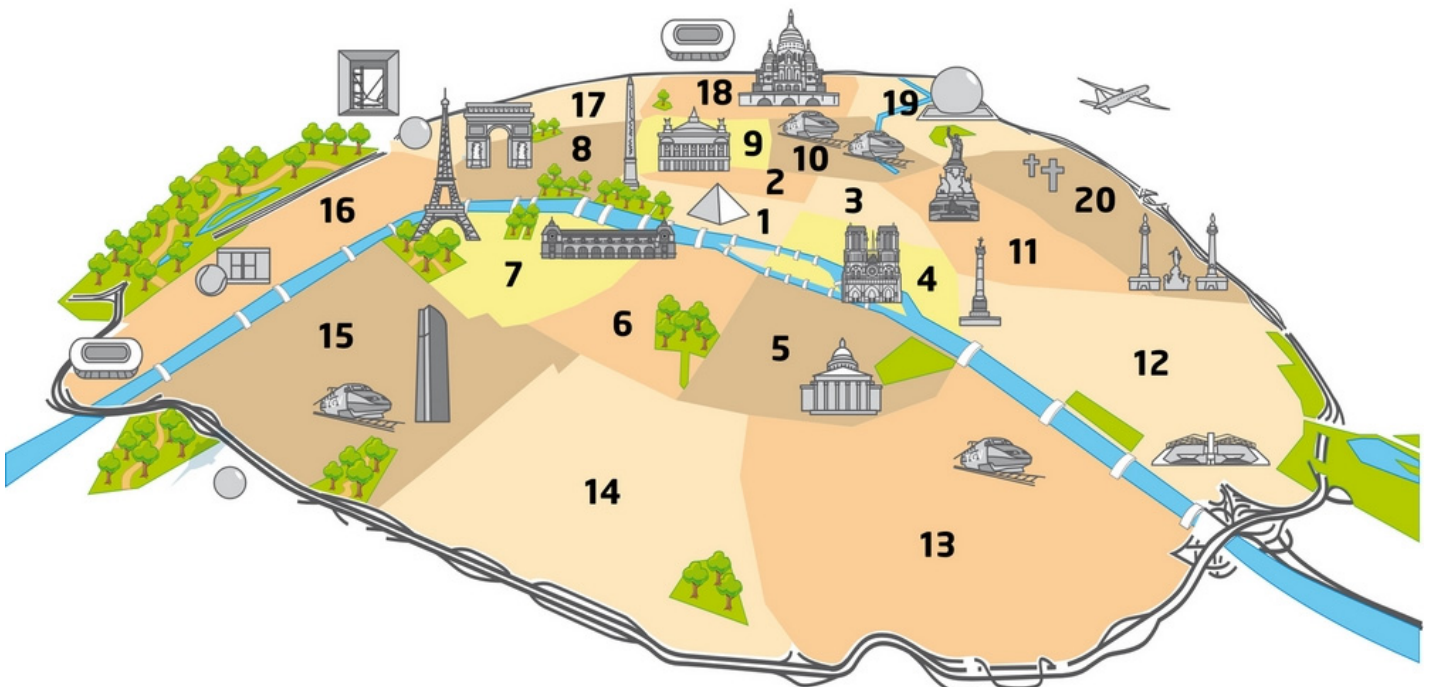
## Few ideas to get you started:

- La Tour Eiffel
- L'Hôtel de Ville
- Le musée d'Orsay
- La Sainte Chapelle
- Le musée du Louvre
- Le Sacré Cœur (Sacred Heart)
- L'Arc de Triomphe
- The Palace at Versailles
- The Île de la Cité and the Île St. Louis, with Bertillon and its famous ice cream.
- Le musée Marmottan—with a vast collection of Monet's works

## More information?

<http://www.paris-attraction-tickets.com/>

<http://www.parisspass.com/how-it-works/index.html>



# Pre-Arrival Checklist

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Send the following documents back to the International Relations Department (by post or e-mail [nadege.picquenard@essca.fr](mailto:nadege.picquenard@essca.fr), before your arrival):

- Application Form sent out to you via e-mail
- 1 passport photograph (scanned photo)
- [Sports Medical Certificate](#) (only for students who would like to play sports at ESSCA)
- Course Choices
  - EU Students Studying in French: students should send in a completed ECTS Learning Agreement from their home university
  - NON- EU students studying in French: should send the ESSCA pre-arrival course choices form or a Learning Agreement from their home university (equivalent to the ECTS Learning Agreement provided by EU students)
- Recent academic transcripts
- Students wanting to study in English at ESSCA : TOEFL score of 550 (or equivalent) for non-native English speakers or students not studying in English at their home university
- Copy of your [health insurance](#), or your health insurance payment for non-European students under 27 (see the Health Insurance pages for more details on the type of insurance you need and how much you should pay)

Once you have sent all the above documents you can wait for your Acceptance Letter and confirmation of accommodation.

## Visa

You may have to do this quite early, depending on which country you are coming from. Some general guidance can be found on our [visa page](#).

## Before arrival

Please e-mail our team with the exact arrival dates and times, or fill in the Arrival Form. This will enable the Welcome Team meet you and take you to your accommodation.

## Arriving

Please use the prices in this practical guide as a rough guide. Prices can change significantly depending on when you travel and how far in advance you book your tickets. Check the links on our [arrival pages](#) to search for a better option.

Don't forget to join our [Facebook page](#) to meet the other students you will be studying with!

Don't forget to join our social networks to meet the other students you will be studying with:



# A Few Figures

4 sites: Angers, Paris, Budapest and Shanghai  
169 partner universities in 47 countries worldwide  
3000 students and corporate auditors  
75 permanent faculty members  
570 adjunct professors and international experts  
5 expertise and research centers  
2500 partner companies  
11700 alumni all over the world



## SIÈGE DU GROUPE

1 rue Joseph Lakanal  
BP 40348  
49003 ANGERS CEDEX 01  
Tél. : +33 (0)2 41 73 47 47

## SITE PARISIEN

55 quai Alphonse Le Gallo  
92513 BOULOGNE-BILLANCOURT  
CEDEX

## BUDAPEST

Czuczor utca 6  
1093 BUDAPEST  
HONGRIE

## SHANGHAI

297 Wusong lu  
200080 SHANGHAI  
CHINE

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Member of the FESIC network and the Conférence des Grandes Ecoles  
Associate member of L'UNAM University Nantes - Angers - Le Mans

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