

INSPIRING IDEAS AND TALENT

Grenoble Campus 2017 - 2018

# INFORMATION PACKAGE INTERNATIONAL STUDENTS

A guide to Grenoble Ecole de Management and life in France

Grenoble

International Student Integration



**GRENOBLE  
ECOLE DE  
MANAGEMENT**

TECHNOLOGY & INNOVATION

une école





**PLEASE READ THE FOLLOWING INFORMATION  
CAREFULLY TO PREPARE YOUR STAY**

**THIS WILL BE YOUR SURVIVAL GUIDE AS A FOREIGN  
STUDENT IN FRANCE**

The following information is to help you understand the *practical and administrative* side of the adventure you are about to begin. It should answer most of your questions concerning housing and integration in Grenoble-France.

**Please quote your program in all your correspondence with us.**



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# 1

**Welcome from  
GEM International Student Integration**

Soon you will be coming to Grenoble for an academic year or a semester as an **International Business** student on one of the programmes offered by the Grenoble Ecole de Management. The integration team looks forward to welcoming you. In order to prepare you for your stay in France we are including some practical information.

**Grenoble** is a dynamic university city of 500,000 habitants in the south-east of France. It is within easy reach of Paris (3 hours by TGV high-speed train and less than an hour by plane), Switzerland and Italy. Grenoble is one of France's foremost international cities. Nestled in the French Alps, it was the host for the 1968 Winter Olympics. More than 60,000 students and 8,000 researchers along with companies such as Caterpillar, Hewlett-Packard, Rhône-Poulenc and Schneider Electric show that Grenoble is a booming city where technology and education play a major role.

**The weather** in Grenoble varies enormously. We suggest you pack a broad selection of clothing from thick woolly pullovers to T-shirts and shorts. The winters can be icy cold and the height of summer is almost unbearably hot. And, whatever you do, do not forget your umbrella!

For more information on Grenoble, including a map of the city, please visit these following websites: [www.mappy.com](http://www.mappy.com), [www.grenoble-isere.com](http://www.grenoble-isere.com), [www.isere-tourisme.com](http://www.isere-tourisme.com)

**Grenoble Ecole de Management** is a public, not-for-profit organization which belongs to the Grenoble Chamber of Commerce and Industry.

Grenoble Ecole de Management is one of the 22 French "Grandes Ecoles de Management" having a common history and academic co-operation with schools like Groupe ESC Bordeaux, Groupe ESC Lyon, Groupe ESC Nantes Atlantique, Groupe ESC Toulouse, Groupe ESC Normandie and Groupe HEC.

As a member of France's Grandes Ecoles, Grenoble Ecole de Management stands out as an institution of higher education with enviable academic standards and a rigorous selection process.

## 1.1 ABOUT GEM INTERNATIONAL STUDENT INTEGRATION

GEM International Student Integration will help you with administrative issues and all kinds of questions concerning integration in Grenoble and France.

Our Department will be contact you as soon as your acceptance status will be confirmed to us.



## ADMINISTRATION & PEDAGOGICAL ISSUES ABOUT YOUR PROGRAM

Every program has at least one program coordinator. The program coordinator can probably answer most of your questions regarding the program you are taking, such as questions about the timetable, your absences, your registration in various seminar groups, your examinations, your grades, etc. **She will contact you to inform you about all this just wait for her message.**

She will be a great help to you during your studies here. Obviously, if in doubt you can always see GEM International Student Integration team in the first instance

**Course Schedule:** MY GGSB/ MY ESC according to your program. You will need to get your login and password to have access to the school's intranet **upon your arrival.**

**Academic year calendar:** [www.grenoble-em.com](http://www.grenoble-em.com)

**Paying program**

**Non-paying program**

|   | Inscription File/ Student Card**<br>School Certificate  |  | Transcripts   |
|---|---|--|---|
| EXCHANGE STUDENTS GRANDE ECOLE PROGRAMS:<br>French Grande Ecole Program (ESC 1A – ESC 2A/3A) – UG & Master levels<br>Certificate in Global Management - UG<br>Trilingual Program – UG & Master levels<br>Graduate Certificate in Global Management – Master<br>Graduate Certificate in Global Technology Entrepreneurship – Master<br>Master in Management (MIM) – Master | Inscription File/ Student Card / Grant’s documents<br><br>Andrea Yesilada<br><a href="mailto:andrea.yesilada@grenoble-em.com">andrea.yesilada@grenoble-em.com</a> | School Certificate<br>Andrea Yesilada<br><a href="mailto:andrea.yesilada@grenoble-em.com">andrea.yesilada@grenoble-em.com</a>                | Transcripts/Course Registration<br><br>Oana Schaal<br><a href="mailto:oana.schaal@grenoble-em.com">oana.schaal@grenoble-em.com</a>                        |
| EXCHANGE STUDENTS INTERNATIONAL PROGRAMS:<br>Bachelor English Track 1 <sup>st</sup> and 2 <sup>nd</sup> year<br>U–CBS / U-DBS   |   | School Certificate<br>Céline Laurenti<br><a href="mailto:celine.laurenti@grenoble-em.com">celine.laurenti@grenoble-em.com</a><br>Office E339 | Transcripts/Course Registration<br>Céline Laurenti<br><a href="mailto:celine.laurenti@grenoble-em.com">celine.laurenti@grenoble-em.com</a><br>Office E339 |
| EXCHANGE STUDENTS INTERNATIONAL PROGRAMS:<br>Bachelor English Track 3 <sup>rd</sup> year<br>U-CIB / U-DIB<br>Certificate in Global Management<br>Certificate in Marketing & Advertising<br>Certificate in Finance & Accounting<br>Certificate in Fashion & Design   |   | School Certificate<br>Claudia Fackler-Hopf<br><a href="mailto:claudia.fackler-hopf@ggsb.com">claudia.fackler-hopf@ggsb.com</a>               | Transcripts/Course Registration<br>Claudia Fackler-Hopf<br><a href="mailto:claudia.fackler-hopf@ggsb.com">claudia.fackler-hopf@ggsb.com</a>               |
| Bachelor English Track 1 <sup>st</sup> & 2 <sup>nd</sup> year<br>U-CIB / U-DIB<br>Bacherlor French Tranck   | Céline Laurenti<br><a href="mailto:celine.laurenti@grenoble-em.com">celine.laurenti@grenoble-em.com</a>   | Céline Laurenti<br><a href="mailto:celine.laurenti@grenoble-em.com">celine.laurenti@grenoble-em.com</a>                                      |   |
| Bacherlor English Track 3 <sup>rd</sup> year<br>Norwegian Program<br>U-CIB / U-DIB  | Claudia Fackler-Hopf<br><a href="mailto:claudia.fackler-hopf@ggsb.com">claudia.fackler-hopf@ggsb.com</a>  | Claudia Fackler-Hopf<br><a href="mailto:claudia.fackler-hopf@ggsb.com">claudia.fackler-hopf@ggsb.com</a>                                     |   |
| MIB <u>SEPTEMBER INTAKE</u>   | Hannah Lewis<br><a href="mailto:hannah.lewis@ggsb.com">hannah.lewis@ggsb.com</a>  | Hannah Lewis<br><a href="mailto:hannah.lewis@ggsb.com">hannah.lewis@ggsb.com</a>   |   |
| MIB <u>JANUARY INTAKE</u><br>MSc IHRM & Organisation Behavior<br>Undergraduate Summer School  | Marjolaine Lumineau<br><a href="mailto:marjolaine.lumineau@ggsb.com">marjolaine.lumineau@ggsb.com</a>   | Marjolaine Lumineau<br><a href="mailto:marjolaine.lumineau@ggsb.com">marjolaine.lumineau@ggsb.com</a>  |   |
| MSc Finance<br>MSc Marketing Management   | Emilie Personnaz<br><a href="mailto:emilie.personnaz@ggsb.com">emilie.personnaz@ggsb.com</a>  | Emilie Personnaz<br><a href="mailto:emilie.personnaz@ggsb.com">emilie.personnaz@ggsb.com</a>   |   |
| MSc Innovation, Strategy and Entrepreneurship   | Eleanor Jones<br><a href="mailto:eleanor.jonesr@ggsb.com">eleanor.jonesr@ggsb.com</a>   | Eleanor Jones<br><a href="mailto:eleanor.jonesr@ggsb.com">eleanor.jonesr@ggsb.com</a>  |   |
| MSc Fashion Design and Luxury Management<br>Msc Business Development  | Rahma Dia<br><a href="mailto:rahma.dia@ggsb.com">rahma.dia@ggsb.com</a>   | Rahma Dia<br><a href="mailto:rahma.dia@ggsb.com">rahma.dia@ggsb.com</a>  |   |
| MBA PT / FT Grenoble<br>Executive Certificates and Diploma (GGSB)   | Alice Retaggi Aguilar<br><a href="mailto:alice.retaggi-aguilar@ggsb.com">alice.retaggi-aguilar@ggsb.com</a>   | Alice Retaggi Aguilar<br><a href="mailto:alice.retaggi-aguilar@ggsb.com">alice.retaggi-aguilar@ggsb.com</a>                                  |   |
| ESCA Casablanca / ISM Dakar / ISCAM Madagascar  | Oana Schaal<br><a href="mailto:oana.schaal@grenoble-em.com">oana.schaal@grenoble-em.com</a>   | Oana Schaal<br><a href="mailto:oana.schaal@grenoble-em.com">oana.schaal@grenoble-em.com</a>  |   |
| Pass-World  | Julie Grillon<br><a href="mailto:Julie.GRILLON@grenoble-em.com">Julie.GRILLON@grenoble-em.com</a>   | Julie Grillon<br><a href="mailto:Julie.GRILLON@grenoble-em.com">Julie.GRILLON@grenoble-em.com</a>  |   |

### Alumni - Counseling & Personal Development - Career Center – Languages

## HELP STUDENTS MAXIMISE THEIR POTENTIAL

#### GEM Alumni Relations

##### ALUMNI RELATIONS

At Grenoble Ecole de Management (GEM), we recognize the importance of our more-than 20,000-strong network of talented international alumni and the enormous contribution they have made and continue to make to their school.

Email [alumni@grenoble-em.com](mailto:alumni@grenoble-em.com)

**The Personal and Managerial Development Center (CDPM)** addresses itself to the functioning and development of the well being and performance of people and groups at work.



Its mission is to offer all students, teachers and administrative staff a place, a time and professional advice to improve the quality of their life and professional performance.

Website [http://students.grenoble-em.com/cdpm/cdpm\\_en/Pages/Team.aspx](http://students.grenoble-em.com/cdpm/cdpm_en/Pages/Team.aspx)

#### Career Center

The Careers Office is the link between students, companies and alumni that handles all the questions relating to career and internship offers, scholarships linked to internships, partner companies, the alumni network and recruitment events.



You will receive further information about the Center and how to work with them during the induction week.



#### Carole GALLY – Language Department

Carole organises an intensive French course for beginners and false beginners every new intake in September.

Email [carole.gally@grenoble-em.com](mailto:carole.gally@grenoble-em.com)

# 2

**BEFORE ARRIVING  
IN FRANCE & GRENOBLE**

**You should bear in mind that Grenoble Ecole de Management has no influence whatsoever on French laws regarding foreign citizens traveling to and/or residing in France nor on any change that may occur between the time you read this document and the date of your application. This document should only help you clarify the process.**

## 2.1 VISA

1. Who needs a visa?
2. Who should register with Campus France, French Consulate or French Embassy?
2. Who needs a visa?
3. What documents are required to obtain a visa?
4. What type of student visa can you be granted?
5. What does your visa entitle you to do? What does your visa mean?

### 1. Who needs a visa?

You do not require a visa if you are a citizen from one country member of the European Union or the European Economic Zone, or Andorra, Monaco, Switzerland, San Marino, the Vatican. For the complete list see [www.diplomatie.gouv.fr](http://www.diplomatie.gouv.fr).

Students from all other countries must obtain a FRENCH STUDENT VISA from the French Consulate in their country of origin. Students who do not reside in their country of origin can apply at the nearest French Consulate by providing **proof of residence in the country where they submit their visa application**.

**Example:** you are from India, currently residing in Dubai. You apply for a visa at the French consulate in Dubai while providing a proof of residence in Dubai.

Bear in mind that you come to France **as a student**, not as a tourist, even though your study period is short. **A tourist visa is not sufficient and you will face being expelled from France after 3 months and any diplomas or credit obtained will not be recognized.**

**If you are a non E.U citizen and are temporarily studying in one country member of the European Union (e.g.: Netherlands, Germany, etc.), you cannot use the residence permit of that country to apply for the French housing subsidy (abbreviated in APL/CAF).**

**Thus, you must contact the French consulate in the country where you are temporarily residing to obtain a French student visa.**

**Depending on the type of visa you get, you might be eligible for applying for the French residence permit.**

### 2. Who should register with Campus France? <http://www.campusfrance.org>

You should verify if, **depending on your country of residence, - not your citizenship -**, you must register with a Campus France Center **in cases where such a Centre does not exist, apply directly through the French Consulate or Embassy in your country of origin.**

Examples:

- You are Chinese and currently residing in China there is a Campus France center in China you have to register with the nearest Campus France center before you go to the French consulate.
- You are Chinese and currently residing in Switzerland there is no Campus France center in Switzerland you go directly to the nearest French consulate in Switzerland.
- You are Venezuelan, there is no Campus France center in Venezuela but you are residing in Brazil you have to register with the nearest Campus France center before you go to the French consulate.

To fully understand the visa procedures, you may go to these useful links for a list of French Consulates and Visa requirements: <http://www.diplomatie.gouv.fr>

Because regulations are subject to change, it is highly recommended to inquire directly at the nearest French Consulate. The consulate is the sole body authorized to issue a visa and decide what type of visa you should be granted.

**You should also bear in mind that GEM International Student Integration has no influence whatsoever on French laws regarding foreign citizens traveling to and/or residing in France nor on any change that may occur between the time you read this document and the date of your application. This document should only help you clarify the process.**

**Caution!** No organization, individual, or entity has any right in the visa-granting process, which is the sole responsibility of the French consular service. This is why we urge you to make early contact with the nearest Campus France center and/or French Consulate.

### 3. What documents are required to obtain a visa?

- Passport
- Proof of acceptance from GEM
- Proof of financial support
- Proof of health insurance coverage (depending on consulates)
- Proof of vaccinations (depending on consulates)

This list is only informative and requirements vary from country to country. It is your responsibility to contact and check with the nearest French consulate.

### **Passport**

Your passport must be valid for the duration of your entire stay in France.

### **Proof of acceptance from GEM**

You must furnish your GEM letter of acceptance, whether you will be a full-time student or an exchange student. This letter must have your first and last name, your date and place of birth, your major and level of study, the year of enrolment or dates of study period.

### **Proof of financial support**

The required amount of financial resources is set by each embassy. The average is approximately **615** Euros per month for living expenses. This amount does not include tuition fees.

### **Proof of insurance coverage**

All the students coming to France must be covered by a temporary international insurance (civil liability, repatriation, travel, etc.). You are required to produce proof of this in order to apply for a FRENCH STUDENT VISA. This insurance should not be taken as a health insurance, temporary travel insurance is only for emergencies. You can **subscribe with ISSICASSUR** [here](http://gem@isicassur.fr). For more information please contact: [gem@isicassur.fr](mailto:gem@isicassur.fr)

**All GEM students who have paid school fees are automatically covered by an insurance package provided by ISICAssur called “GEM INSURANCE PACKAGE” including: Repatriation - Civil liability - Emergency assistance for travels for academic purposes outside of your principal country of residence, such as exchange programs, internships, study trips, etc. The coverage is valid from 1<sup>st</sup> September to 31<sup>st</sup> August for September and January intakes. The insurance will be automatically renewed every academic year. More information about [here](#).**

**NOTE FOR EXCHANGE STUDENTS: You are not concerned by the package mentioned above.** Please note that GEM will ask you for 3 compulsory insurances, they must be valid for the whole academic year, upon arrival: repatriation insurance, health insurance and civil liability insurance. To know about this procedure in detail please check the [“Insurance Section”](#).

**If you are under 28 years old** and your study period at GEM after October 1st exceeds 3 months, **you must be registered by GEM with the French national health care system, “sécurité sociale”**. Consulates know about this regulation and will verify the length of your studies. **Please note that GEM students start the academic year in August or September so it is compulsory to join the French national health care system.**

The coverage provided by the French National Health System for students becomes effective as of October 1<sup>st</sup> only, which is the official starting date of the school year in France. Consequently, if you arrive to GEM/ before October 1st and are eligible for the French student social security coverage, you must be covered by your own health insurance until you may benefit from the French student social security coverage.

**If you are over 28**, then you must take out a special personal health insurance policy (“assurance personnelle”). You will be requested to provide evidence of your health coverage not only by the consulate but also by GEM.

**Reminder! For administrative student registration in France, you must have a valid medical coverage.**

**If you are under the age of 28** and your study period at GEM after October 1st exceeds 3 months, you must take out the French social security for students. GEM will handle your registration with French National Health System for students.

**If you are over 28 years old**, you must show documentary evidence of health coverage during your study period at GEM.

French Health Insurance is compulsory for any student who is registered on a program in a French University or Business School for more than 3 months and for the duration of the program. Around 217€ for 2017-2018

**\* Cost per year, you need to renew this insurance every new academic year during your studies at GEM.**

**European Union students are exempt if they provide a copy of an E111 or 128 forms, or the European Health Insurance Card (EHIC) or a valid private health insurance.**

### **Vaccinations**

In some countries, the French Consulate may require proof of vaccination against certain diseases.

## **4. What type of student visa can you be granted?**

Students staying less than 3 months will need to apply for a SHORT STAY STUDENT VISA. A short stay visa is NOT a Schengen visa; a short stay visa is for France ONLY.

Student staying more than 3 months will need to apply for a LONG STAY STUDENT VISA. A long stay visa is NOT a Schengen visa; a long stay visa is for France ONLY.

**Caution! A tourist visa cannot be converted into a student visa in France or in any other country of the European Union. If you have come to France as a tourist, exempt from a tourist visa due to your nationality and you intend to stay in France to study, you absolutely must return to your country of origin to obtain your student visa.**

**You will be delivered a visa with the mention:**

Either **“carte de séjour à solliciter dès l'arrivée en France”** (you have to apply for a residence permit once in France with the Prefecture of Grenoble (office at the St. Martin d'Hères Campus).

Or **“CESEDA R311-3 6° autorise travail limité 60% durée légale”** (you have to apply for an OFII stamp once in France, which is the new version of the residence permit).

Or **“dispense temporaire de carte de séjour”** (you are exempted from applying for a residence permit). In this case, you may not be allowed to travel in Schengen countries during your stay in France. Please, inquire at your consulate before your visa is issued).

**To note:** Without **“carte de séjour” or OFFI stamp**, students cannot do salary work or receive the CAF financial help for accommodation.

A long-stay visa is a visa delivered for the number of months you will stay in France and which indicates if you have to apply for a residence permit in France or not. If it is written **“dispense temporaire de carte de séjour” you are not allowed to apply for a residence permit.**

## 5. What does your visa entitle you to do? What does your visa mean?

### Visa FRANCE +1 TRANSIT SCHENGEN

The visa “FRANCE +1 TRANSIT SCHENGEN” allows you to come to France through the Schengen area. In case your plane did Mexico – Brussels – Paris, you already used your +1 transit Schengen and cannot leave France anymore for Europe, you'll have to wait for the residence permit (carte de séjour or OFII stamp).

You cannot travel through Schengen area during your studies period. According to your country of origin, and the agreements signed between your country and France, regulations are different: you may be able to travel as a tourist in Europe before coming, and then do your studies period with your visa without going out of France.

At the end of your studies period you may travel again as a tourist (sometimes provided that you do not come back to France).

These are legal obligations set by the visa you receive.

Please check with the French Consulate / Embassy in your country what your student visa allows you to do.

Please also contact foreign Consulates / Embassies in France of the countries you want to visit (in order to know if you can enter foreign countries with this visa, and then be allowed to come back to France).

<http://www.mfe.org/index.php/Annuaire/Ambassades-et-consulats-etrangers-en-France>: this website is done by The French Ministry of Foreign Affairs and gives the contacts of foreign embassies and consulates in France.

You may have to apply for visas to travel in European countries, after getting your residence permit. Please check the previous website to get the information.

### For the students who are required to get a residence permit (Carte de séjour) / OFII stamp

1. **MULT** (multiple entries) on your visa means that you can make as many travels as you wish between France and your home country (direct flights, no transit in Europe) during the length of your visa. This is available until the expiration date of your visa.
2. Once you have your residence permit / OFFI stamp you are able to travel in Schengen area PROVIDED that you fulfill all administrative conditions to enter countries outside France. Please check the previous paragraph.
3. If you wish to travel outside of France but within the Schengen area: a valid multiple-entry long stay visa will suffice to travel in the Schengen area. Border authorities may ask you for the OFII stamp, you will need to show them that you are in the middle of the process to obtain it. This applies only for the first three months upon arrival.

### For the students who are NOT required to get a residence permit (written on the visa)

The French Prefecture cannot transform this visa in any official authorization to leave the country. You cannot leave French territory during your whole stay.

### Visa FRANCE (sauf CTOM)

The visa “FRANCE (sauf CTOM)” allows you to come directly to France (no transit through another country). You can go to France, but not to its CTOM (French overseas territories: French Polynesia, Wallis and Futuna, New Caledonia, French austral territories (TAAF), Mayotte and Saint Pierre and Miquelon).

### SCHENGEN VISA

A Schengen Visa is only for short stays (less or equal to three months). Usually, GEM international students won't get a Schengen Visa but a LONG STAY Visa for STUDIES in FRANCE.

The only exception to this is Indian students coming to France for less than 90 days due to the trimester system in India.

**Note:** the Schengen agreements aim at instituting free movement / circulation of people between the signatory countries. The free circulation measure not only applies to the citizens of the signatory countries, but also applies to all the citizens of the EU and to the non-EU citizens who have a Schengen short stay visa. Since end 1997, all the short stay visas delivered by France are Schengen visas. You should expect a minimum 3-week delay (depending on nationality).

**Please NOTE** that the UK is not a Schengen country! To visit countries **outside the Schengen area**, please inquire at the respective country's Consulate or Embassy located in Paris on whether you need a visa or not.

## **IMPORTANT INFORMATION FOR STUDENTS WHO ARE REQUIRED TO GET THE OFII STAMP**

When you submit your visa application, you will have to join the French immigration (OFII) form should be filled out by the following students:

- ALL students who will be staying in France for more than six months (180 days)
- Students who will be staying in France for a period of time between four and six months (for a total duration of 91-180 days) who wish to be allowed to work in France while studying
- Students who will be staying in France for a period of time between four and six months (for a total duration of 91-180 days) who wish to be able to extend their visa once they are in France

The French immigration (OFII) form is available online on the Web sites of all French consulates. Students should bring the OFII form to their consulate appointment, and should make sure to print their e-mail address very carefully on the form to avoid any risk of confusion or error.

At that time you'll fill out the upper half of the **OFII form**. The form is available in French only.

You'll also be given an explanatory note. Keep all your documents for the formalities that have to be carried out in France.

**Note:** To have evidence of your arrival in France, before exiting customs, **make sure your passport receives a stamp with the date of your arrival**. If for some reason this is not possible, keep the stub of your airplane and/or train boarding pass or any other document that helps determine the date you entered French territory.

**Upon your arrival** you will need to register with the French Office of Immigration and Integration (OFII) during the first three months of their stay in France.

You will have to send by registered mail to their local OFII:

A completed OFII Residence form (Demande d'Attestation).

A copy of the ID pages of passport, your STUDENT FRENCH VISA and of the immigration stamp received at the border.

### **Important information regarding foreign travel while waiting to complete OFII paperwork:**

1) If you wish to travel outside of France but within the Schengen zone: a valid multiple-entry long stay visa will suffice to travel in the Schengen area.

2) If you wish to travel outside of France and the Schengen zone or return to your home country:

A. Within the first three months of your arrival in France, travel is authorized without the OFII sticker or proof of paperwork submission ("attestation de dépôt de dossier") provided you have a valid multiple-entry long stay visa

B. Beyond three months, the OFII sticker is mandatory or, in its absence, proof that you have submitted your paperwork to the OFII ("attestation de dépôt de dossier") to leave France. If you have not submitted your paperwork to the OFII in the indicated timeframe (3 months), you will need to apply for another long stay visa in your home country.

**Current Schengen signature countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland.**

**Bulgaria, Cyprus, Ireland, Romania and, most notably, the United Kingdom are NOT part of the Schengen zone.**

**Please read the detailed OFII procedure you need to follow in France upon your arrival “[VISA & Residence Permit Section](#)”**

### **Note regarding the Schengen Area:**

For students traveling to Schengen countries, please note: The maximum length of stay in Europe for non- European Union passport holders is determined by the Schengen accord and is currently limited to 90 days within any 180 day period. The important thing to note is that you may not leave the Schengen Visa area for a day and return to restart the 90 day clock. In other words, you must be absent from the Schengen area for at least 90 days in a 180 day period to be legal. The following states are part of the Schengen area: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland. Check individual consulates for regulations regarding the necessity of a Schengen visa and/or long-term resident/study visa.

Remember that when traveling outside France, you should enquire at the embassy in Paris of the country you plan to visit whether or not you have to apply for a visa. A French visa is only valid to enter France.

Furthermore, bear in mind that a French long stay visa allows you to travel to, but not reside – i.e. study or work - in Schengen countries. If you go to another country for an internship or an exchange program, you should enquire at the embassy in Paris of that country.

**Reminder!** As an exchange student you cannot do any internship with an internship agreement signed by GEM. This must be signed by your home university.

### **Constraints related to “Short-term visa” - less than 6 months**

If you are student from outside the European Union and you come to France for only one semester, your consular service will deliver you a student visa for 6 months, marked “no application for a residence permit”. But with this type of visa, you will probably encounter difficulties if you wish to travel in the Schengen area\*. Please ask at your consular service for precise details before your departure. Also, with this type of visa, you will probably have no rights to housing assistance from the CAF (Caisse d'Allocations Familiales).



## 2.2 RESIDENCE PERMIT (“CARTE DE SEJOUR”) / OFII STAMP

### Do I need to apply for a residence permit in France?

Since June 2009, long stay visa holders are allowed to reside in France for up to 12 months according to the validity of their visa and purpose of stay. They are no longer required to obtain a residence permit ("carte de séjour") from the French local authorities ("Préfecture") as long as their visa is valid.

**However, long stay visa holders who intend on staying in France for more than six months have to register to the [French Office of Immigration and Integration \(OFII\)](#) during the first three months of their stay in France.**

### How do I register in France?

As soon as you arrive in France, you have to send by registered mail to the local offices of the OFII, please read the [OFII procedure](#).

### Does it concern all long stay visas?

No. These regulations only concern:

- long stay visa to work in France
- long stay visa to study in France for more than six months (student, au pair)
- long stay visa for visitors, if you intend of staying in France for more than six months
- long stay visa for spouses of French national

Other long stay visas holders have to apply for a residence permit in France at the local administration called "Préfecture" within 2 months of their arrival in France.

Students who need a residence permit upon arrival please take an appointment with the [Prefecture of Grenoble](#) - you will need to go to the St. Martin d'Hères Campus.

### Does it concern all nationalities?

No. It does not concern the citizens of:

- The European Economic Area
- Switzerland, Monaco, San Marino, Andorra and Vatican
- Algeria. France has a bilateral agreement with this country regarding immigration matters.
- Also special rules apply for family members of an European Union citizen.

### What shall I do when my long stay visa expires?

If the purpose of your stay is extended, you should apply for a renewal of your residence permit at the local French administration called "Préfecture" two months before the expiration of your visa. The residence permit, which is distinct from a visa, **must be renewed annually**.

If the purpose of your stay in France has ended, you should leave France before the expiration of your visa.

If the purpose of your stay has changed, you should contact the local French administration called "Préfecture" to apply for a residence permit according to your situation two months before the expiration of your visa. Please be aware that a change of status might be refused.

Students who need to renew their student residence permit can find the detailed procedure [here](#).

## 2.3 EVIDENCE OF ADEQUATE FINANCIAL SUPPORT

The required level of financial resources is set by the Ministry of the Social Affairs, Labour and Solidarity at approximately 615 Euros per month. However, each consular service is free to refer to this sum or to require more at the time of the request for a visa.

In practice, a budget between 900 and 1200 Euros is more realistic. It is important to have a sufficient budget for your needs without putting your health or your studies in danger. (See chapter "[Budget](#)")

The person who will provide support must furnish a signed statement of responsibility (following a model obtainable from the French consular services in your country of origin).

## 2.4 FRENCH HEALTH CARE SYSTEM

Medical insurance under "La Sécurité Sociale Etudiante" is obligatory in France. It provides reimbursement for health-related expenses. You enroll in this plan at the same time that you enroll at your academic institution (the annual cost of membership is approximately 217 Euros). (See chapter "[Insurance](#)")

If you are European or Swiss, you should ask for the European Sickness Assurance Card .

If you are from Quebec, you must get a form SEQ + # before your departure.



## Temporary travel and health insurance

For the first few weeks of your stay, we insist that each student comes to France with some kind of **temporary travel and health insurance**. This insurance should not be taken as a health insurance. Temporary travel insurance is only for emergencies.

## 2.5 DOCUMENTS YOU SHOULD BRING WITH YOU

- **Your passport and French Visa** if needed.
- **Extra passport photos**, 4 or 5 and this only applies for non-European students
- **Scanned copies of your passport, French visa, insurances and accommodation documents, school acceptance letter and all important documents. You can use a cloud to stock them.**
- **Health insurance documents (if needed).** Please check the [nsurance section](#) to see which kind of insurance you need.
- **Your birth certificate** – to be accepted in France, this certificate needs to state the name, birth date and birthplace of your parents. It also requires an official French translation. This translation has to be carried out by a certified translator. Ideally you should have this translated before you arrive in Grenoble. Contact the nearest French Embassy for addresses of certified translators in your country.  
**This is not compulsory for European students.**

### Note about birth certificate for French Health Insurance and Financial assistance with accommodation (CAF) (CAF)

The LMDE or SMERRA, (health insurance for students under 28 years old) , the CMU (health insurance for students over 28 years old) and the CAF (financial assistance with accommodation) are requesting **legal certification on your birth certificate (“Apostille” or “Legalisation” both are intended to confirm authenticity of a legal document)** in order for your registration in the French Health Insurance System and the CAF (financial assistance with accommodation).

Only students from certain countries are affected by this requirement (please see the list below).

For those of you who are concerned by this there are two ways to proceed:

- **Apostille**: this is a simplified procedure, which only applies to certain countries, and which is issued by a Competent Authority in these countries. The following link provides the list of Competent Authorities designated by each Contracting State, the contact details of Competent Authorities and other practical information: [http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)
- **Légalisation** : this is a more complex process which retraces the origins of the original document in order to certify its authenticity. For this you will need to go through the Ministry of Foreign Affairs from the country which the birth certificate comes from and then with the French Consular Services from the same country.

Please note, a permanent French Health Insurance number leads to the creation of a Health Insurance Card (“*Carte Vitale*”) whereas a provisional Health Insurance Number is given in the form of an *Attestation*. The medical reimbursement rights are the same for both, but the rights can only be renewed if you are in receipt of the “*Carte Vitale*”.

This is very important for those of you who intend to undertake an internship, as a temporary Health Insurance Number will not allow you do the internship – you will need a permanent number which can only be obtained by providing this legally certified copy of your birth certificate.

**Please note that you will be required to provide two documents – the copy of your original birth certificate with the “Apostille” or “Legalisation” plus a legal translation of this birth certificate.**

### LIST OF COUNTRIES CONCERNED BY FRENCH HEALTH INSURANCE REGULATION: L for « Legalisation » and A for « Apostille »

| PAYS                   | LEGALISATION | PAYS                | APOSTILLE |
|------------------------|--------------|---------------------|-----------|
| AFGHANISTAN            | L            | SOUTH AFRICA        | A         |
| ANGOLA                 | L            | ALBANIA             | A         |
| SAOUDI ARABIA          | L            | ANDORRA             | A         |
| BAHRAIN                | L            | ANTIGUA AND BARBUDA | A         |
| BANGLADESH             | L            | ARGENTINA           | A         |
| BELAU (PALAU)          | L            | ARMENIA             | A         |
| BHUTAN                 | L            | AUSTRALIA           | A         |
| BIRMANIA (MYANMAR)     | L            | AZERBAIJAN          | A         |
| BOLIVIA                | L            | BAHAMAS             | A         |
| BURUNDI                | L            | BARBADOS            | A         |
| CAMBODIA               | L            | BELIZE              | A         |
| CANADA                 | L            | BIELORUSSIA         | A         |
| CHILE                  | L            | BOTSWANA            | A         |
| CHINA                  | L            | BRUNEI              | A         |
| COMOROS                | L            | CAPE VERDE          | A         |
| CONGO (REP. DEMOCRAT.) | L            | CYPRUS              | A         |
| NORTH KOREA            | L            | COLOMBIA            | A         |

|                       |   |                               |   |
|-----------------------|---|-------------------------------|---|
| COSTA RICA            | L | SOUTH KOREA                   | A |
| CUBA                  | L | DOMINICAN (REP)               | A |
| UNITED ARAB EMIRATES  | L | DOMINICA                      | A |
| ERITREA               | L | ECUADOR                       | A |
| ETHIOPIA              | L | ESTONIA                       | A |
| GAMBIA (THE)          | L | UNITED STATES                 | A |
| GHANA                 | L | FIJI                          | A |
| GUATEMALA             | L | FINLAND                       | A |
| GUINEA                | L | GEORGIA                       | A |
| GUINEA-BISSAU         | L | GREECE                        | A |
| GUINEE EQUATORIALE    | L | GRENADA                       | A |
| GUYANA                | L | HONDURAS                      | A |
| HAITI                 | L | INDIA                         | A |
| INDONESIA             | L | ICELAND                       | A |
| IRAN                  | L | ISRAEL                        | A |
| IRAQ                  | L | JAPAN                         | A |
| JAMAICA               | L | KAZAKHSTAN                    | A |
| JORDAN                | L | LESOTHO                       | A |
| KENYA                 | L | LIBERIA                       | A |
| KYRGYZSTAN            | L | LIECHTENSTEIN                 | A |
| KOSOVO                | L | LITHUANIA                     | A |
| KUWAIT                | L | MALAWI                        | A |
| LAOS                  | L | MALTA                         | A |
| LEBANON               | L | MARSHALL (ISLANDS)            | A |
| LIBYA                 | L | MAURITIUS                     | A |
| MALAYSIA              | L | MEXICO                        | A |
| MALDIVES              | L | MOLDOVA                       | A |
| MICRONESIA            | L | MONGOLIA                      | A |
| MOZAMBIQUE            | L | NAMIBIA                       | A |
| NAURU                 | L | NETHERLANDS                   | A |
| NEPAL                 | L | NEW ZEALAND                   | A |
| NICARAGUA             | L | PANAMA                        | A |
| NIGERIA               | L | PERU                          | A |
| OMAN                  | L | RUSSIA (FEDERATION OF)        | A |
| UGANDA                | L | ST CHRISTOPHE                 | A |
| OUZBEKISTAN           | L | SAINT LUCIA                   | A |
| PAKISTAN              | L | ST VINCENT AND THE GRENADINES | A |
| PAPUA NEW GUINEA      | L | SALVADOR                      | A |
| PARAGUAY              | L | WESTERN SAMOA                 | A |
| PHILIPPINES           | L | SAO TOME AND PRINCIPE         | A |
| QATAR                 | L | SEYCHELLES                    | A |
| RWANDA                | L | SWEDEN                        | A |
| SAINT-SIEGE (VATICAN) | L | SURINAME                      | A |
| SOLOMON ISLANDS       | L | SWAZILAND                     | A |
| SIERRA LEONE          | L | TONGA                         | A |
| SINGAPORE             | L | TRINIDAD AND TOBAGO           | A |
| SOMALIA               | L | UKRAINE                       | A |
| SUDAN                 | L | VANUATU                       | A |
| SRI LANKA             | L | VENEZUELA                     | A |
| SYRIA                 | L |                               |   |
| TAJIKISTAN            | L |                               |   |
| TAIWAN                | L |                               |   |
| TANZANIA              | L |                               |   |
| EASTERN TIMOR         | L |                               |   |
| THAILAND              | L |                               |   |
| TURKMENISTAN          | L |                               |   |
| TUVALU                | L |                               |   |
| URUGUAY               | L |                               |   |
| YEMEN                 | L |                               |   |
| ZAMBIA                | L |                               |   |
| ZIMBABWE              | L |                               |   |

### Translation of documents

If you need a legal translation in French for your official documents, for instance the birth certificate or the driving license, you may contact the ADATE (Association Dauphinoise Accueil Travailleurs Etrangers).

This association proposes a translation service and interpretation in 22 languages.

The translation of the document costs 20 Euros and a reduction of 10% is available to foreign students.

#### ADATE

#### Association Dauphinoise Accueil Travailleurs Etrangers

5, place Sainte-Claire - 38000 Grenoble

Tel. 04 76 44 46 52

e-mail: [traduction@adate.org](mailto:traduction@adate.org)

(Tram B stop « Sainte-Claire / Les Halles »

Certain documents may not be approved by the ADATÉ; you may contact a translator from the Court of Appeal in Grenoble. To obtain the list of the translators, ask to the Court of Appeal in Grenoble 7 Place Firmin Gautier, 38000 Grenoble

**For Hindu and Muslim students**, you may have a problem because your birth certificate is issued by the government department which does not mention in detail your parent's birth date and birth place. Therefore, you will need to bring a copie of your parents' passports

- **Your last few bank statements** or those of your parents if you are relying on them financially while you are in France. This is **necessary to apply for your residence permit**. You need to show that you have around **615 Euros** per month of your stay in France.
- You might need official documents showing your revenue for the previous year . If you were a student please bring official documents indicating this.
- **Your car registration papers** If you are bringing your car with you, don't forget to bring your car registration papers and to make sure that your car is insured while staying in France.
- **Be careful with your credit cards** from home; please bring some cash with you.

## 2.6 PRACTICAL ADVICE AND WARNINGS

### Housing

Living in Grenoble requires a certain budget. It takes time to find housing at a reasonable price, so we advise you to start your search as soon as possible. Please check the [housing section](#) of the guide

### Financial aspects

The financial resources required by the consular authorities are not sufficient to be able to live even as students. ([See chapter "Budget"](#))

Scholarships in French universities are not granted to foreign students. Nevertheless, the CROUS social services can help you on the basis of some criteria ([see "CROUS"](#)).

Please plan your budget to have enough money to avoid a precarious lifestyle or the need to ask for help.

- **Option 1: Bring an international credit card.**
- **Option 2: Set up a wire transfer** from your home bank and once you get the account in France, send a wire to your IBAN number. It should clear in 5 days. (There is a fee associated with this)

### Choose your arrival days

Avoid arriving at the weekend, since many services and administrative offices are closed on Saturday and Sunday. It is thus preferable to arrive weekdays during office hours: 9 am – 12 pm and 2 pm – 5 pm

## BOOK A HOTEL

If you have not arranged accommodation for your stay in Grenoble, you should think about reserving a hotel for the first few days, while you look for housing.

Alternatively, read about temporary housing. (Section 7, Housing)

### For your peace of mind

Please be vigilant with your belongings. In particular, do not leave your computers unattended. It is better to put them in a backpack rather than a computer bag.

### Hotel List

#### Hotel Ibis Grenoble Gare

|                  |   |
|------------------|---|
| Address:         | 27 Quai Claude Bernard  |
| Web Page:        | <a href="http://www.ibishotel.com/gb/hotel-2737-ibis-grenoble-gare/index.shtml">http://www.ibishotel.com/gb/hotel-2737-ibis-grenoble-gare/index.shtml</a> |
| Phone:           | Tel: (+33)4/76 86 68 68 Fax: (+33)4/76 50 95 03   |
| Estimated Price: | 62 Euros per night – single room, not including breakfast   |

#### Hotel Ibis Grenoble Centre

|                  |   |
|------------------|---|
| Address:         | 5, rue de Miribel, Les Trois Dauphins, Place Félix Poulat   |
| Web Page:        | <a href="http://www.ibishotel.com/gb/hotel-0612-ibis-grenoble-centre/index.shtml">http://www.ibishotel.com/gb/hotel-0612-ibis-grenoble-centre/index.shtml</a> |
| Phone:           | Tel: (+33)4/76 47 48 49 Fax: (+33)4/76 47 78 22   |
| Estimated Price: | 59 Euros per night – single room, not including breakfast   |

**Hotel Alize**

Address: 1, rue Amiral Courbet  
 Web Page: <http://www.hotelalize.com/english/welcome.htm>  
 Phone: Tel: (+33)4/4 76 43 12 91  
 Fax: (+33)4/4 76 47 62 79  
 Estimated Price: 45 Euros per night

**Hotel de l'Europe**

Address: 22, place Grenette  
 Web Page: <http://www.hoteleurope.fr/>  
 Phone: Tel: (+33)4/76 46 16 94 Fax: (+33)4/76 43 13 65  
 Estimate Price: 55 Euros per night – single room

**Hotel Europole**

Address: 29, rue Pierre-Sémard (opposite GEM)  
 Web Page: <http://www.hoteleuropole.com/>  
 Phone: Tel: (+33)4/76 49 51 52 Fax: (+33)4/76 21 99 00  
 Estimated Price: 83 Euros per night – single room

**Hotel Le Gambetta**

Address: 59, bd Gambetta  
 Web Page: <http://www.hotel-resto-gambetta.com/>  
 Phone: Tel: (+33)4/76 87 22 25 Fax: (+33)4/76 87 40 94  
 Estimated Price: 49 Euros per night – single room

**Hotel Le Lux**

Address: 6, rue Crépu  
 Web Page: <http://www.hotel-lux.com/>  
 Phone: Tel: (+33)4/76 46 41 89 Fax: (+33)4/76 46 51 61  
 Estimated Price: Not available

**Hotel Terminus**

Address: 10, place de la Gare  
 Web Page: <http://www.terminus-hotel-grenoble.fr/>  
 Phone: Tel: (+33)4/76 87 24 33 Fax: (+33)4/76 50 38 28  
 Estimated Price: 68 to 99 Euros per night – single room

**Youth Hostel Association**

Address: 10, avenue du Gresivaudan  
 Web Page: <http://www.hihostels.com/dba/hostels-Grenoble---Echirolles-020012.en.htm>  
 Phone: Tel: (+33)4/76 09 33 52 Fax: (+33)4/76 09 38 99  
 Estimated Price: 17.20 Euros per bed

**Grenoble Europole – Park & Suites**

Address: 25, avenue Doyen Louis Weil  
 Web Page: <http://www.parkandsuites.com/fr/appart-hotel-grenoble-europole.php>  
 Phone: Tel: (+33)4/76 69 60 60 Fax: (+33)4/76 69 60 69  
 Estimated Price: From 75 Euros per night and per apartment, including breakfast.

**ResidHotel**

Address: 8, place de la Gare  
 Web Page: <http://www.residhotel.com/>  
 Phone: Tel: (+33)4/76 50 77 88 Fax: (+33)4/92 28 21 69  
 Estimated Price: 78 Euros for a studio for 2 persons and 98 Euros per studio for 4 persons.

**For more information and access maps, please see hotel web pages or check the [Grenoble Tourisme Office](#)**

## 2.7 NOTES FOR ASIAN STUDENTS

### NOTE TO CHINESE STUDENTS

**Baggage allowance:** You may carry 20Kg on the flight (CAAC) and you may take another small suitcase with you.

**When to book your ticket:** There are no time restrictions but do shop around for the most economical fare.

**Currency:** You can only change 2,000US\$ or the equivalent amount in Euros. You may change it at the Bank of China after you get your visa.

### NOTE TO INDIAN STUDENTS

Please note that you will need a certified, translated copy of your birth certificate for all the administrative formalities in France – the High School Diploma or 'Brevet des Colleges' is not a recognized document in France. Please get your Embassy to advise you before leaving home.

### NOTE TO HINDU AND MUSLIM STUDENTS

You may have a problem because your birth certificate is issued by the government department which does not mention in detail your parents' birth date and birth place. Therefore, you will need to bring your parents' passeport in case French administration request for them.



3

GETTING TO  
GRENOBLE ECOLE DE MANAGEMENT

Grenoble is at the heart of a dense transportation network. You thus have various options for coming to Grenoble, depending on your departure point.

In the most likely case, you will be flying to Grenoble. The nearest international airports are located in St Etienne de St Geoires (Grenoble-Isère Airport), Lyon (St. Exupéry airport) and Geneva (Cointrin airport). Alternatively you may fly into Paris (Roissy-Charles de Gaulle airport) and take a train to Grenoble (recommended), or a connecting flight to Lyon and then a shuttle to Grenoble.



## TO GRENOBLE FROM LYON ST. EXUPERY AIRPORT

[Lyon St. Exupéry airport](#) is the most convenient airport for flying to Grenoble.

Most European airlines fly here, so if you are coming from far away (North or South America, Asia) you will probably be able to find a connecting flight to Lyon through each airline's hub.

### **BUS** [www.faurevercors-aeroport.fr](http://www.faurevercors-aeroport.fr)

We recommend that you take the shuttle bus from Lyon St. Exupéry airport to Grenoble.

- **Schedule:** every hour between 7:30 a.m. and 10:00 p.m.
- **Duration:** 1 hour
- **Departure point:** Departure level in Terminal 1
- **Arrival Point:** Grenoble Bus Station (Gare Routière)
- **Prices:** 20 Euros one-way fare. 15 Euros for under 25
- **Where do I buy my ticket:** From the ticket desk just beside the departure point

### **TRAIN** [SNCF website](#)

- **Schedule:** around 3 per day
- **Duration:** 1 hour, 4 minutes.
- **Departure point:** Lyon St Exupery TGV station
- **Arrival Point:** Grenoble train station
- **Prices:** 20 Euros one-way fare. 15 Euros for under 25
- **Where do I buy my ticket:** From [SNCF website](#) - you must book in advance!

**NOTE:** If you are under 25, we recommend that you purchase a "[Carte jeune](#)" which entitles you to between a 25% and a 50% discount when you travel by train. The card costs 49 Euros and is valid for an entire year. When you make your train reservation, show that you have this card to obtain a discount.

<http://www.sncf.com/fr/tarifs-reduits/carte-jeune>

### **Late arrival?**

If you arrive very late at Lyon airport and have missed the last shuttle bus and the last train, we recommend that you stay the night in a hotel close to the airport and take the shuttle bus the following morning.

A taxi between Lyon St Exupéry airport and Grenoble is outrageously expensive, well over 100 Euros!

- **Hotel by the airport:** The Lyon Satolas Kyriad Hotel
- **Phone:** +33 (0)4 72 23 90 90
- **Fax:** +33 (0)4 72 23 80 32
- **Where do I find it?:** 5 minutes from the airport by free shuttle bus
- **Price:** single room 58 Euros, double room 61 Euros



## TO GRENOBLE FROM GRENOBLE AIRPORT

### BUS

- **Arrival:** the bus station ("Gare routière") next to the train station in Grenoble
- **Price:** 12.50 Euros. A discount applies to holders of a valid student card
- **Tickets:** sold at the ticket desk inside the airport
- **Departure:** from the airport

[Grenoble airport website](#)



## TO GRENOBLE FROM PARIS

With France's TGV (high-speed train), the access to Grenoble from [Paris Charles-de-Gaulle \(Roissy\)](#)\* airport is quite easy.

You have two options:

- take the TGV directly from the airport
- or go into the centre of Paris and take the TGV from there

### TGV (HIGH-SPEED TRAIN) FROM PARIS CHARLES-DE-GAULLE AIRPORT

- **Schedule:** Either direct TGVs or connecting trains from Lyon, consult the [SNCF website](#) for schedules
- **Duration:** between 3 hours 45 mins. And 4hours 15 mins.
- **Departure point:** Airport CDG 2 TGV - Terminal 2D (free shuttle buses between different terminals in the airport)
- **Arrival Point:** Grenoble
- **Prices:** from around 50€ to over 100 €\*\*
- **Where do I buy my ticket?** From the [SNCF website](#). Book well in advance for good prices!

### TGV FROM THE CENTER OF PARIS

- **Schedule:** Either direct TGVs or connecting trains from Lyon, consult the [SNCF website](#) for schedules
- **Duration:** between 3 (direct) and 4 hours (connecting)
- **Departure point:** Gare de Lyon, in Paris
- **Arrival Point:** Grenoble
- **Prices:** from 22 to over 90 Euros depending on time and date\*\*
- **Where do I buy my ticket?** From the [SNCF website](#). Book well in advance for good prices!

\*\*If you are under 25, we recommend that you purchase a "[Carte jeune](#)" which entitles you to between a 25% and a 50% discount when you travel by train. The card costs 49 Euros and is valid for an entire year. When you make your train reservation, show that you have this card to obtain a discount.

### HOW DO I GET FROM CHARLES-DE-GAULLE (CDG) AIRPORT TO THE GARE THE LYON, IN PARIS?

You have several options:

#### COMMUTER TRAIN/RER

- **Schedule:** No schedules, several trains per hour
- **Duration:** 45 minutes. to 1 hour
- **Departure point:** RER B (blue line) from CDG1 or CDG2
- **Arrival Point:** RER A (red line) to Gare de Lyon
- **Connection:** Change from RER B to RER A (direction Marne-la-Vallée/Chessy/Boissy-St-Léger) at **Châtelet les Halles** and get off at the **first stop**
- **Prices:** 9,30 Euros
- **Where do I buy my ticket?:** at the RER station in the airport

[Consult the airport's website for directions](#)

### AIR FRANCE COACH, LINE 4 (LES CARS AIR FRANCE)

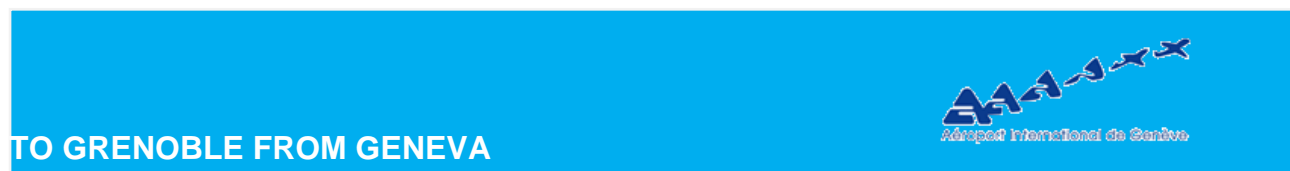
- **Schedule:** 7 a.m. to 9 p.m.
- **Duration:** about 40 minutes
- **Departure point:** several different points throughout Charles-de-Gaulle airport
- **Arrival Point:** Gare de Lyon
- **Prices:** 14 Euros
- **Where do I buy my ticket?:** at the Air France Coaches [ticket counter](#) or directly from the driver

### **TAXI**

- **Duration:** from 40 minutes up to more than an hour, depending on traffic
- **Departure point:** taxi stands in front of every terminal at the airport
- **Arrival Point:** Gare de Lyon
- **Prices:** 35 to 50 Euros

**Note:** If you are approached by someone offering you a ride in the terminal, DO NOT accept it! This person is not a licensed taxi driver and can charge you any rate he wishes. Only pick up a taxi from the taxi stand in front of each terminal.

\* You may see or hear Charles-de-Gaulle airport referred to as Roissy. This is an alternative name for the airport, and is used because it is the nearest town to the airport.



You have two options for getting from [Geneva's airport](#) to Grenoble: train or bus

### **SHUTTLE TRAIN FROM THE AIRPORT TO GENEVA MAIN STATION**

**Schedule:** 5 times an hour

**Duration:** 6 minutes

**Where do I buy my ticket?:** You can buy a ticket at the airport railway station for your complete journey to Grenoble

### **TRAIN FROM GENEVA TO GRENOBLE**

**Schedule:** 3-4 trains a day; consult the [SNCF website](#).

**Duration:** 2 hours

**Where do I buy my ticket?:** You can buy a ticket at the airport railway station for your complete journey to Grenoble or on the [SNCF website](#).

If you are under 25, we recommend that you purchase a "Carte 12-25" which entitles you to between a 25% and a 50% discount when you travel by train. The card costs 49 Euros and is valid for an entire year. When you make your train reservation, show that you have this card to obtain a discount.

### **BUS**

**Schedule:** 3 times a day every day: 11.00 a.m., 2:30 p.m. and 7:30 p.m.

**Duration:** 2 1/2 hours

**Prices:** 43 Euros one way or 69 Euros for a return ticket

**Departure:** Geneva Airport, from arrivals sector

**Arrival:** Grenoble Bus Station (Gare Routière)

**Where do I buy my ticket?:** from the Tourist Information-counter in arrivals sector

### **Hotels near Geneva airport**

If you will be arriving late, you should book into a hotel close to the airport.

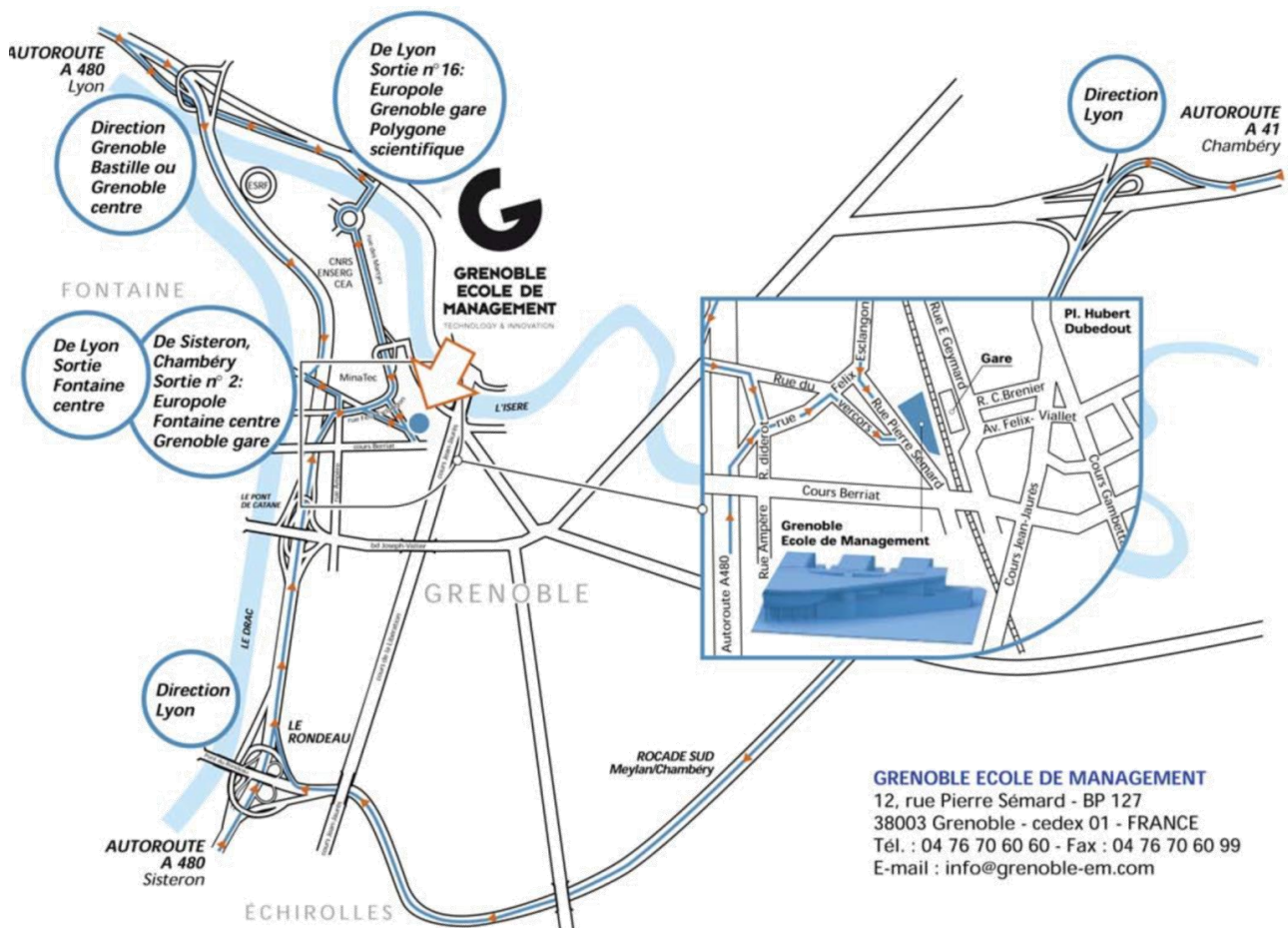
Check [here](#) to find out about airport hotels and their corresponding free shuttle bus services.

## GRENOBLE TRAIN/BUS STATION

The train and bus stations ("Gares") are right next to each other, and GEM - Grenoble Ecole de Management - is situated **directly behind the stations**. You will find us in the business neighborhood known as Europole.

When you come out of the train station, look behind you, across the tracks and you will see the school (the name "grenoble Ecole de Management" is written on the building). Take the subway under the train tracks to come out on the other side, and you're there!

If you get lost, ask someone for directions to "Sup de Co" or "Ecole de Commerce" the school's more common nickname.





# 4

## GETTING SETTLED IN GRENOBLE

# WHAT DO I NEED TO DO UPON ARRIVAL TO GRENOBLE?

**Please consider that you should arrive to Grenoble before your classes start and in time for the Welcome Desk. It will be easier to settle you down and** organise housing, open a bank account, insurances, get the OFII stamp and apply for the housing allowance from the CAF (Caisse d'Allocation Familiale).

## 1. Find housing

You must have a permanent address in Grenoble for the length of your stay. **You should book your accommodation before your arrival.** Keep your lease carefully filed away. See [HOUSING](#).

## 2. Apply for housing insurance

You are now renting a place and you have to obtain **housing insurance** within two days upon your arrival.

Housing insurance is compulsory to cover the tenant's risks (fire or water damage...) and natural disasters (storms, floods). This insurance is often called "multi-risk renter's insurance". A document will be required by the owner as proof. This insurance not only protects accommodation but also the tenant. If the tenant causes an accident or hurts somebody, even outside the housing, it will require the "Civil liability insurance"(damage to a third party).

The "mutuelles étudiantes" proposes "multi-risk renter's insurance" at advantageous prices. You can also subscribe to this insurance in private companies or banks.

Beware! According to the types of insurance, the risks covered are not the same - you should pay attention to the contracts proposed.

In the event of theft, you must report this to the police and do not touch anything before authorization. It is then necessary to make a statement to your insurance company.

## 3. Open a bank account in Grenoble

You will need one in order to receive financial assistance – CAF - if you qualify, and for medical refunds from the French Health Care System. Do not forget to ask for a RIB ("Relevé d'Identité Bancaire"), i.e. the particulars of your bank account or post-office bank account. You will be able to open a bank account at the "International Students Welcome Desk".

To open an account you will need:

- Passport
- GEM student registration certificate (acceptance letter)
- Housing contract
- Some money for a deposit

Don't forget to ask for a "*carte bleue*" - which acts like a debit card, and a "*chéquier*" (cheque book). **A cheque book is necessary for all your administrative procedures in France.**

## 4. Check insurance documents

You need to have **compulsory insurances which MUST BE VALID FOR THE WHOLE ACADEMIC YEAR** in order to become an enrolled student at GEM:

- **Health (For European students, you need to show your European Health Card; non-European students under 28 need to subscribe to it through GEM upon arrival, non-European over 28 can buy a private health insurance at home, with AXA partner or apply for the CMU, this last one can take 3 to 6 months. For more detailed information read the Insurance Section in our guide)**
- **Repatriation and civil liability insurances (only for exchange students)**
- **Housing insurance please note that you need first to find an address in France to obtain this insurance. This last one is not compulsory for GEM but it is the law and compulsory to have one when renting in France.**

### Temporary travel and health insurance

For the first weeks of your stay, we insist that each student comes to France with some kind of temporary travel and health insurance. Students applying for a French visa will be asked to provide this insurance to the French Consulate but it should not be taken it a health insurance policy. Temporary travel insurance is only for emergencies.

**Students who are under 28 years old and who need to register through the French Health Care System will need to pay for the health coverage every new academic year.** Please be sure to include this in your budget.

Please note that the **French Health Care System will ask you the certified/legalized birth certificate**, check with French embassy in your home country for the correct form and ask for "**apostille**".

You need to legalize this document before your arrival in France in order to obtain your health insurance card ("Carte Vitale"). Remember that if you plan to do an internship or work you **MUST** hold this insurance card.

## 5. Obtain your student card at Grenoble Ecole de Management.

Below a general idea of the paperwork you will need to provide in order to apply for your card, your program coordinator will update you with all the required paperwork.

### French and European Students

- A copy of your European Health Card along with the official document showing dates of validity. This must be applied before leaving your home country (or Carte Vitale if French citizen)
- For French students, apply and pay for French health insurance (SS).
- A copy of your ID card or passport.
- Your address in Grenoble.

### Non European Students (<28 years old)

- Apply and pay for French health insurance (SS).
- A copy of your passport containing Visa details and the OFII stamp (*Office Française de l'Immigration et de l'Intégration*).
- Your address in Grenoble.

### Non European Students (>28 years old)

#### \*If you have a private health insurance

- A copy of this document from your country (must includes repatriation insurance)

#### \*If you do not have a private health insurance

- Register at the C.M.U., 2 rue des Alliés Grenoble. Please note that this insurance can more expensive than a private insurance, it also takes time (at least 6 months) to get it.
- A copy of your passport containing Visa details and the OFII stamp (*Office Française de l'Immigration et de l'Intégration*).
- Your address in Grenoble.

## 6. Validate your VISA as a residence permit – Get the OFII stamp “Office Française de l'Immigration et de l'Intégration”(only necessary for certain non-European students.)

**\*Please read the visa & residence permit section: Validation of your visa upon arrival in France**

## 7. Apply for financial assistance with accommodation (CAF)

**You will only be eligible for financial assistance if you have the OFII stamp in your VISA or the “CESEDA” inscription on it, you can try to get the CAF at the beginning but after some time they will block the payment until you provide a copy of this stamp.**

**Students whose visa states “*Dispensé temporaire de carte de séjour*” are not entitled to this benefit.**

**European students can apply without problem.**

It is now obligatory to apply on-line at <http://www.caf.fr/> . Once you have completed the online form, you will be requested to print it off and sign it. Once this has been done, you can send it with the following required documentation (good quality photocopies are acceptable).

- Birth certificate (for Non European students) or copy of your passport/copy of your National Identity Card (for European students)
- For non European students: French Student Visa (for a first time) and your OFII Stamp (later).
- Scholarship certificate (if you have one)
- Proof of income for previous year if you worked.
- Bank details in France (RIB).

You can go to the CAF Grenoble:

3, rue des Alliés  
38100 – Grenoble

Open from Monday to Friday from 8:30 a.m. to 12:00 p.m. and from 1:30 p.m. to 4:30 p.m.

Phone: 0810 29 29 29\*

\*Direct line for students. Cost of a local call on a landline phone; with possible surcharge from a mobile, depending on your telephone provider.

# THE WELCOME DESK

The “Welcome Desk” is an event organised twice a year by the GEM International Student Integration team. Its mission is to welcome and provide information assistance to all new international students coming to GEM.

If you are coming to the Welcome Desk in order to help you to settle you down in Grenoble, **we strongly recommend that you arrive during the first days**. This will ensure that you will fulfil with most all the administrative formalities on time.

A multicultural team of bilingual students (English-French) has been recruited by our team to assist you with all aspects of integration to Grenoble.

**The Welcome Team can help international incoming students with the following:**

## 1. GENERAL INFORMATION ABOUT ADMINISTRATIVE PROCEDURES

- Immigration: OFII stamp
- Housing: Tenant's rights, CAF online application
- Insurances: health insurance, repatriation insurance, housing and civil liability insurance.
- Daily life: telephone and internet
- Banking: CIC bank corner

## 2. GUIDES AND PLANS TO HELP YOU

- International student guide
- Mini guides
- Factsheets
- Street maps
- Tram maps
- Leaflets

## 3. ACTIVITIES

The Welcome Team organises daily activities in the afternoons and in the evenings to help you find your way around the school and to have fun while you settle in to Grenoble:

- City tours
- Student associations
- Visits to Ikea
- Restaurants and more...

## 4. INFORMATION ABOUT HOUSING

**Remember that you should reserve a place to live before your arrival.** However, the Welcome Team can provide you information about availabilities in private student residences. **You can have a maximum of up to 3 visits according to availabilities and conditions at the time of your arrival in Grenoble.**

## 5. PICK-UP SERVICE AT THE GRENOBLE TRAIN AND BUS STATION

If you would like to be met on arrival at the train/bus station during the Welcome Desk event, please complete the **online application form before the deadlines communicated by GEM International Student Integration.**

**Remember this service is available only for students arriving during the Welcome Desk opening days between 9:00am and 5:00 p.m.**

## Welcome Desk September Intake 2017

From Monday 04<sup>th</sup> to Thursday 14<sup>th</sup> September

Monday to Friday from 9:00 a.m to 12:30 p.m. and from 2 p.m. to 5:30 p.m.

*Closing at 12:00 p.m on Thursday 14<sup>th</sup> September*

At the first floor of the school – Room C141

**Please note that GEM International Student Integration  
will be closed for summer and winter holidays**



## Some tips when dealing with the French administration

You will have noticed by now that France is quite bureaucratic, and you have to be prepared to wait for the bank to give you your chequebook and your debit card, wait for the Sécurité Sociale to get your social security number and wait for the Préfecture to give you your residence permit. **Patience is a key word.**

When you deal with the French administration, the following advice might help you to make the process a bit easier, although not faster.

- If you don't speak French, you might find that the civil servant in front of you gets a bit stressed especially at busy hours. But if you at least **try** to speak a little French, people will be much friendlier. Try to pick quiet times to deal with administrative formalities or come when the office opens in the morning.
- Be patient! Bring a good book, and stay polite at all times!
- As a general rule, French people are normally concerned about losing face - this explains why you should handle status-conscious civil servants with care.
- In France the customer is not always right... Just continue being polite, and try to remain calm - but firm.
- Be prepared to come back several times to resolve an issue. • Phone calls are not the best solution! To get a complete answer you will have to go in person and ask your questions. In France personal contact is very important.

## 8. PERSONAL SAFETY IN GRENOBLE

Grenoble is a small and very enjoyable city nestled in the Alps. Living in Grenoble is very comfortable and convenient due to its geographical location in France and Europe, and its transportation facilities. You will probably spend the best time of your life in our beautiful region and school. However, do not forget to be careful about your personal security.

Our international students are so happy to be in France that sometimes they forget to pay attention to their personal safety. Unfortunately, we have experienced a couple of unpleasant incidents. As in many cities all around the world, Grenoble has recently shown a slight increase in personal crime which has not been the case in the past. As an international student, you can be a target for harassment and theft.

**As we are very concerned about your comfort and security, we would like to make the following suggestions:**

- At night, always try to go out in a group and be discreet about the fact that you are from abroad. Even if it is a very short distance, take a taxi. Don't put your safety at risk for a few Euros.
- If you do find yourself out late at night, be very discreet, do not reply to strangers. Walk home with friends at night.
- Be discreet also with valuable items such as laptops, jewellery, mobiles and do not carry too much money on you.
- Don't put yourself in a dangerous situation by drinking too much. In France, it is not usual for young women to drink to excess.
- Lock housing doors at all times, even when you are inside.
- Lock car doors, even while travelling in the car.
- Do not carry more than 20 Euros at a time on your person and secure your cash in a bank.
- Students living in Echirolles area should be especially vigilant.

Please remember the following telephone numbers for the emergency services:

Ambulance: **15**  
Fire: **18**  
Police: **17**

The closest police station to the school ("commissariat" or "Hôtel de Police" in French) can be found at **36 boulevard Maréchal Leclerc**, tel: **04 76 60 40 40**.

*If unluckily anything is stolen from you or something bad happens to you, please go to this station with your papers and make "une déposition" (a report).*

This information should not discourage you from enjoying your stay, just be careful!

If you have any concerns about any of these issues, please contact GEM International Student Integration.

## **An American Student's Point of View on Personal Safety in Grenoble:**

*I think it is very important to tell students to carry only the amount of money they will need for the nights they go out. Many students will have more money than they have ever had on hand because they are in France, living away from home. It is always smarter to just bring a little bit of cash and maybe a French bank card with a limited amount balance. Leave most money and credit cards with large limits at home.*

*French female students do drink to excess sometimes but as part of the culture, the French boys whom they are with always customarily walk them home or they just stay out at a friend's place. I have never experienced a French girl who walks home alone after midnight. In American culture, the girls who get too drunk will leave the party without an escort, out of embarrassment. Here, they definitely need to take it easy until they know people whom they can trust.*

*Also, if you are a foreign student in a situation that is uncomfortable on the street with a dangerous looking person it is better to say nothing and keep walking away than to speak English to them.* Sorry to be politically incorrect but unfortunately much of this advice is more pertinent for women. Nonetheless, men also need to be careful.

When you come to a new city, it takes time to learn how to live safely in a new environment. You may discover here a new freedom and a new way of life. Nevertheless, you're important to us, so please, don't forget to take care of yourself!

5

**BUDGET**

Here's a rough guide on what to expect to spend, both at the start of your stay and during your stay.

#### UPON ARRIVAL:

- a) Expenses are higher at the start; you are advised to have approximately 2000€-2300€ at your disposal when you arrive.
- b) **Money:** Bring some cash with you and an international debit card. Please do not bring cheques from your own country.

#### ACCOMMODATION:

- a) **Deposit**, normally 2 months' rent ≈ **600-1710€** - refunded at end of your tenancy  
*\*For CROUS accommodation:* Please consider that you should pay ≈ 1000€ while applying for this housing option.
- b) **Handling fee "Frais de dossier"** **250€ (private student accommodation only)**
- c) **Registration fee "Frais d'inscription"** **110€** (if you use a real state agency to find accommodation)
- d) **Appliances:** you can buy second hand appliance for a low price at La Remise 35 rue General Ferrie 38100 Grenoble.

#### INSURANCE:

- a) **Housing insurance** around **70€** for the year depending on the size of your room.
- b) **Health insurance**
  - **Under 28 years old:** ≈ **217€** registration for the French Health Care System for Students. Compulsory for non-European students or European students without the EHIC.  
**NOTE FOR STUDENTS UNDER 20 YEARS OLD: Non-European students under 20 years old, born after 31/08/1998,, do not pay the subscription fee for basic coverage. However, they must choose a either SMERRA or LMDE.**
  - **Over 28 years old:** ≈ **40-65€ per month** (\*Private insurance, check conditions with AXA insurance). Compulsory to have a health insurance for all students over 28 years old. Important Note: Remember to renew your health insurance for the second year of your program if you stay in France.
- c) **Other compulsory insurances only for exchange students:**
  - Civil liability insurance (usually comes together with housing insurance).
  - Repatriation insurance (the best is to buy it at home before your arrival).
- d) **Complementary health insurance (optional)** : strongly recommended in case of illnesses, diseases or risky sport activities. Cost depends on your individuals needs and your choice.

#### OTHER EXPENSES:

- a) **Books:** ≈ **150€- 400€**, depending on your program - check with your program administrator for a precise figure (for GGSB students only).
- b) **Timbre fiscal** = **60€** (non-European students), stamp required to obtain your "OFII stamp".
- c) **Timbre fiscal** = **79€** (non-European students), stamp required to validate to renew your residence permit.
- d) **Resit examination/assignment for 30 hour module:** **75€**
- e) **Resit examination/assignment for 15 hour module:** **75€**
- f) **Replacement of lost or stolen student cards:** **40€**
- g) **Replacement of lost or stolen student card sticker:** **20€**

#### DURING YOUR STAY

- a) **Monthly expenses:** A realistic figure for living expenses is 750 € per month. This does not include outings, travel outside of Grenoble and other luxury items. (eg. if you have a car, you need to factor in the running costs)
- b) **Accommodation:** Rent **400-750€**
- c) **Gas/Electricity** - depends on consumption, higher in winter ≈ **30-50€**
- d) **Water** ≈ **15€**
- e) **Telephone/internet:** **30€**
- f) **Food:** ≈ **300 €** Example - **3€** for a meal at the d'Arsonval CROUS student restaurant
- g) **Transport:** Monthly pass for bus/tram **26,50€**, annual pass **212€** (19-25 year old students only), or buy a ticket for 30 journeys, **34,30€** (all ages).
- h) **Housing Tax (Taxe d'Habitation):** ≈ **Your usual monthly rent**, payable once per year and depending on housing conditions. Students who live at CROUS or rent a room (ex: with a family) are exempted from this tax.

#### PLEASE NOTE:

- a) **Housing insurance:** to be taken out within 24 hours of securing accommodation
- b) **Housing deposit:** usually 2 months' rent, **this deposit cannot be used as the last two months' rent**. The landlord has two months in which to return your deposit  
**At the start and at the end of your tenancy**, you must make an inventory of every item in your accommodation. Obviously, the final list must match the list at the start. Also, you must leave the accommodation in a clean condition. If there is anything missing or broken, the landlord can withhold part or all of your deposit
- c) **You may be eligible for housing benefit**

Here's a rough guide on what to expect to spend, both at the start of your stay and during your stay. Rates change every new year in September.

**\*Please note that rates change every September.**

## 5.1 Budget Summary

| Type of expense  | Amount (In Euros)   | Comments                              |
|--|---|---------------------------------------|
| <b>Upon arrival</b>                                      |   |                                       |
| Hotel (2 – 3 star)                                       | 30 - 80   | per night approx.                     |
| CROUS accommodation                                      | 2200 - 5000   | approx. for the academic year         |
| Accommodation through an agency                          | 250 - 300   | processing fees approx.               |
| Accommodation deposit (private/direct)                   | 1100  | approx.                               |
| First month's rent                                       | 400-750   | approx.                               |
| Housing Tax  | Your usual rent per month   | per year                              |
| Fiscal Stamp   | 60 - 79   | per year *Only for visa holders       |
| <b>Insurance per year</b>                                |   |                                       |
| Compulsory French Health Care under 28                   | 217   | per year                              |
| Compulsory Health Insurance over 28 (Private insurance)  | 40-65   | per month approx                      |
| Only for exchange students: repatriation/civil liability | 70 - 100  | per academic year                     |
| Compulsory Housing Insurance                             | 70  | approx.                               |
| Optional Complementary health insurance                  | 100 – 300   | cost will depends on individual needs |
| <b>Other Expenses</b>                                    |   |                                       |
| Books  | 150 - 400   | approx.                               |
| Revenue stamps/"Timbre Fiscal" for your "OFII stamp"     | 60  | Non-EU students                       |
| Resit examination/assignment for 30 or 15 hour module    | 75  |                                       |
| Replacement of lost or stolen student cards              | 40 (card) 20 (sticker)  |                                       |
| <b>Total recommended cash in hand upon arrival</b>       | <b>1600 - 2600</b>  | <b>approx.</b>                        |
| <b>Monthly Expenses</b>                                  |   |                                       |
| Rent   | 400 - 750   | per month approx.                     |
| Gas/Electricity  | 30 - 50   | per month approx.                     |
| Water  | 15  | per month approx.                     |
| Telephone/internet                                       | 30  | per month approx.                     |
| Food   | 300   | per month approx.                     |
| Transport - Bus pass                                     | 26.50 - 34.30   | per month                             |
| <b>Miscellaneous</b>                                     |   |                                       |
| Eating out   | From 10 to 30 - personal preference/ less expensive at noon (per day) |                                       |
| Toiletries/cleaning supplies                             | Personal preference   |                                       |
| Mobile phone   | From 30 to 50 per month approx.. - personal pref.                     |                                       |
| Personal Travel  | Personal preference   |                                       |
| Emergency cash (recommended)                             | Personal preference   |                                       |
| <b>Special Event/Evenings during the semester</b>        |   |                                       |
| Integration weekend                                      | 200 (optional)  |                                       |
| Gala   | 40 – 60 per ticket  | recommended                           |
| Altigloss (ski trip)                                     | 1400 (optional)   |                                       |
| Soirées (Multiple evenings during the semester)          | 15 average  | personal preference                   |
| <b>Total monthly expenses</b>                            | <b>1000– 1500</b>   | <b>per month approx.</b>              |



# 6

## Visa & Residence Permit

## 6.1 VALIDATION OF YOUR VISA UPON ARRIVAL IN FRANCE: HOW TO OBTAIN THE OFII STAMP μOFII (Office Française de l'immigration et de l'intégration)

### STEP 1: Verification of your visa

Verify the bottom part of your visa:

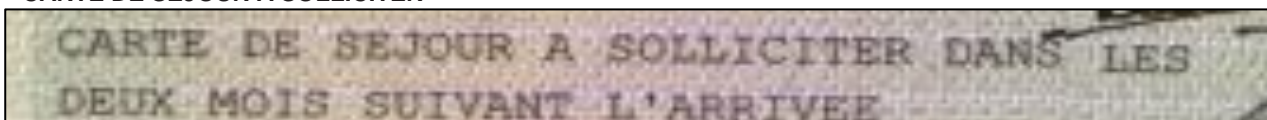
**“CESEDA – AUTORISE TRAVAIL LIMITE 60% DUREE LEGALE”**



The French authorities have issued you with a long stay visa allowing you to stay in France under the following conditions:

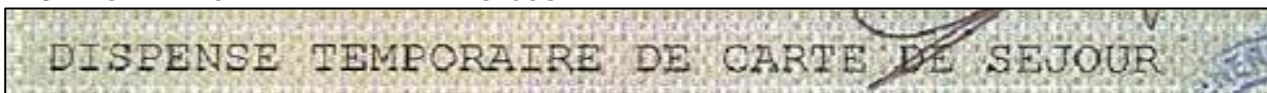
1. Upon your arrival in France, you must make sure that the Immigration Officer at the port of entry stamps your passport with the date of entry.
  - \* If you are transiting through another Schengen state, the stamp must be obtained from the relevant authorities in the country of transit. In this case it is understood that you will enter France no later than five days after this date of entry.
2. Your visa needs to be validated by the Office Français de l'Immigration et d'Intégration (OFII). Proceed to step 2.

**« CARTE DE SEJOUR A SOLLICITER »**



You don't need to go through this procedure please read “Renewal for the student residence permit” next section.

**“DISPENSE TEMPORAIRE DE CARTE DE SEJOUR”**



You don't need to go through this procedure, please go ahead with the other administrative formalities but remember that you can not apply for CAF.

### STEP 2: Registration of your stay in France: sticker ("Vignette") from the "OFII" in your passport

1. Your long stay visa becomes the equivalent of a "Titre de séjour" (Resident permit) in France only when it has been validated by the "OFII" (*Office Français de l'Immigration et de l'Intégration*). To carry out this formality, you must immediately upon your arrival in France:

- a) Complete the form titled "Demande d'attestation OFII" that you were given with your visa, by filling in:
  - Your date of arrival in France
  - Complete address in Grenoble
  - Telephone number(s)
  - Full number of your French visa

The "OFII" will use all this information to validate your application file and contact you, read page 41 to know how to fill this form.

- b) Attach to the original form ("Demande d'attestation OFII") all the following photocopies:
  - Your passport pages containing information regarding your identity and passport validity.
  - The stamp from the French immigration officer (or from the authorities of the country of transit), showing the date of your coming through the relevant border
  - The visa issued to you at the French Consulate.

- c) Send your complete application file by post, as soon as you arrive in France, to:  
OFII GRENOBLE  
Office Français de l'Immigration et de l'Intégration  
76, rue des Alliés  
38100 – GRENOBLE

\*The OFII Grenoble has authority over your place of residence in France.

**Note:** To avoid any mail distribution problems, make sure that your name is written on the letter box of the place where you are living.

Any missing information or document in your application dossier will result in it not being validated. Do not forget that you have a limit of three months to validate your visa. If you wait longer, your papers will not be in order and administrative penalties can be taken against you.



2. A receipt confirming that your file has been received ("Attestation de reception du formulaire de demande d'attestation OFII") will be sent to you if your file is completed. This temporary document will enable you to prove the legality of your stay in France while waiting for your file to be fully validated by the "OFII".

On your acknowledgement of receipt will be indicated the date and the hour of your appointment with the OFII in order to get your stamp for the definitive validation of your visa.

Make sure that you turn up for the appointment on the day and time indicated and taking with you the following documents:

- Your passport
- A passport-size photograph, front facing with head uncovered
- A proof of your residence in France: a photocopy of a rent receipt or an electricity/gas/fixed telephone line/water bill in your name, or, if this is not available, a statement certifying your residence by the person providing you with accommodation, together with photocopies of that person's identity document and an invoice in the name of that person
- A fiscal stamp (timbre fiscal) for 60 euros or the proof of online payment of the stamp to this amount  
You can purchase a fiscal stamp at the Prefecture, and also in certain tobacco/press outlets or online at: [www.timbresofii.fr](http://www.timbresofii.fr).

**Beware:** you cannot buy the tax stamp directly from the OFII.

3. Once these formalities are carried out, your visa and the endorsement by the "OFII" (Vignette OFII) on your passport will authorize you to stay legally in France for the entire length of your French visa.



**OFII stamp**

**NB:** Since the completion of these formalities may take a while, approximately two months, you must start the process within the first days of your arrival in France.

Failing to do so within three months could result in a procedure against you, for staying illegally in France, and in the payment of a legalizing fee.

## REMEMBER: THE VALIDITY DATES OF YOUR VISA ARE THE SAME FOR YOUR OFII STAMP

### STEP 3: Renewal of your authorization to stay

If you wish to renew your student resident permit you must, within the last two months before your visa expires, go to the relevant local authorities of your place of residence ("Préfecture") and apply for a student resident permit. You can find the necessary forms and the list of requirements in the guide for international students - [Visa & Residence Permit Section/Renewal](#). Failing to do so will result in your having to return to your last country of residency to request a new visa.

### VERY IMPORTANT:

1. **You wish to travel to another Schengen Zone country:** your long stay multiple entry visa allows you to do so anytime. Border authorities may ask you for the OFII stamp, you will need to show them that you are in the middle of the process to obtain it.
2. **You wish to travel to a country outside the Schengen Zone, or to your country of origin:**
  - **within the first 3 months of your arrival in France:** your long stay multiple entry visa allows you to do so without having the OFII sticker in your passport or receipt stating your file has been received.
  - **After these 3 months: you have to have the sticker "Vignette OFII" in your passport (or at least the OFII receipt).**Failing to comply with the necessary formalities with the OFII within 3 months of your arrival in France will result in your having to present a new application for a long stay visa at the French consulate or embassy of your country of origin.



**OFII GRENOBLE - Office français de l'immigration et de l'intégration**

**Address:** 76 rue des Alliés - Parc de l'Alliance - 38100 GRENOBLE

**Opening hours:** Monday – Friday from 8h30 to 12h00 and from 13h30 to 16h30

**How to get there:** Bus route number 13 going from Grenoble Trois Dauphins (downtown Grenoble) to Echirolles La Luire. Get off at the stop called "Grenoble – Eugene Sue"

**E-mail:** [grenoble@ofii.fr](mailto:grenoble@ofii.fr) **Web site:** [www.ofii.fr](http://www.ofii.fr) **Phone:** +33 4 76 40 95 45

REPUBLIQUE FRANCAISE  
VISA DE LONG SEJOUR - DEMANDE D'ATTESTATION OFII  
(Article R 311-3 du code de l'entrée et du séjour des étrangers et du droit d'asile)  
à adresser à l'Office français de l'immigration et de l'intégration (voir adresses au verso) dès l'arrivée en France

**TO BE COMPLETED WHEN YOU APPLY YOUR VISA**

NOM DE NAISSANCE : **LAST NAME** PRENOM : **FIRST NAME**  
NOM D'EPOUSE : **IN CASE YOU ARE MARRIED- YOUR LAST NAME** SEXE : MASCULIN ☐ ; FEMININ ☐ ;  
BIRTHDAY : DAY/MONTH/YEAR A : **PLACE OF BIRTH**  
PAYS : **COUNTRY**  
YOUR STATUS SINGLE MARRIED WIDOW ☐ DIVORCED SEPARATED  
FILIACTION : PERE NOM : **FATHER'S LAST NAME** PRENOM : **FATHER'S FIRST NAME**  
MERE NOM DE NAISSANCE : **MOTHER'S LAST NAME** PRENOM : **MOTHER'S FIRST NAME**  
NATIONALITE : **NATIONALITY**  
PASSEPORT : NUMERO **PASSPORT NUMBER** ISSUANCE DATE : DD/MM/YYYY  
A : **AT / WHERE**

**TO BE COMPLETED BY THE FRENCH CONSULATE**

CADRE RESERVE AU CONSULAT  
CONJOINT DE FRANCAIS ☐ ; ETUDIANT ☐ ; VISITEUR ☐ ;  
MENTION SALARIE ☐ ; MENTION TRAVAILLEUR TEMPORAIRE ☐ ;

**TO BE COMPLETED BY YOU UPON YOUR ARRIVAL IN FRANCE**

ADRESSE EN FRANCE : **ADRESS IN FRANCE**  
CHEZ : **NAME OF THE TENANT (if necessary)**  
BÂTIMENT : **BUILDING (if necessary)** NUMERO : **NUMBER**  
RUE : **STREET NAME**  
CODE POSTAL **ZIP CODE** VILLE : **CITY**  
TELEPHONE : Fixe : **PHONE NUMBER** Portable : **MOBILE**  
VISA : **VISA VALIDITY DATES**  
NUMERO ☐ **VISA NUMBER** FROM DD /MM/YYYY TO DD /MM/YYYY  
DATE D'ENTREE EN FRANCE : **ENTRY DATE IN FRANCE**  
Fait à **GRENOBLE** le **DATE** Signature : **SIGN HERE**

**TO BE COMPLETED BY THE OFII**

CADRE RESERVE A L'OFII  
RE (1) NUMERO DOSSIER OFII :   
RECULE :  
DT (2) NUMERO DOSSIER OFII :   
DATE DE VALIDATION :

La loi 78-17 du 6 janvier 1978 relative à l'informatique, aux fichiers et aux libertés, s'applique aux réponses faites à ce formulaire. Elle garantit un droit d'accès et de rectification, auprès du siège de l'OFII, pour les données vous concernant

(1) Uniquement : Mali-Maroc-Sénégal-Tunisie-Turquie et Conjoint de Français ou travailleur "salaré" ou "temporaire"

(2) Toutes nationalités et Toutes catégories

OFII - DRI - VLS - 2009/00/05 - 0050

***This form is very important for you. You will receive one at the French Consulate in your country, keep it with you please***

## OTHER CASES

### 1<sup>st</sup>. Case:

- **You are a national of a European Union member state:**

Since January 2004, in accordance with Article 14 of Law no. 2003-1119 of November 26, 2003 relating to the control of immigration and residence of foreigners in France and to nationality, the residence permit is no longer required for nationals of the European Community (European Union member states, the European Economic Zone and the Swiss Confederation).

The requirement to hold a residence permit remains for nationals of those countries who joined the European Union on January 1, 2007, and who wish to exercise a professional activity during the period of validity of their temporary admission, except for those from Cyprus and Malta. However, they will no longer require a long-term visa.

### 2<sup>nd</sup>. case:

- **You are an Algerian national and you request a first “student” residence permit:**

You must register at the Prefecture’s website. The Prefecture will send you an appointment by e-mail. Please note that you should go to the Prefecture office at the St. Martin d’Hères Campus.

### 3<sup>rd</sup>. Case:

- **You request renewal of your “student” residence permit (all nationalities including Algerian, except European Union residents):**

You must register at the Prefecture’s website. The Prefecture will send you an appointment by e-mail. Please note that you should go to the Prefecture office at the St. Martin d’Hères Campus.

### 4<sup>th</sup>. Case:

- **You are a student’s wife/husband and wish to renew your residence permit:**

Please see the appropriate list of documents in the Prefecture’s website to establish the file for your request. You should submit your file at the same time as your wife/husband; during the appointment that will be fixed for him/her to submit his/her personal file. You must register at the Prefecture’s website. The Prefecture will send you an appointment by e-mail. Please note that you should go to the Prefecture office at the St. Martin d’Hères Campus.

### 5<sup>th</sup>. Case:

- **You hold a “short-term” type “C” visa stating “ETUDIANT-CONCOURS”:**

Subject to justifying your success in the entry exam for the establishment concerned, you may request a residence permit.

You must register at the Prefecture’s website. The Prefecture will send you an appointment by e-mail. Please note that you should go to the Prefecture office at the St. Martin d’Hères Campus.

N.B. for Cases 3, 4 and 6: The date and time of the appointment to submit your request for a residence permit are mandatory and strictly personal. If you do not have an appointment, your file will not be accepted. There is no point in going to the Prefecture representation at the St Martin d’Hères Campus before the date of your appointment. If your file is incomplete, it will be returned to you and a new appointment will be fixed based on the availability of the service.



### **Préfecture Representation & International Student Services Office – ISSO at Saint Martin de Hères Campus**

1025 Avenue Centrale  
Domaine Universitaire  
38402 Saint Martin d'Hères  
Tram lignes B et C - stop « Bibliothèques universitaires »  
Monday to Friday from 9 a.m. to 5 p.m. (6 p.m. in September)  
04 56 52 97 89  
Contact ISSO : [isso@grenoble-univ.fr](mailto:isso@grenoble-univ.fr) (Office for Foreign Students)  
Web ISSO: [www.international.grenoble-univ.fr](http://www.international.grenoble-univ.fr)  
Web Préfecture (to take appointments): [www.isere.pref.gouv.fr](http://www.isere.pref.gouv.fr)



## 6.2. RENEWAL OF THE RESIDENCE PERMIT

|   |  |  |  |
|---|--|--|--|
| <b>STEP 1</b><br>Make an appointment with the Prefecture at<br><a href="http://www.isere.pref.gouv.fr">www.isere.pref.gouv.fr</a> | <b>STEP 2</b><br>Prepare your file<br>You can contact the ISSO | <b>STEP 3</b><br>Submit your files and get the "Récépissé" at the Prefecture office in St. Martin d'Hères Campus | <b>STEP 4</b><br>Obtain the residence permit at the Prefecture office at the St. Martin d'Hères Campus |
|---|--|--|--|

To be able to renew your French student residence permit you have to prove that you are pursuing serious studies in France. Please produce the originals and the photocopies of the following documents at the Prefecture : (NOTE: If you organize the documents in the same order as listed here the procedure at the Prefecture will go a bit faster (make one file with photocopies - that you will hand in - and one with the originals).

### 1. Identity justification:

- The copy of your **Passport** should contain the pages where appears: date of entry in France, identity, number, and the validity and also the **French VISA** and the **OFII stamp**.
- Four identity photos** not older than 3 months, full-face, bareheaded, size 3,5 x 4,5 cm.
- A **birth certificate** or a marriage certificate - and your family booklet if you have children and/or your judgement of divorce if you are divorced, translated in French.

### 2. Enrolment justification:

Your new Student card (correspondence courses give no right for getting any types of residence permit) delivered by **an establishment approved by the Ministry of National Education – GEM** - or **a new registration certificate** from the school or preliminary registration certificate, waiting for the student card.

Then, according to the status:

- For the trainee students: training period agreement dated, signed, stamped, mentioning the duration and nature of the training. "Convention d'stage".
- For the doctoral students: produce the tutor certificate, explaining the objectives, the duration of the thesis and the defending date.

### 3. University curriculum's justification:

In all cases of renewal of student residence permit: fill out the form regarding the university curriculum and provide the school report and diplomas. (Please fill the form below "Cursus Scolaire et Universitaire"). You also need to attach **the transcripts and/or diplomas obtained during your studies in France so far**, as your coordinator program to provide you your transcripts.

For the student repeating the courses or changing the orientation: produce an explicative letter about the changing of orientation, marks and prior diplomas.

### 4. Proof of resources:

A certificate from your bank, showing you have got either 7380 Euros for the whole school year or that you receive at least 615€ into your bank account regularly each month.

Or a certificate of grant (scholarship) or certificate of resources delivered by your embassy

Or a statement of commitment "attestation de prise en charge" written by the guarantor: (last tax notice, last 3 monthly salary listings, a bank certificate showing the regular deposit.)

### 4. Proof of Residence

not older than 3 months in the "department" of Isère (stating that you are living in Grenoble or another municipality in the "department" of Isère). (Ex: housing contract, electricity bill with your name on from the GEG/EDF, or a housing insurance where your address is mentioned.)

If you are renting from a **private landlord** (not a CROUS-residence or private student residence) you need to choose one of the following options:

- Housing insurance documentation or,
- Your landlord/landlady has to write a letter declaring on his/her honour that you are living in his/her apartment accompanied by a copy of his/her French identity card or his/her residence permit (carte de séjour) and his/her personal certificate of residence.

The first option is obviously the easiest.

### 5. The completed form called: "Demande de titre de séjour" (see the form below). The Prefecture will send you all the form while confirming your appointment.

### 6. The day you will get your new residence permit you need to buy a **fiscal stamp**, cost: 79€

**No documents in foreign language will be accepted.** You have to present documents translated by an official translator.

#### Antenne Préfecture Saint Martin d'Hères/ International Students and Scholars Office (ISSO)

1025 Avenue Centrale - Domaine Universitaire de St Martin d'Hères/Gières

Tram B et C – Stop « Bibliothèques Universitaires »

Monday to Friday from 9 a.m. to 5 p.m. (6 p.m. in September). No appointment needed.

Phone : 04 56 52 97 89 E-mail: [isso@grenoble-univ.fr](mailto:isso@grenoble-univ.fr) Website: <http://international.grenoble-univ.fr>

The Prefecture, GEM and Grenoble Université has set up a special office for international students at St Martin de Hères, if you have any doubt or query about the renewal of your student resident permit please do not hesitate to go or to contact this service, the team will provide you a quick and accurate information and they will be more than pleased to help you.

If you need general information about the renewal procedure you can contact GEM International Student Integration at [StudentIntegrationGrenoble@grenoble-em.com](mailto:StudentIntegrationGrenoble@grenoble-em.com)

**CAUTION ! 1. To obtain your "Récépissé", you must have your passport with you. 2. To obtain your residence permit, you must have both your "Récépissé" and your old residence permit with you. 3. Do not forget to submit the documents missing in your files if it is necessary. 4. Please note that you must go to the St Martin d'Hères Campus in order to present your renewal file. 5. The Prefecture can change some procedures at last minute. 6. Appointments won't be necessarily taken two months before the expiring date of your permit/visa, you will need to be really patient with the Prefecture and its representation at the St. Martin d'Hères Campus.**



Identification de l'autorité qui reçoit la demande

N° 20.3243

**DEMANDE  
DE TITRE DE SÉJOUR**

Numéro de classement du dossier - 14

**LE DEMANDEUR**

Nom de naissance

Première demande ☐ C ☐Duplicata ☐ D ☐Modif. d'état civil ☐ S ☐Renouvellement ☐ R ☐Mariage-Divorce ☐ M ☐Autres modif. ☐ N ☐Nom d'Épouse  
(s'il y a lieu)Prénoms  
au completSexe ☐ M ☐ F ☐

Né(e) le

☐ J ☐ M ☐ A

à Ville ou commune

Code pays

Nationalité

Code nationalité

Domicile  
France

N°

Nature  
de la voie

Nom de la voie

Code postal

Ville ou commune

Chez

Père Nom

Prénoms

Mère Nom

Prénoms

de naissance

votre Situation de famille

Célibataire ☐ C ☐Marié(e) ☐ M ☐Veuf(ve) ☐ V ☐Divorcé(e) ☐ D ☐

Conjoint(e) (s'il y a lieu)

Nom

de naissance

Prénoms

Nationalité

Code

Résident en France ☐ O ☐☐ N ☐

Nature du

titre de séjour

N°

Signature du demandeur (1)

Enfants

Total

Français

Nés en France

Résidents

mineurs (nombre)

**LE TITRE DE SÉJOUR**Titre informatisé  
(s'il y a lieu)

N°

Ancien résident (interruption de séjour)

OUI ☐ O ☐NON ☐ N ☐

Entrée en France

Date

☐ J ☐ M ☐ A

Condition normale

☐ N ☐

Régularisation

☐ R ☐

Carte délivrée

Nature

Valable du

☐ J ☐ M ☐ A

au

☐ J ☐ M ☐ A

Dépôt de la demande le

☐ J ☐ M ☐ A

Le droit d'accès aux informations prévu par la loi n° 78-17 du 6 janvier 1978 relative à l'informatique, aux fichiers et aux libertés s'exerce auprès de la préfecture de la résidence du demandeur conformément à l'article 6 du décret du 29 mars 1993 portant création d'un système informatisé de gestion des dossiers des ressortissants étrangers en France. En cas de refus de fournir les informations susmentionnées, l'administration ne pourra établir le titre sollicité. Toute fausse déclaration est passible des peines d'emprisonnement et d'amende prévues par les articles 441-6 et 441-7 du nouveau Code pénal.

# RENSEIGNEMENTS RELATIFS AU CURSUS SCOLAIRE ET UNIVERSITAIRE DEPUIS L'ARRIVÉE EN FRANCE

- - -

Je soussigné

**NOM - PRÉNOM** SURNAME and NAME

**DATE d'ARRIVÉE EN FRANCE :** DATE OF YOUR ARRIVAL IN FRANCE

**Certifie sur l'honneur les informations portées ci-dessous par mes soins relatives à mon cursus d'études en FRANCE.**

| ANNÉES   | NATURE DES COURS<br>SUIVIS                    | DIPLÔME (S) OBTENU (S)   |
|--|---|--|
| <b>20.. /20..</b><br>Duration of the<br>academic year:<br>2011/2011<br>2011/2012 | Name of your program<br>(MIB,MSc MKT, MBA...) | As you are going to renew your permit<br>for your second year you don't have your<br>diploma so just put <b>"en cours"</b> and<br><b>attached your transcripts obtained<br/>           during your studies</b> |
|  |   |  |
|  |   |  |
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|  |   |  |
|  |   |  |
|  |   |  |
|  |   |  |

Fait à **GRENOBLE** le **DATE**

**Signature du demandeur  
du titre de séjour**

**SIGN HERE**

## 6.3 DIPLOMATIC REPRESENTATION IN GRENOBLE



**Consulat d'Algérie**  
6, chemin du commerce  
38100 Grenoble  
Tel. 04 76 54 30 18



**Consulat de Grèce**  
9, rue de la Liberté  
38000 Grenoble  
Tel. 04 76 47 39 23



**Consulat d'Italie**  
6 Place Docteur Leon Martin  
38000 Grenoble  
Tel. 04 76 46 15 68



**Consulat de San Marin**  
10, rue de Belgrade  
38000 Grenoble  
Tel. 04 76 46 36 82



**Consulat Honoraire de Slovaquie**  
Maison de l'International  
Parvis des droits de l'homme  
Jardin de Ville - 38000 Grenoble  
Tel. 04 76 88 25 43



**Consulat de Tunisie**  
4, rue Alexandre 1er de Yougoslavie  
38000 Grenoble  
Tel. 04 76 43 26 01

### Representatives in Lyon:

Algeria, Germany, Austria, Benin, Brazil, Burkina Faso, Canada, Ivory Coast, Denmark, the United States, Finland, Great Britain, Greece, Italy, Luxembourg, Madagascar, Morocco, Mexico, Netherlands, Poland, Portugal, Slovakia, Czech Republic, Thailand, Tunisia, Turkey, Yugoslavia.

Find the addresses of consulates in Lyon at [www.consulats-lyon.fr](http://www.consulats-lyon.fr)

Find the complete list of consular representations in France [here](#).

## 6.4 FURTHER NOTES AND USEFUL FORMS

### Return to the country of origin before obtaining the OFII stamp or the residence permit

If you must return to your country of origin before obtaining your residence permit, we suggest you to read the information mentioned below before your departure. If your visa is expired, you are likely to have your access denied at the frontier at the time of your return. You will have to make a new request for visa in your consular service.

#### In the case of the request of the OFII stamp (to make valid the student visa as a residence permit):

When a student holding a student visa valid as a residence permit it is possible to return his country of origin but the student must inform the OFII about this.



#### **OFII GRENOBLE - Office français de l'immigration et de l'intégration**

**Address:** 76 rue des Alliés - Parc de l'Alliance - 38100 GRENOBLE

**Opening hours:** Monday – Friday from 8h30 to 12h00 and from 13h30 to 16h30

**E-mail :** [grenoble@ofii.fr](mailto:grenoble@ofii.fr) **web site :** [www.ofii.fr](http://www.ofii.fr)

**Phone:** +33 4 76 40 95 45

#### In the case of the renewal of the residence permit:

A student can travel between France and his country of origin with the “Récépissé” and the old residence permit.

#### **Important note:**

Certain countries refuse these conditions. Please double-check with proper authorities before your departure in order to avoid complications at the time of your return in France; otherwise, you will have to make a new request for visa at your consulate.

### Translation of documents

If you need a legal translation in French for your official documents, for instance the birth certificate or the driving license, you may contact the ADATE (Association Dauphinoise Accueil Travailleurs Etrangers).

This association proposes a translation service and interpretation in 22 languages.

The translation of the document costs 20 Euros and a reduction of 10% is available to foreign students.



#### **ADATE**

**Association Dauphinoise Accueil Travailleurs Etrangers**

5, place Sainte-Claire

38000 Grenoble

Tel. 04 76 44 46 52

e-mail: [traduction@adate.org](mailto:traduction@adate.org)

(Tram B stop « Sainte-Claire / Les Halles »)

Certain documents may not be approved by the ADATE; you may contact a translator from the Court of Appeal in Grenoble. To obtain the list of the translators, consult the site of the Court of Appeal in Grenoble:

7 Place Firmin Gautier

38000- Grenoble



## ATTESTATION SUR L'HONNEUR D'HÉBERGEMENT

Je soussigné(e) \_\_\_\_\_

né (e) le \_\_\_\_\_ à \_\_\_\_\_

de nationalité \_\_\_\_\_

profession \_\_\_\_\_

situation familiale \_\_\_\_\_

demeurant à \_\_\_\_\_

déclare sur l'honneur loger l'étudiant

(nom et prénom) \_\_\_\_\_

pour la durée de l'année scolaire.

Joindre photocopie de la quittance d'E.D.F. (moins de 3 mois) au nom du logeur et de sa carte d'identité ou de résident.

**GRENOBLE, LE**

**Signature**

***Pour un Français : joindre une copie de la carte nationale d'identité***

***Pour un étranger : joindre une copie du titre de séjour***

***This form works like a housing certificate when you live with someone  
and you don't have a housing contract***

# ATTESTATION SUR L'HONNEUR DE PRISE EN CHARGE A ÉTABLIR PAR UNE PERSONNE RÉSIDANT EN FRANCE

Je soussigné (e) \_\_\_\_\_

né (e) le \_\_\_\_\_ à \_\_\_\_\_

de nationalité (1) \_\_\_\_\_

profession \_\_\_\_\_

situation familiale \_\_\_\_\_

demeurant à \_\_\_\_\_

déclare sur l'honneur prendre en charge l'étudiant

(nom et prénom) \_\_\_\_\_

pour la durée de l'année scolaire.

1) Pour le logement - la nourriture (2)

2) Par le versement d'une somme mensuelle de 430 € (2)

Joindre photocopie de l'avis d'imposition ainsi que la quittance d'E.D.F. au nom du logeur.

**GRENOBLE, LE**  
**Signature**

**(1) Pour un Français : joindre une copie de la carte nationale d'identité**

**Pour un étranger : joindre une copie du titre de séjour**

**(2) Barrer éventuellement la mention inutile**

**You can use this form when someone will take care of your expenses in  
France**

# 7

## HOUSING

The process of looking for accommodation is made easier by:

1. **Determining your budget**
2. **Deciding on the type of accommodation that best suits you**
3. **Book accommodation before your arrival**

## 7.1. OVERVIEW OF THE ACCOMMODATION SITUATION IN GRENOBLE

**Grenoble Ecole de Management does not have its own student accommodation, therefore all our students live off-campus with a large proportion of them living within walking distance of the school.**

With a total population of 60,000 students in Grenoble, there is obviously a lot of competition to find a place to stay.

In France, it is normal procedure for a landlord/landlady to ask for a **GUARANTOR**. A guarantor is someone who signs a legally binding agreement to pay the rent on behalf of someone if that person defaults on their rental payments. The guarantor normally has to be resident in France (but does not necessarily need to be French). **This is an obvious disadvantage** for our international students as most of them cannot provide a guarantor. If you can provide a guarantor, the process will be much easier for you.

GEM proposes housing solutions for private student residences with special international student booking facilities. If you go elsewhere it is more difficult as you will need a French resident to guarantee your accommodation. The residences are listed in this chapter.

It is worth noting that the Grenoble Ecole de Management welcomes more than 1000 international students per year and no-one has ever been left homeless. **Students should book their accommodation before their arrival.**

Please note that both residencies and private landlords will ask you to pay a deposit that usually corresponds to 1 or 2 months' rent. You will ask to get this money returned when you move out. The landlord has 60 days under French law to pay you back the deposit, but it's obviously an advantage for you to settle this issue before leaving France. Make sure to leave the apartment in the same condition as you found it when moving in. If the apartment is dirty, damaged or if items are broken, the landlord might keep part of your deposit money as compensation. This is also the case if you have not paid all your bills - electricity, water, etc - before leaving.

**Do not be surprised if landlords, agencies or residences ask you to book from July – August, this is a common practice as the demand is high and it is also the only way to secure a place for your arrival. In general, they will give priority to long stay reservations from July and put on a waiting list those starting in August and refuse those for short stays.**

For short stays please refer to the aparthotels and LC-Mobility.

### **1 Disclaimer:**

***Please note that GEM/Grenoble Graduate School of Business is only an intermediary between the student and the platforms/services/residencies/landlord and may in no circumstance be held accountable for any problems arising between the two parties. If a student, upon arrival, does not want to move into the apartment that has been assigned to him/her, the student will have to accept the economic consequences of breaking the intended contract and take responsibility for finding another place to live.***

## 7.2. PRE-VISITS

If you prefer to arrange accommodation with our housing partners before coming to GEM, you can arrange to come on a pre-visit. **Please contact the residences directly to book an appointment.**

**Please note: If you come in May/July or November/December to arrange accommodation, the landlord/residence might expect you to pay rent for the months of May/June or November/December to secure your place.**

## 7.3. YOUR ACCOMMODATION SEARCH

### HOUSING PLATFORM MANAGED BY STUDAPART

The school provides a housing platform: private, free and entirely dedicated to GEM students in Grenoble, everywhere in France and abroad.

You will receive a code to [log into the platform](#) once you will be enrolled at GEM.

The platform allows GEM students to:

- Search rentals: Homes or apartments to rent, roommate requests, sublets in France and abroad. You can book your accommodation with some of the residences mentioned in following pages as well as real state agencies and landlords.
- Publish ads: Homes or apartments to rent, roommate requests, sublets in France and abroad.

The platform is edited by the start-up [Studapart](#).

### OTHER RESIDENCES & APARTHOTELS

You may contact the following private residences which have apartment/studio accommodation at various locations in Grenoble.

We advise students to e-mail the residences, as this guarantees a response.

The following aparthtelS/residences won't ask you for a French guarantor if you indicate that you are an international student at Grenoble Ecole de Management:

#### Aparthotels and residences for short stays

1. Opéralia Grenoble les Cedres (Short stays)
2. Les Privilodges Apparthôtel (Short stays)
3. Residhome Caserne de Bonne
4. Séjour & Affairs – Résidence Marie Curie (aparthotel)

#### Private students' residences\*

1. Cardinal Campus Stendhal
2. Les Privilodges Campus Cœur de Ville
3. Les Privilodges Campus Universités
4. Les Privilodges Campus Valmy Park
5. Mutelles de France – Service Logements

*\*They will probably ask that your parents sign a guarantor-document.*

### LC MOBILITY

A personalized service for accommodation search for long and short stays in Grenoble.

Ideally for families.

## HOUSING PLATFORM MANAGED BY STUDAPART

Through its housing service, your school has set up a platform, edited by Studapart, allowing you to find accommodation more easily.

Many offers from private landlords, student residences and real estate agencies around campus, are grouped on the school's housing platform and daily updated:

<http://grenoble-em.studapart.com/en/>

Each GEM student can access to offers by connecting with his school login Credentials. These login credentials are provided to each student when he joins one of GEM's programs.

For new students, you can create your account with your personal information (email + password). You will have to validate your account with the enrollment key provided by GEM.

Students can make booking requests directly on the platform with their online rental application. You can see on the following page how to make a booking request.

When you are connected to the GEM Housing Platform, you have access to all the residences and other types of accommodation.

When you are interested in one, you have a few steps to follow, such as below.

Click on this button when you want to make a booking request

| Type   | Area | Floor   | Furnished | Rent | Administrative fees | Book now<br>(free and without obligation) |
|--------|------|---------|-----------|------|---------------------|---|
| Studio | 17m² | floor 1 | Yes       | 775€ | 750€                | <a href="#">Make a request</a>            |

The informations will already be filled but make sure to check them before you send your request

One of our advisors will contact you shortly using the following information:

First name :

Last name :

Email address :

Phone number :

Fill in your desired entry date and how long you want to stay

Information regarding the booking

From the

During

[Send my request](#)

Click here to send your request. One of our advisors will contact you, to finalize your booking application

## HOUSING PLATFORM BY STUDAPART

Have a question? Contact the team support

Monday to Saturday

8:30 a.m. to 7:30 p.m. CET (Central European Time)

[booking@studapart.com](mailto:booking@studapart.com) - +33 1 80 92 64 01

## Studéa Louis Weil – Ref #538



### Types of accommodations :

| Type   | Area                   | Furnished | Rent/month  | Booking fees | Deposit     |
|--------|------------------------|-----------|-------------|--------------|-------------|
| Studio | 18m <sup>2</sup>       | Yes       | 491 to 495€ | 150€         | 1 month max |
| Studio | 19 to 20m <sup>2</sup> | Yes       | 545 to 505€ | 150€         | 1 month max |
| Studio | 24m <sup>2</sup>       | Yes       | 580€        | 150€         | 1 month max |

*\*Prices are indicative and not contractual*

The city center nearby: Just minutes from downtown, the neighborhood offers a pleasant living environment. By choosing this residence you will have Internet access via optical fiber and unlimited offered in each apartment.

**ACCESS:** 450m from GEM – 3 min by walk



### How to book ?

Go to GEM Housing platform :

<http://grenoble-em.studapart.com/en/school/advert/residence/538>

Or contact us directly at 01 80 92 64 01

## Studéa Carré des Halles – Ref #560



### Types of accommodations :

| Type   | Area                   | Furnished | Rent/month  | Booking fees | Deposit     |
|--------|------------------------|-----------|-------------|--------------|-------------|
| Studio | 18m <sup>2</sup>       | Yes       | 450 to 475€ | 150€         | 1 month max |
| Studio | 19 to 22m <sup>2</sup> | Yes       | 520€        | 150€         | 1 month max |

*\*Prices are indicative and not contractual*

Historic Site Bouchayer - Viallet : This new residence is located in the district in rehabilitation Bouchayer - Viallet and is close to many shops. Access to downtown is directly by tram which is located close to the residence.

**ACCESS:** 1km from GEM – 10 min walk



### How to book?

Go to GEM Housing platform :

<http://grenoble-em.studapart.com/en/school/advert/residence/560>

Or contact us directly at 01 80 92 64 01



## Estudines Europole Residence – Ref #754



### Types of accommodations :

| Type   | Area                   | Furnished | Rent/month  | Booking fees | Deposit     |
|--------|------------------------|-----------|-------------|--------------|-------------|
| Studio | 18 to 25m <sup>2</sup> | Yes       | 425 to 645€ | 200€         | 1 month max |
| Studio | 25 to 44m <sup>2</sup> | Yes       | 495 to 760€ | 200€         | 1 month max |
| T2     | 40m <sup>2</sup>       | Yes       | 760€        | 200€         | 1 month max |

*\*Prices are indicative and not contractual*

The Europole Les Estudines Residence offers apartments ranging from studios to one-bedroom units, furnished and fully equipped for your comfort. Many services and amenities are available like internet access.

Situated in the city center, the Residence is close to all conveniences: about 200m from the train station, public transportation, and shops. Direct access to the center by tram line B.

**ACCESS:** 110m from GEM – 1 minute walk



### How to book?

Go to GEM Housing platform :

<http://grenoble-em.studapart.com/en/school/advert/residence/754>

Or contact us directly at 01 80 92 64 01

## Estudines Marie Curie Residence – Ref #757



### Types of accommodations :

| Type   | Area                   | Furnished | Rent/month  | Booking fees | Deposit     |
|--------|------------------------|-----------|-------------|--------------|-------------|
| Studio | 17 to 22m <sup>2</sup> | Yes       | 490 to 605€ | 200€         | 1 month max |
| Studio | 25 to 26m <sup>2</sup> | Yes       | 630€        | 200€         | 1 month max |
| T2     | 30m <sup>2</sup>       | Yes       | 775€        | 200€         | 1 month max |

*\*Prices are indicative and not contractual*

The Marie-Curie Les Estudines student residence offers studio and one-bedroom apartments, furnished and fully equipped for your comfort. Many services and amenities are at your disposal.

The Residence is in an ideal location: close to conveniences and the train station. Direct access to universities and schools (stop: Cité Internationale) just outside the residence.

**ACCESS:** 600m – 5 minutes walk



### How to book ?

Go to GEM Housing platform :

<http://grenoble-em.studapart.com/en/school/advert/residence/757>

Or contact us directly at 01 80 92 64 01

## Citadines City Centre Grenoble – Ref #961



### Types of accommodations:

| Type   | Area             | Furnished | Rent/month | Deposit     |
|--------|------------------|-----------|------------|-------------|
| Studio | 25m <sup>2</sup> | Yes       | 427€       | 1 month max |
| T2     | 35m <sup>2</sup> | Yes       | 511€       | 1 month max |

*\*Prices are indicative and not contractual*

Surrounded by glorious national parks – the Parc du Chartreuse, the Parc des Ecrins and the Vercors Massif – Apart'hotel Citadines City Centre Grenoble invites you right into the heart of an exceptional natural environment.

**ACCESS:** 12 minutes from GEM by public transport



### How to book ?

Go to GEM Housing platform :

<http://grenoble-em.studapart.com/en/school/advert/residence/961>

Or contact us directly at 01 80 92 64 01



## Cardinal Campus Oxygène– Ref #971



### Types of accommodations:

| Type   | Area             | Furnished | Rent/month  | Deposit     |
|--------|------------------|-----------|-------------|-------------|
| Studio | 25m <sup>2</sup> | Yes       | 520 to 670€ | 1 month max |

*\*Prices are indicative and not contractual*

This new living space fit into our concept of collaborative residence. It becomes a space for exchange . This is why in addition to the many facilities a range of open-access services to all tenants including as a fitness room and a common terrace overlooking the Vercors, a coworking space , a universe botany, local 2 wheels and unelaverie . We also run throughout the year for events promoting understanding among all tenants to live a unique and warm year.

**ACCESS:** 450m from GEM – 5 minutes walk



### How to book?

Go to GEM Housing platform :

<http://grenoble-em.studapart.com/en/school/advert/residence/971>

Or contact us directly at 01 80 92 64 01

## Cardinal Campus Savoie – Ref #972



### Types of accommodations :

| Type       | Area                   | Furnished | Rent/month  | Deposit     |
|------------|------------------------|-----------|-------------|-------------|
| Studio     | 16 to 20m <sup>2</sup> | Yes       | 430 to 480€ | 1 month max |
| Duplex     | 30m <sup>2</sup>       | Yes       | 650€        | 1 month max |
| T2         | 27 to 28m <sup>2</sup> | Yes       | 660 to 700€ | 1 month max |
| T1 Balcony | 21m <sup>2</sup>       | Yes       | 510 to 520€ | 1 month max |

*\*Prices are indicative and not contractual*

The newly renovated student residence in Grenoble The Savoie, offers furnished apartments type Studios , T1, T1bis and T2 at very attractive prices. All apartments have free and unlimited WIFI. A gym and a study room are freely available to all our tenants. Close to shops and public transport, the Savoy residence will seduce you with its ideal location in the city center. Flatmate possibility.

**ACCESS:** 550m – 6 minutes walk



### How to book?

Go to GEM Housing platform:

<http://grenoble-em.studapart.com/en/school/advert/residence/972>

Or contact us directly at 01 80 92 64 01

# Estudines Botticelli Residence



## Types of accommodations:

| Type   | Area                   | Furnished | Rent/month  | Booking fees | Deposit     |
|--------|------------------------|-----------|-------------|--------------|-------------|
| Studio | 19m <sup>2</sup>       | Yes       | 490 to 600€ | 200€         | 1 month max |
| Studio | 26 to 30m <sup>2</sup> | Yes       | 675€        | 200€         | 1 month max |
| T2     | 59 to 69m <sup>2</sup> | Yes       | 930€        | 200€         | 1 month max |

*\*Prices are indicative and not contractual*

The Botticelli Les Estudines Residence offers lots of apartments, from studios to two-bedrooms, all fully equipped and furnished.

The Residence located in the town of Fontaine, a few minutes by tram from the train station, the center of Grenoble, and the High schools and universities.

**ACCESS:** 12 minutes from GEM by public transport



## How to Book?

Go to GEM Housing platform :

<http://grenoble-em.studapart.com/>

Or contact us directly at 01 80 92 64 01



## Studélites Carline - Ref #1388



### Types of accommodations:

| Type   | Area                   | Furnished | Rent/month  | Booking fees | Deposit     |
|--------|------------------------|-----------|-------------|--------------|-------------|
| Studio | 18 to 21m <sup>2</sup> | Yes       | 450 to 500€ | 250€         | 1 month max |
| T1 Bis | 41 to 44m <sup>2</sup> | Yes       | 790 to 835€ | 250€         | 1 month max |

*\*Prices are indicative and not contractual*

Situated within the new Grenoble Presqu'île district, the international innovation campus in the city centre, the Carline private student hall of residence offers furnished and well-equipped rental apartments (1-room and extra large 1-room apartments) with all mod cons.

**ACCESS:** 15 minutes from GEM by public transport



### How to book?

Go GEM Housin platform:

<http://grenoble-em.studapart.com/fr/school/advert/residence/1388>

Or contact us directly at +33 1 80 92 64 01

## Landlords

Many landlords publish their offers on the GEM Housing platform. You can find rentals, flat sharing and homestay accommodations on the platform.



### How to see the offers?

Go to GEM Housing platform :

<http://grenoble-em.studapart.com/>

Or contact us directly at 01 80 92 64 01

## Real Estate Agencies

Many real estate agencies publish their offers on the GEM Housing platform. You can find rentals, flat sharing and homestay accommodations on the platform.



### How to see the offers?

Go to GEM Housing platform :

<http://grenoble-em.studapart.com/>

Or contact us directly at 01 80 92 64 01

## HOUSING PLATFORM BY STUDAPART

**Have a question? Contact the team support**

**Monday to Saturday**

**8:30 a.m. to 7:30 p.m. CET (Central European Time)**

**[booking@studapart.com](mailto:booking@studapart.com) - +33 1 80 92 64 01**





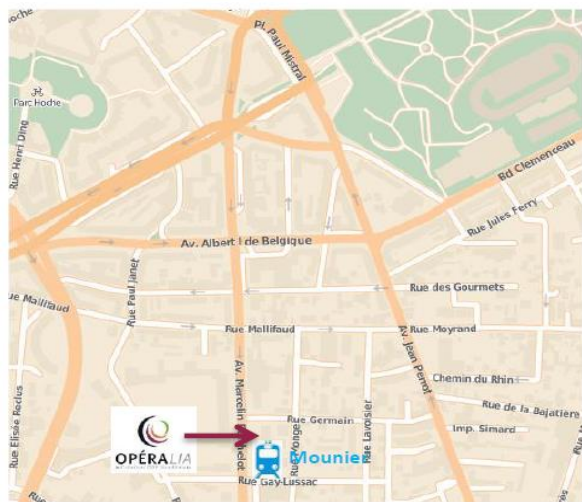
## Opéralia Grenoble Les Cèdres

13-15 avenue Marcelin Berthelot 38100 GRENOBLE

Phone: +33 (0)4 76 28 10 00

Mail: [accueil@operalia-lescedres.fr](mailto:accueil@operalia-lescedres.fr)

### The best way to live and study in Grenoble !



Focus on your school's work, we take care of everything else !

As every student, you want to avoid administrative issues and accommodation troubles, but **finding an all-inclusive apartment** (including water, electricity, internet) can be complicated !

Discover our aparthotel, specialist in long stays, that offers fully-equipped apartments as well as a welcoming team ready to help you out in a foreign country. **We are your answer !**

|  | GEM     | City centre | Tramway (line A)                                  |
|--|---------|-------------|---|
|  | 30 min. | 10 min.     | Stop « Mounier », just in front of our aparthotel |
|  | 15 min. | 5 min.      |   |

#### INCLUDED SERVICES

- Reception 24/7
- Weekly housekeeping
- Weekly fresh linens
- Internet access
- Fitness room
- Electricity charges
- Water charges
- Air conditioning and heating
- Television with international channels
- Individual safe



Each apartment is fully equipped with a kitchen (crockery and cooking utensils, ceramic hob and extractor fan, a microwave oven, a fridge, a kettle and a coffee maker, a dishwasher with washing tablets, dish cloth, sponge and washing up liquid), bathroom with hairdryer, plenty of storage space, a desk with internet access, flat screen television with a wide selection of international channels and a safe.

|                       | Size              | Description   | Rates*        |
|-----------------------|-------------------|---|---------------|
| Small studio          | 18 m <sup>2</sup> | Living room with a wall folded bed                                | 630€ / month  |
| One bedroom apartment | 35 m <sup>2</sup> | Living room with a pull-out bed and bedroom with two singles beds | 1150€ / month |

#### SERVICES

- Breakfast
- Laundry
- Dry-cleaning service
- Outside car park



\*Rates for 2017-2018, offer subject to availability and to the acceptance of the rates conditions linked to this offer.  
City tax : 0,90€ / night / person

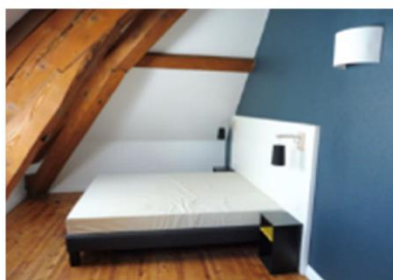
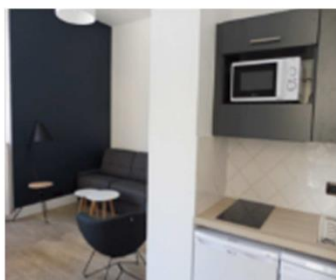




## LOOKING FOR...

**A lovely fully furnished flat down town Grenoble...Here it is !  
 Whether you are a student or a member of the teaching staff,  
 if you stay for over one month, we have your accommodation !**

The residence is perfectly located downtown within 10 minutes walking distance from GEM ! It is at the crossroads of 3 main tramway. Shops, food stores, supermarkets, nice bars and restaurants are available also just round the corner.  
 And you guess what ?.....You will live in one the most famous beautiful historical building in Grenoble.....LE CHÂTEAU, completely renovated in June, 2017 !!



### Type of Apartment    1-3 month    3 months +

|                            |        |        |
|----------------------------|--------|--------|
| Single room in shared flat | 650 €  | 550 €  |
| Studio                     | 980 €  | 890 €  |
| T2 (2 rooms apartment)     | 1250 € | 1100 € |

Including wifi and a monthly provision for electricity water and heating. Does not include city tax (0.88 €/day/person). 1 month deposit refunded within maximum 1 month after checkout. Laundry pack 70 €, parking 100 €/m, end of stay cleaning : room 80€, studio 80€, T2 160€. (excluding dishes).

## APARTEMENT FACILITIES

- > **Kitchen** : ceramic hob, fridge + freezer, microwave, dishwasher, coffee maker, kettle, pack of dishes
- > **Living area / bedroom** : double bed, TV french channels, desk, table and chairs, armchairs. (With separate bedroom in T2 and larger).
- > **Bathroom with shower cabin** : sink, mirror, heated towel rack, toilet



Disable Access



Laundry facilities



Wifi



Bike storage



Multilingual reception



Secure access



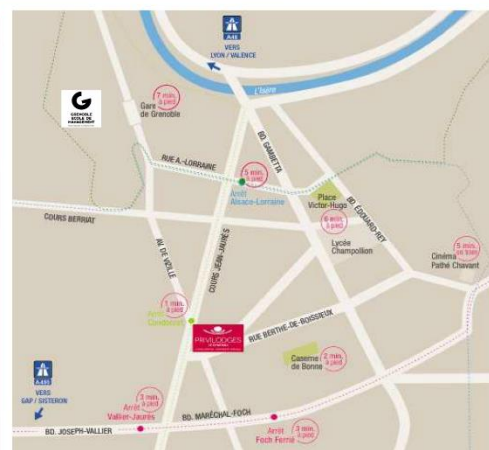
Parking for rent

Application files available  
 Online or by phone (we speak English ☺)

DEPOSIT  
 1 month (encashed)

LODGING INSURANCE  
 Compulsary (offers available)

**NO APPLICATION FEES**



## PRIVILODGES LE CHÂTEAU

1 rue Guy Allard 38000 Grenoble  
 04 76 12 98 98  
 grenoble.lc@privilodges.com

[www.privilodges.com](http://www.privilodges.com)

# Residhome

## Apparthotel

### Société / Company

GREOBLE ECOLE DE MANAGEMENT

### Résidence hôtelière / Aparthotel

RESIDHOME CASERNE DE BONNE \*\*\*\*



### Période de validité / Rates validity

DU 1 JANVIER AU 31 DECEMBRE 2015

### TARIFS TTC / RATES VAT INCLUDED

| Type                    | 1-4<br>nuits / nights | 5-27<br>nuits / nights | > 28<br>nuits / nights | Salon |
|-------------------------|-----------------------|------------------------|------------------------|-------|
| Studio 2 pers           | 67,00€                | 67,00€                 | -                      | -     |
| Studio Duplex 2 pers    | 78,00€                | 78,00€                 | -                      | -     |
| One bedroom apt 4 pers  | 82,00€                | 82,00€                 | -                      | -     |
| Tow bedrooms apt 6 pers | 117,00€               | 117,00€                | -                      | -     |
|                         |                       |                        |                        |       |

### Autres informations, dates salon... / Other information, Tradeshow periods, ...

One breakfast included for one person per apartment.

Parking ( per night ) : < 28 days 12€ / >= 28 days 150€

### Information/Réservation

0 825 36 34 32 (0,15 € TTC/mn)

+33 0(1) 53 23 38 38

email : reservation@residhome.com





#### Société / Company

GRENOBLE ECOLE DE MANAGEMENT

#### Résidence hôtelière / Aparthotel

SEJOURS&AFFAIRES MARIE CURIE



#### Période de validité / Rates validity

DU 1 JANVIER AU 31 DECEMBRE 2015

Le séjour minimum dans cette résidence est de 4 nuits consécutives  
A minimum stay of 4 nights is required in this residence

#### TARIFS TTC / RATES VAT INCLUDED

| Type                   | 4-6<br>nuits / nights | 7-27<br>nuits / nights | > 28<br>nuits / nights | Salon |
|------------------------|-----------------------|------------------------|------------------------|-------|
| Studio 2 pers          | 51,00                 | 51,00                  | -                      | -     |
| One bedroom apt 4 pers | 64,00                 | 64,00                  | -                      | -     |
|                        |                       |                        |                        |       |
|                        |                       |                        |                        |       |
|                        |                       |                        |                        |       |

#### Autres informations, dates salon... / Other information, Tradeshow periods, ...

One breakfast included for one person per apartment.

#### Information/Réservation

0 825 36 34 32 (0,15 € TTC/mn)

+33 0(1) 53 23 38 38

email : reservation@sejours-affaires.com



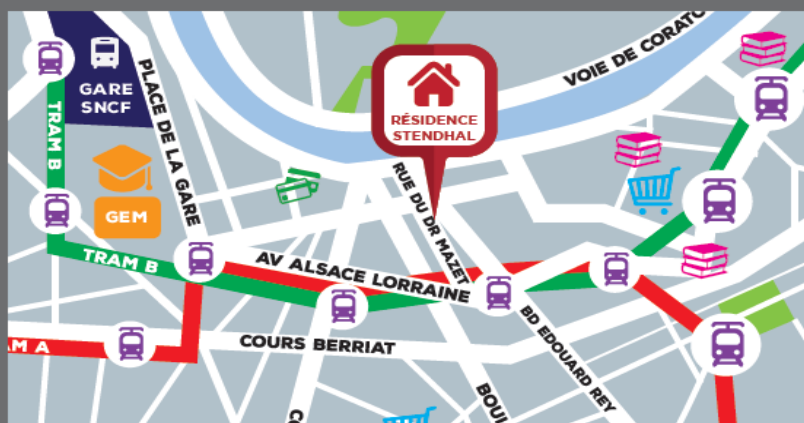
## OTHER PRIVATE STUDENTS' RESIDENCES



### Student Residence **STENDHAL I & II**

5/7 rue du Dr Mazet 38 000 GRENOBLE

#### 33 RESIDENCES IN FRANCE

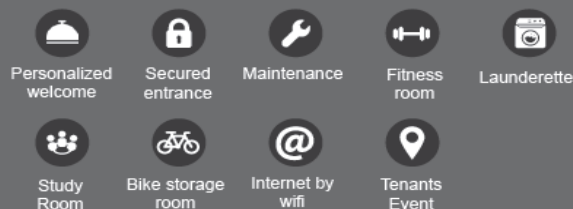


#### APARTMENTS READY FOR RENTAL

These apartments are ready to be rented, and are furnished with high standard equipment including:

- Equipped kitchen : fridge, cooking area & storage
- Dining table and chairs, desk & cupboards
- Single or double bed (according to the type of apartment)
- Storage (wardrobe, bookcase)
- Shower, toilets, washbasin, bathroom furniture

#### + RESIDENCE SERVICES



#### BOOKING CONDITIONS

- your Id card
- your bank details
- your student's card or certificate of admission
- details regarding the guarantor

**FOREIGN GUARANTORS ACCEPTED**

Flat sharing possible

| TYPE OF ACCOMMODATION                 | RENT 2017 /MONTH                          |
|---------------------------------------|---|
| Classic accommodations in STENDHAL I  | 15-16 sqm street oriented Studio          |
|                                       | 17-18sqm street oriented Studio           |
|                                       | 19-21sqm street oriented studio           |
|                                       | 19-21sqm courtyard oriented Studio        |
| Premium accommodations in STENDHAL I  | 16sqm street oriented Studio              |
|                                       | 18sqm street oriented Studio              |
|                                       | 20sqm street oriented Studio              |
|                                       | 27sqm courtyard or street oriented T1bis* |
|                                       | 27sqm dble bed + sofa bed T2*             |
|                                       | 34sqm dble bed + sofa bed T2*             |
| Premium accommodations in STENDHAL II | 20sqm street oriented Studio**            |
|                                       | 27 sqm courtyard oriented T1bis**         |

\*Additional fees of 40 €/ month for flat-sharing

\*\*No WIFI

Entrance fee 350 €

Deposit 600 € studio - 700 € T1/T1bis - 800 € T2

Housing insurance

compulsory multi-risk housing insurance before check-in

OUR APPARTMENTS ARE ELLIGIBLE TO CAF (SOCIAL WELFARE FAMILY ALLOWANCE)

For any information or reservation, please contact us on  
+ 33 6 45 70 40 15 or [grenoble@cardinalcampus.fr](mailto:grenoble@cardinalcampus.fr)  
**WWW.CARDINALCAMPUS.FR**

Official host of *happy students*





CŒUR DE VILLE - GRENOBLE

# GEM STUDENTS

## YOU TAKE CARE OF YOUR STUDIES, WE TAKE CARE OF YOUR HOUSING!

**Do not hesitate! Competitive rates, the heart of town, all amenities at walking distance : GEM, INP, Scientific Research Center, IUT...**

Bus, cable car and train station nearby, shopping centers, supermarkets and shops.  
A quiet and silent street close to schools and all live areas of town!



## EQUIPMENT OF YOUR APARTMENT

- **Fully equipped kitchen area:** fridge, ceramic glass cook top, microwave, table and chairs, cupboards.
- **Living area/night area :** bed, bedside table, desk, hangers <sup>(1)</sup>, chairs, large single bedding in studio <sup>(2)</sup>.
- **Bathroom:** shower or bath, mirror, furniture, washbasin, towel dryer.

<sup>(1)</sup> (T2 have a separate bedroom and a living area) <sup>(2)</sup> (from 90 x 200)

### 1 TO 4 MONTHS RENT

| Apartment type                         | Monthly rent * |
|--|----------------|
| <b>Studio / Single occupancy</b>       | <b>790 €</b>   |
| <b>T1 / Single or double occupancy</b> | <b>890 €</b>   |
| <b>T2 / Single or double occupancy</b> | <b>1150 €</b>  |

\* All charges included: Internet (cable), residence tax, water, electricity (unless excessive consumption).  
Bed linen, plates and dishes, TV provided. Invoicing by started fifteen.  
50% of the first rent to firmly confirm the reservation.

### 5 MONTHS AND MORE

| Apartment type                                 | Monthly rent *** |
|--|------------------|
| <b>Studio 18 m<sup>2</sup></b>                 | <b>545 €**</b>   |
| <b>Studio 21 m<sup>2</sup></b>                 | <b>560 €**</b>   |
| <b>Studio 19 m<sup>2</sup> balcony/terrace</b> | <b>590 €**</b>   |
| <b>T1 28 m<sup>2</sup></b>                     | <b>640 €**</b>   |
| <b>T1 28 m<sup>2</sup> balcony/terrace</b>     | <b>690 €**</b>   |
| <b>T2 26 m<sup>2</sup> balcony/terrace</b>     | <b>725 €**</b>   |
| <b>T2 28-34 m<sup>2</sup> balcony/terrace</b>  | <b>755 €**</b>   |

\*\* All charges included except electricity, hot water, local residence tax, and housing multiple-risk insurance (mandatory). Free use of cold water, Internet and building charges included.

\*\*\* Starting from : according to apartment, floor, bedding, facing/aspect, terrace/balcony.

### BOOKING FILE

Available at welcome desk or via email

### DEPOSIT

1 month rent (collected)

### HOUSING INSURANCE

Multiple-risk insurance is mandatory (not included in the rate)

### FILES FEE

250 € (instead of 350 €)

### GEM STUDENT

10 € discount on 18 m<sup>2</sup> studio



## PRIVILOGES CAMPUS CŒUR DE VILLE

Contact : Estelle CAPELLI, at business hours from Monday to Friday.

Reception desk closed on Wednesday afternoon.

39 rue Génissieu 38000 Grenoble • 04 76 88 87 37

info.grenoblecampuscœurdeville@privilodges.com

[www.privilodges.com](http://www.privilodges.com)







UNIVERSITÉS - GRENOBLE

# GEM STUDENTS

## YOU TAKE CARE OF YOUR STUDIES, WE TAKE CARE OF YOUR HOUSING!

**Do not hesitate and choose our competitive rates!**  
**Below our special GEM rates!**

The residence Campus Universités is located in a residential area, close to the city center and next to the tramway C and the buses lines C5, 12 and 13, for an easy access to the university, the high schools (Business & Management School, INP...) and the Scientific Research Center.



## EQUIPMENT OF YOUR APARTMENT

- Fully equipped kitchen area: fridge, ceramic glass cook top, microwave, table and chairs, cupboards.
- Living area / night area: bed, bedside table, desk, hangers, chairs (T2 have a separate bedroom and a living area).
- Bathroom: shower, mirror, furniture, washbasin, towel dryer.

### 1 TO 4 MONTHS RENT

| Appartement type                | Monthly rent * |
|---------------------------------|----------------|
| Studio / Single occupancy       | 775 €          |
| T1 / Single or double occupancy | 890 €          |
| T2 / Single or double occupancy | 1150 €         |

\* All charges included: Internet (cable), residence tax, water, electricity (unless excessive consumption).  
Bed linen, plates and dishes, TV provided. Invoicing by started fifteen.  
50% of the first rent to firmly confirm the reservation.

### 5 MONTHS AND MORE

| Appartement type                                   | Monthly rent ***        |
|--|-------------------------|
| Studio 20 m <sup>2</sup>                           | 510 €**                 |
| Studio 20 m <sup>2</sup> balcony                   | 520 €**                 |
| T1 between 23 m <sup>2</sup> and 35 m <sup>2</sup> | Between 540 € and 720 € |
| T2 between 32 m <sup>2</sup> and 38 m <sup>2</sup> | Between 640 € and 720 € |

\*\* Starting from, depending of apartment, surface, floor, orientation, size of bed.

\*\*\* All charges included except electricity, hot water, local residence tax, and housing multiple-risk insurance (mandatory). Free use of cold water, Internet and building charges included.

### BOOKING FILE

Available at welcome desk or via email

### DEPOSIT

1 month rent (collected)

### HOUSING INSURANCE

Multiple-risk insurance is mandatory (not included in the rate)

### FILES FEE

250 € (instead of 350 €)

### GEM STUDENT

10 € discount on 20 m<sup>2</sup> studio



## PRIVILOGES CAMPUS UNIVERSITÉS

Contact : Harmony FRICK, at business hours from Monday to Friday.

11 rue Elie Cartan 38100 Grenoble • 07 82 94 56 89

info.grenoblecampusuniversites@privilodges.com

[www.privilodges.com](http://www.privilodges.com)



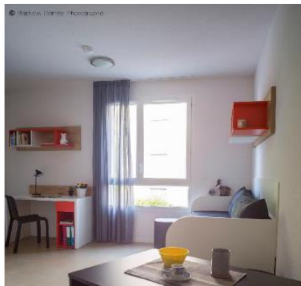




# GEM STUDENTS TO SHINE IN YOUR STUDIES AND RADIATE IN THE

The student residence Valmy Park is ideally situated, next to the parc Paul Mistral and to the Grenoble Campus, at 10 minutes by foot from the inner city and near the stop Flandrin Valmy Tram C.

The residence Valmy Park offer a modern, friendly and practical accommodation



| Apartment type       | Monthly rent*long stay | Monthly rent* short stay |
|----------------------|------------------------|--------------------------|
| Studio Cap 1 / Cap 2 | 530 € / 550 €          | 790 €                    |
| Studio Cap 3         | 570 €                  |                          |
| T1 Cap 1             | 590 € / 600 €          | 890 €                    |
| T1 Cap 2             | 620 €                  |                          |
| T1 Gold / T2         | 740 €                  | 1150 €                   |

\* Long stay. Included : Internet, cold water, building charges, residence services.  
Not included : hot water, heating, electricity, housing insurance, local residence tax

\*\* Short stay (less than 6 month) All charges included : Internet, residence tax, cold and hot water, heating, electricity, bed linen, crockery, TV, building charges.  
50 % of the first rent to firmly confirm the reservation.

## EQUIPMENT OF YOUR APARTEMENT

> **Fully equipped kitchen area** : fridge, microwave, electric cook top, crockery, plates, glasses

> **Living / night area** : trundle bed, or bed with storage, desk, table, chair, stools, shelves, wall cupboard.

**Bathroom** : shower, washbasin, mirror, towel dryer, peg



Easy access



Laundry



Internet



Bike storage



Fitness room



Multilingual staff



Secure access

**BOOKING FILE**  
Available at the office or via email

**DEPOSIT**  
1 month rent (collected)

**HOUSIN INSURANCE**  
Multi-risk insurance is mandatory, (not included in the rent)

**APPLICATION FEE** : 250 €  
(instead of 350 €)

**GEM STUDIO** : 10 € discount  
on 530 € rent



## PRIVILODGES Valmy Park

Contact Céline, at business hours

5 boulevard Clémenceau 38100 Grenoble  
**07 68 76 61 85**

grenoble.vp@privilodges.com

[www.privilodges.com](http://www.privilodges.com)



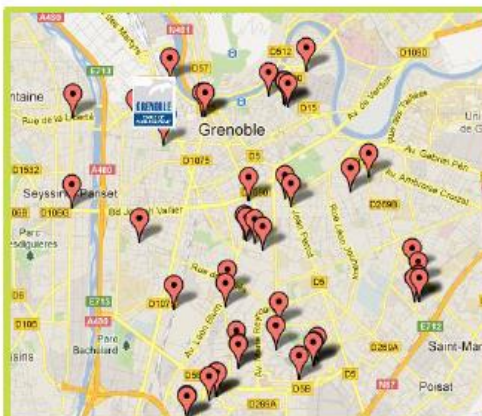


Service Logements Etudiants et Jeunes Actifs

24-26 Av. Albert 1<sup>er</sup> de Belgique 38000 GRENOBLE

Phone : +33 (0)4 76 20 44 66

E-mail: [logement@mfrs.fr](mailto:logement@mfrs.fr)



## ADMISSION FEE

~~100 €~~

**50 € \***

\*50% offered to GRENOBLE  
Ecole de Management

## OUR OFFER

- Attractive prices
- Admission fee: Only 50 €, refundable\*
- Deposit: One-month

*\*If the tenant, when he/she leaves the housing, finds a successor according to our criteria*

## A wide choice of apartments

103 individual accommodations  
49 to be shared

## A vast area

Grenoble and its suburbs

## Service Charges are Included

Insurance, water, heating... according to apartment complexes  
All housing assistance (APL, ALS) are deducted.

## Furnished Apartments

Kitchen with hot plates, refrigerator, table, chairs, sofa bed...

**Our team is available to help you, advise you and accompany you during the visits**

## RATES 2017\*

School year 2017-18

| Location             | Area             |                  | Monthly rate<br>(charges included) |
|----------------------|------------------|------------------|------------------------------------|
|                      | From             | to               |                                    |
| Grenoble city center | 16m <sup>2</sup> | 74m <sup>2</sup> | from 412€                          |
| South Grenoble       | 24m <sup>2</sup> | 97m <sup>2</sup> | from 391€                          |
| Seyssinet-Pariset    | 21m <sup>2</sup> | 25m <sup>2</sup> | from 386€                          |
| Fontaine             | 58m <sup>2</sup> |                  | 601 €                              |

\*Rates change every august intake



PINAL Residence



Join us on Facebook !

Logements Etudiants et Jeunes Actifs

<http://www.mfrs.fr/facebook-logement>





LC Mobility is a services company created especially for students, PhD students and researchers from all countries, coming alone or with their family, for a stay in Grenoble.

They offer customized package according to your needs: accommodation search, settle you down in France, administrative procedures and more.

LC-Mobility can help you to find an accommodation solution; it's up to you to choose yours:

- Single Room in residence
- Shared flat
- Studio
- Apartment/house

For further details please contact them:

Website: <http://www.lc-mobility.com/uk/accueil.php>

Email: [contact@lc-mobility.com](mailto:contact@lc-mobility.com)

Address : 45 Avenue Alsace Lorraine - 38000 Grenoble

Telephone: +33 (0)4 76 50 25 83 from 9h00 to 18h00 GMT+1 - from Monday to Friday.

### 7.4.3. MORE STUDENTS' RESIDENCES

You should speak French in order to contact these residences. Most of them will ask you for a French guarantor.

- **Foyer de l'Etudiant**

4, rue Saint Ursule, 38000 Grenoble

Tel: +33 (0)4 76 42 00 84

Fax: +33 (0)4 76 42 96 67

Website: <http://www.foyer-etudiant.org>

E-mail: [contact@foyer.etudiant.org](mailto:contact@foyer.etudiant.org)

Tram B, stop Notre Dame/Musée

Conditions: Single room: 295€ - Double room: 225€ - All charges included (heat, water, internet, electricity) Caution: 300€ The residence is closed in August.

- **Résidence Houille Blanche**

2, avenue des Jeux Olympiques

38100 Grenoble

30 min. tram and bus ride to school (bus n° 26, tram B).

**Please note that we do not recommend GEM students to live in this area**

Tel: 00 33 (0)4 76 54 56 01

Website: <http://www.rhbgrenoble.com>

To reserve send an e-mail to: [residence@rhbgrenoble.com](mailto:residence@rhbgrenoble.com) **Contact:** Mme. Françoise ABAD

You will be given 10 choices for accommodation.

- Rooms are quite equipped, showers, toilet and cookings are in outbuildings from 285 Euros and 355 Euros
- Studios 1 Person from 450 Euros and Studios 2 Persons from 500 Euros

*This residence has Gaming room billiards, table football, ping-pong, weights room, music room, village hall, spaces out barbecue, swimming pool, library, room of television, projection room cinema, ground of basketball all rooms equipped plug.*

- **Résidences Campus de Bissy**

19, rue du Tour de l'Eau, 38400 St. Martin d'Hères

Tel : +33 (0)4 76 42 19 16

Fax: +33 (0)4 76 44 83 34

E-mail: [grenoble@campusdebissy.com](mailto:grenoble@campusdebissy.com)

Website: <http://www.campusdebissy.com/index.cfm?catId=1088>

- **Adoma (formerly known as Sonacotra)**

57, rue Alfred de Vigny, 38100 GRENOBLE

Tel/fax: + 33 (0) 4 76 40 15 27

E-mail: [jean-louis.baldos@adoma.fr](mailto:jean-louis.baldos@adoma.fr)

*For students on a tight budget, Sonacotra offers a limited amount of inexpensive accommodation. The studios are located in the south of Grenoble, one tram stop from Grand Place. It is a 20-minute tram ride to school from there. They offer either furnished rooms or studios with shared bathroom and kitchen facilities.*

*Rents range between €222 and €275. Students must pay 2 months' rent in advance, and if they wish to leave the apartment, they must provide one month's advance notice.*

- **Clef (French guarantor required)**



18, rue des Colibris (office) - 68, avenue de la Bruyère (postal address), 38000 GRENOBLE

Tel: +33 (0)4 38 49 21 12 Fax: +33 (0)4 38 49 21 14

Website: [www.logetudes.com](http://www.logetudes.com) E-mail: [contact@logetudes.com](mailto:contact@logetudes.com) [contact@leclef.com](mailto:contact@leclef.com)

Unfurnished studios but very inexpensive, very good value.

To find out about availability, you need to download the form from the website, fill it in and return it to them.

- **Gestrim (French guarantor required)**



Tel: +33 (0)4 76 40 34 61

Website: [www.gestrim.com](http://www.gestrim.com)

E-mail: [juliette.meurisse@gestrim.com](mailto:juliette.meurisse@gestrim.com)

Some of their studios come furnished.

- **Société Dauphinoise pour l'Habitat (French guarantor required)**



34, avenue Grugliasco, 38130 Échirolles CEDEX

Tél : 04 76 68 39 39

Website: [www.sdh.fr](http://www.sdh.fr)

Applications are made on line. The SDH has 4 different residencies in the Grenoble area, see website for detailed information. **Caution:** in order to send in an application form you must have a French bank account and a guarantor who also has a French bank account.

### The two following residences belong to Roman Catholic institutions:



#### Centre Théologique de Meylan

20 min by tram B to the school

15, chemin de la Carronnerie, 38240 Meylan

Website: [www.ctm-grenoble.org](http://www.ctm-grenoble.org)

Tel: +33 (0)4 76 41 62 70

For students under 26. Only possible to rent for 2 semesters, you pay the whole year when you move in. Rooms with shared bathroom and kitchen from 290 Euros and studios from 411 Euros. Computer room with internet.



#### Communauté du Chemin Neuf

9, place des Tilleuls, 38000 Grenoble

Tram B: stop Notre-Dame/Musée

Tel: 04 76 42 36 20

Website: [www.chemin-neuf.org](http://www.chemin-neuf.org)

E-mail: [grenoble@chemin-neuf.org](mailto:grenoble@chemin-neuf.org)



## THE WELCOME DESK

Remember that you should reserve a place to live before your arrival. However, the Welcome Team can provide you information about availabilities in private student residences. **You can have a maximum of up to 3 visits according to availabilities and conditions at the time of your arrival in Grenoble.** It is important to arrive during the first the days of the Welcome Desk as accommodation fills up very quickly.

### **Important note:**

**GEM and International Student Integration do not make any exceptions to the students that have already found accommodation.**

**This means that if you have a room/studio or flat upon your arrival in Grenoble, GEM International Student Integration and the Welcome Team will not be able to help you find other accommodation through the Welcome Desk. We have to give priority to students without any housing.**

## LOOK FOR A ROOM INDEPENDENTLY – CLASSIFIED ADS

There are various websites you could consult for accommodation possibilities; you would need to find out if a guarantor is required and you must speak French in order to understand the information that you can find through these links. Here are some suggestions:

<http://www.easyroommate.com/>

<http://www.easycoloc.com/wordpress/>

<http://www.appartager.com/>

<http://www.leclubetudiant.com/>

<http://www.fnaim38.com/>

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

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

Room or apartment for short stays:

[www.9flats.com/fr](http://www.9flats.com/fr)

[fr.bedycasa.com](http://fr.bedycasa.com)

[www.airbnb.com](http://www.airbnb.com)

## ASSOCIATION DEPARTEMENTALE INFORMATION INITIATIVE JEUNESSE, ADIJJ DE GRENOBLE

The ADIJJ Grenoble welcomes, informs and helps students with questions about education and training, recreation and sports, holiday, international, practical life, health, etc. They have also a service to find jobs and housing.

16, bd Agutte Sembat - 38000 Grenoble

Site web : [www.adijj.fr](http://www.adijj.fr) (in French)

## DIGI: DOMICILE INTER-GÉNÉRATION ISÉROIS



DIGI is a solidarity association and their services offer the possibility for an elderly French person and a student to get to know each other while living under the same roof.

The students get a separate room with a lock in the elderly person's apartment and in exchange the student offers his/her company, small services, etc.

As an example:

Some elderly persons are afraid of being alone at night in case they fall and are not able to get up again. Knowing that there is another person in the house, just in case, is reassuring.

The student does not take care of cleaning or of medical tasks. The elderly people are physically independent.

**Company and solidarity** are the key words, for instance by sharing a meal together. Therefore, **the student must speak some French** to be able to communicate.

Living under the same roof as a French person is of course an excellent opportunity to improve your language skills and to learn more about the French mentality and way of life.

**Price:** Upon arrival the student and the elderly person have a 2-week "trial-period" before they sign a joint contract. Then the student pays a fee of **175 Euros a year** (150 Euros in January) to the association. In addition the student pays **45 Euros per month** to share the costs of electricity, water, gas, etc.

It is important to understand that this service is **not** an option if you are **only** looking for inexpensive accommodation. This solution means you commit yourself to giving some of your **time**, and to **offer company**. You are of course not obliged to stay home every night, but a **regular presence** is required.

**Interested?** Please contact: Association de solidarité "DIGI"

1, place de Metz, 38 000 Grenoble

Tel: + 33 (0) 4 76 03 24 18

Email: [digi-gre@wanadoo.fr](mailto:digi-gre@wanadoo.fr) Contact: Françoise Colombel, Director

## FURTHER NOTES

- **NOTE:** Please note that the GEM is usually closed for summer (August) and winter holidays (December). There will be no-one available for pre-visits during these dates and e-mails will not be answered.
- During the summer and winter holidays there is not recommend to come to Grenoble to try to settle practical and administrative matters. It is better to wait until the re-opening of the School. Please check the academic year calendar.
- **Please be aware that the accommodation service is available to all students apart from those receiving scholarships from EDUFRANCE, EGIDE or SFERE. As part of the terms of the scholarship, these organisations are obliged to assist their beneficiaries directly in securing accommodation.**
- **GEM International Student Integration and the Welcome Team will help you with general information to find accommodation before and upon your arrival. If you wish to change your accommodation later, you should be prepared to handle this by yourself.**
- **You can buy clothes, books, appliance and decoration accessories in order to be well equipped for a low price at La Remise, 29 and 35 rue General Ferrie - 38100 Grenoble.**

If you are planning to settle down with your family please ask for further, special information. Remember that you may take more time to find accommodation and deal with all the administrative procedures for you and your family.

**IMPORTANT NOTE:** The school will not tolerate any student owing a debt to any landlord, hospital or any other French Public Administration. Please note that students who have any outstanding debts or other problems which could harm the image of the School, will have the award of their degree delayed.

## 7.4 CROUS (Centre Régional des Œuvres Universitaires et Scolaires)



CROUS is a housing option for students on a tight budget as it offers **basic accommodation**, it is only available for the September intake.

Rooms are in CROUS residences, rates start from 177€ per month to 450€ per month **but rules, conditions and the application procedure are quite strict** as you can read below.

**Please note that CROUS is one of our housing partners, therefore the residences are not part of GEM. We are just a link between you and this organization.**

**GEM International Student Integration will contact new students to give further details about the application procedure. CROUS won't accept your application if you contact them directly. So please, don't take in count the information you can find on CROUS website as the CROUS/GEM agreement is specific for GEM international students.**

### Booking dates, arrival date and check-in

CROUS make assignments based on the French school calendar, **CROUS residences are available only for the September intake.**

**Contracts start on 01<sup>st</sup> September and not before that date and they can not be renewed. This is due to the few available places for new comers every new intake.**

CROUS will assigned places until 31<sup>st</sup> December or until 31<sup>st</sup> August next year. It means that you have only two possible choices.

**Rooms are assigned according to availabilities in the residences, you risk to go to other similar CROUS residence. Ex: you can apply for MDE and you can go to HOME.**

You can always go through this procedure even if you want to stay a few months but you need to consider that you should pay the whole rent until the date CROUS will assign. You can leave the residence before the assigned date by giving a month's notice to the intendant of your residence before the 01<sup>st</sup> of the month that you wish to leave. The rent and the deposit will be reimbursed to you after leaving the CROUS residence in around two months.

If you are going to arrive late you must inform GEM and CROUS about your new arrival date. Otherwise, you risk to pay one month rent.

**Do not plan to arrive during the weekends or before the dates indicates above, the administration of the residences will be closed.**

### Departure

**Incoming students will be accepted for the academic year from September to December on the same year until and/or August next year.**

Remember, CROUS contracts are available only for the first academic year, they won't be renewed.

**IF YOU WISH TO LEAVE A CROUS RESIDENCE, YOU ARE REQUIRED TO GIVE A MONTH'S NOTICE BEFORE THE 01<sup>st</sup> OF THE MONTH THAT YOU WISH TO LEAVE.**

**PLEASE NOTE THAT ONCE YOU HAVE OBTAINED A ROOM AT THE CROUS YOU ARE BOUND BY THE SAME RULES AS IF YOU HAD SIGNED A HOUSING CONTRACT WITH A PRIVATE LANDLORD. IF YOU DO NOT SHOW UP AT THE CROUS RESIDENCY WHEN YOU ARRIVE IN GRENOBLE, THE CROUS WILL CHARGE YOU ONE MONTH'S RENT.**

**REMEMBER THAT YOU ARE TAKING AN ENGAGEMENT WITH CROUS AND GEM.**

**TAKE IN COUNT THAT IF YOU DECIDE TO APPLY FOR CROUS AND YOU SEND YOUR APPLICATION FILE THE DEPOSIT WON'T BE ANY REIMBURSEMENT IF YOU DESIST.**

**GEM AND THE INTERNATIONAL STUDENT INTEGRATION DO NOT MAKE ANY EXCEPTIONS TO THE CROUS' POLICY, AND THEY WILL NOT BE ABLE TO NEGOTIATE OUT OF PAYING THE FEE IF THE CROUS HAS NOT BEEN INFORMED IN TIME. THIS MEANS THAT IF YOU HAVE A ROOM WITH THE CROUS UPON YOUR ARRIVAL IN GRENOBLE, GEM INTERNATIONAL STUDENT INTEGRATION AND THE WELCOME TEAM WILL NOT BE ABLE TO HELP YOU FIND OTHER ACCOMMODATION THROUGH THE WELCOME DESK. WE HAVE TO GIVE PRIORITY TO STUDENTS WITHOUT ANY HOUSING. YOU ARE CONSIDERED AS ALREADY LODGED FOR YOUR WHOLE STAY.**

## CROUS' RESIDENCES AVAILABLE FOR GEM STUDENTS

CROUS assigns places according to arrivals and availabilities, the single studio/room as well as the residence is usually proposed but this is not sure until you check-in the residence. Rates changes every September.

|  |                             |   |
|--|-----------------------------|---|
| <b>RESIDENCE</b>   |                             | <b>ARSONVAL</b><br>16 rue Casimir Brenier - 38000 Grenoble<br>This residence is situated in the center of Grenoble, very close to the school (10 minutes walking distance)  |
|    | Type                        | Single furnished rooms  |
|  | Surface                     | 9 m2  |
|  | Facilities                  | Living room, laundry, internet connection, shared kitchen and bathroom  |
|  | Rent                        | 177€ per month (charges included)   |
|  | Deposit and application fee | 1 100€<br>This represents the total for 300€ for the deposit and 800€ for the first months of the rent.   |
|  | To take in count            | Few available places. If you want to apply for this residence you need to consider that CROUS will give priority to students who will stay more than a year. Remember, rooms are very basic and not comfortable.            |
|  | 360° visit                  | <a href="#">Arsonval room</a>   |
| <b>RESIDENCE</b>   |                             | <b>LA MAISON DES ETUDIANTS (MDE)</b><br>6 Place Pasteur – 38000 – Grenoble<br>This residence is situated near the center close to the tramway A and C and bus N31 and N34.(20 minutes from the school)                      |
|   | Type                        | Single furnished studios with kitchenette and bathroom  |
|  | Surface                     | 12 to 16 m2   |
|  | Facilities                  | Bike garage, lift, internet, digicode, security staff   |
|  | Rent                        | 367€ to 407€ per month (charges included)   |
|  | Deposit and application fee | 1 560€<br>This represents the total for 360€ for the deposit and 1 200€ for the first months of the rent.   |
|  | To take in count            | Kitchen utensils are not included.  |
|  | 360° visit                  | <a href="#">MDE studio</a>  |
| <b>RESIDENCE</b>   |                             | <b>HOME DES ETUDIANTS (HOME)</b><br>2 Avenue Général Champon – 38000 – Grenoble<br>This residence is situated in the city center, close to tramway A and C and bus N31 and N34.(20 minutes from the school)                 |
|  | Type                        | Single furnished studios with kitchenette and bathroom. Remember that even if you apply for this residence CROUS can assign you a room/studio in another one according to their availabilities.                             |
|  | Surface                     | 14 m2   |
|  | Facilities                  | Bike garage, lift, internet, digicode, security staff   |
|  | Rent                        | 383€ per month (charges included)   |
|  | Deposit and application fee | 1 560€<br>This represents the total for 360€ for the deposit and 1 200€ for the first months of the rent.   |
|  | To take in count            | Remember that even if you apply for this residence CROUS can assign you a room/studio in another one according to their availabilities.   |
|  | 360° visit                  | <a href="#">HOME studio</a>   |
| <b>RESIDENCE</b>   |                             | <b>VERCORS</b><br>6 rue de Vassieux en Varcords – 38000 – Grenoble<br>This residence is situated in the new business district of “Presque Ile” close to Europole area and GEM. You can take tramway B (5 minutes distance). |
|  | Type                        | Single furnished studios with kitchenette and bathroom  |
|  | Surface                     | 18 m2   |
|  | Facilities                  | Laundry, wifi, restaurant, lift, bike garage  |
|  | Rent                        | 352,38€ per month (charges included)  |
|  | Deposit and application fee | 1 560€<br>This represents the total for 360€ for the deposit and 1 200€ for the first months of the rent.   |
|  | To take in count            | Remember that even if you apply for this residence CROUS can assign you a room/studio in another one according to their availabilities.   |
|  | 360° visit                  | Not available   |

## In order to apply for CROUS accommodation, please follow the instructions below:

1. **Application deadline: JUNE 13 (September intake)**
2. **Assignations and housing certificates: CROUS will send assignations during the first two weeks of July.**
3. **Limited number of places, inscriptions can be closed before the deadline.**
4. **Rooms are assigned according to availabilities in the residences, you risk to go to other similar CROUS residence. Ex: you can apply for MDE and you can go to HOME or other residence.**
5. **Application conditions for GEM international students:**
  - a. **For non-exchange students (paying program):**
    - School fees and deposit:
      - **GGSB students** will need to pay at least 50% of school fees in order to apply for CROUS otherwise your application files won't be accepted.
      - **Pass-World students** will need to be officially accepted by GEM and pay the deposit of their school fees otherwise application won't be accepted.
  - b. **For exchange students (ERASMUS):**
    - You must be accepted by GEM (not your school) before you apply for CROUS accommodation otherwise we won't be able to proceed with your application.
6. **Deposit and rent:** International student should make a bank transfer to CROUS including the deposit and the first months of the rent. The deposit will be remburse two months after you leave the residence.
7. **Online application: The International Student Integration Service will contact you as soon as your acceptance status, according to point 5 above, has been confirmed by the Admissions Department at GEM.**
8. **How to proceed:**
  - a. Our Service will send you the link and password through the online application by email.
  - b. Before you start the online procedure prepare the following documents:
    - **Copy of you CROUS bank transfer receipt for the application fee** in PDF format 250k max.  
You must name the file as follows:  
Your first name\_Your last name\_Transfer. Example: John\_Smith\_Transfer.pdf
    - **Copy of your passport** in PDF format 250k max.  
You must name the file as follows:  
Your first name\_Your last name\_Passport. Example: John\_Smith\_Passport.pdf
9. **Please note that CROUS accommodation is available up to 1 September.**  
**IMPORTANT: Arrival and check-in will be organized only on that date, you will need to consider this important fact for transport arrangements on time.**
10. **The online application form is a housing contract so be careful and take in mind all the responsibility that it represents. In France when you accept the contract conditions you take an engagement.**
11. If you are allocated a room at one of the 4 residences, **CROUS will not allow you to move to another residence.**
12. **Housing Insurance:** Please note that you will need housing insurance, you will buy it upon your arrival to Grenoble. (See chapter "Insurance"). Don't worry, you have 48 hours since your arrival in the residence.
13. Remember that according to GEM/CROUS agreement your ONLY contact for CROUS questions is GEM International Student Integration and not the administration of your residence. If you don't follow the procedure imposed by CROUS/GEM agreement you risk to misunderstand many things related to your accommodation such as the renewal of your stay.
14. **Booking conditions:** Please note that once you have obtained a room at the CROUS you are bound by the same rules as if you had signed a housing contract with a private landlord. If you do not show up at the CROUS residency when you arrive in Grenoble, the CROUS will charge you one month's rent.  
**Remember that you are taking an engagement with CROUS and GEM.**
15. You can desist under the following conditions:
  - a. By sending an email to GEM International Student Integration before the application deadline.
  - b. If your visa has been refused: you will need to present a proof from the French Consular Representation.
  - c. In case of serious illness: you will need to present a medical certificate addressed to CROUS.



## 7.5 MEANING OF TERMS

French apartment types are determined by the number of rooms in the apartment. The kitchen, bathroom and toilet are not counted in this naming system:

|               |  |
|---------------|--|
| <b>Studio</b> | Bachelor/studio apartment: one room with small kitchenette in the room               |
| <b>F1/T1</b>  | One-room apartment: separate kitchen   |
| <b>F2/T2</b>  | Two-room apartment: typically a living room, a kitchen, and a separate bedroom       |
| <b>F3/T3</b>  | Three-room apartment: typically a living room, a kitchen, and two separate bedrooms  |
| <b>F4/T4</b>  | Four-room apartment: typically a living room, a kitchen, and three separate bedrooms |
| <b>F5/T5</b>  | Five-room apartment: typically a living room, a kitchen, and four separate bedrooms  |

Here are some typical terms and abbreviations you will encounter when looking through ads for apartments:

| Term/Abbreviation      | French Meaning                               | English Meaning   |
|------------------------|--|---|
| ASC.                   | Ascenseur                                    | Elevator / Lift   |
| Balc., Terr.           | Balcon, Terrasse                             | Balcony   |
| C.C.                   | Charges (locatives) Comprises                | Rental charges included in rent   |
| CH.                    | Chambre / Chauffage / Charges                | Be careful! This can either mean bedroom (chambre), heating (chauffage), charges (rental charges) |
| CHAUFF.                | Chauffage                                    | Heating   |
| CHAUFF.COLL.           | Chauffage Collectif                          | Communal Heating  |
| CHAUFF.INDIV.ELEC.     | Chauffage Individuel Electrique              | Individually controlled electric heating  |
| CHAUFF.INDIV.GAZ.      | Chauffage Individuel au Gaz                  | Individually controlled gas heating   |
| CHAUFF.INDIV.FUEL      | Chauffage Individuel au Fuel                 | Individually controlled oil heating   |
| Cuis.                  | Cuisine                                      | Kitchen (not equipped)  |
| Cuisine américaine     |  | Kitchen open to the living room   |
| DB                     | Droit de bail                                | Lease   |
| DBLE                   | Double                                       | Double  |
| DS MAISON              | Dans Maison                                  | Flat in a house   |
| EAU CH.                | Eau Chaude                                   | Hot water   |
| EAU FR.                | Eau Froide                                   | Cold water  |
| ET., ét.               | Etage  | Floor (number)  |
| EXPO.                  | Exposition (suivie de Nord, Sud, Est, Ouest) | Apartment faces (description followed by North, South, East, West)                                |
| GAR.                   | Garant exigé                                 | Guarantor required  |
| GRD. STAND.            | Grand Standing                               | Nice building   |
| Hon., F.A.             | Honoraires, Frais d'agence                   | Agency fees/ commission   |
| IMM.                   | Immeuble                                     | Building  |
| Kitch. / cuis. équipée | Kitchen / cuisine équipée                    | Kitchen (equipped with appliances and kitchen furniture)  |
| LCA                    | Location Courte Acceptée                     | Short-term rental accepted  |
| Meublé                 |  | Furnished   |
| Mezz.                  | Mezzanine                                    | Intermediate floor  |
| Part.                  | Particulier                                  | Private landlord, not a rental agency   |
| POSS.                  | Possibilité                                  | Possibility   |
| R.D.C.                 | Rez-De-Chaussée                              | Ground floor  |
| SDB                    | Salle de Bains                               | Bathroom  |

## 7.6 PROCEDURE AND USEFUL TERMS

In order to avoid some traps, you should be aware of the following essential information before signing a lease agreement. In France, the lease agreement protects not only the tenant, but also the owner.

### To sign a lease agreement:

The lease is the contract which proves that you rent your housing legally.

With the owner, you will have to sign the lease in which the following should be clearly stated:

- the effective date and the duration (it is generally for 1 year for furnished rentals)
- the designation and description of housing
- the rent
- the methods of payment
- any extra monthly costs or "charges"
- the deposit

The lease must be established in **2 originals**, and must obligatorily be signed by the tenant (you) and the leaser (owner or rental agency).

**IMPORTANT NOTE:** The school has worked very hard to establish good relationships with Grenoble's housing services and landlords/landladies. Please be respectful and do not do anything that might jeopardize the good relationship that we have worked hard to establish.

Remember that while you are here, you are acting as an informal ambassador for both your home country and the GEM/Grenoble Graduate School of Business.

### Find a Flat "conventionné APL ou ALS"

If you are requesting a OFII stamp/resident's permit ( carte de séjour ) you will probably be entitled to get financial assistance with accommodation (CAF) (read CAF section). You should find accommodation which is "approved" for the purposes of requesting the financial assistance. Ask prospective landlords or landladies if the accommodation is "conventionné APL ou AL".

### Signing a Contract / "Le Bail"

When you find your accommodation, you must sign a contract. This is called a "bail" in French. The contract should be filled out in two copies: one for you and one for the landlord / landlady.

The typical rental contract in France is for three years, with a notice period of three months. That means that if you wish to leave the accommodation before the three years are over, you must give the landlord/landlady at least three months notice ("préavis") before your planned departure date.

If you are not comfortable with French, try to have someone accompany you who speaks or understands French, so that you are clear on the conditions of the rental. The Aloha student association can help you out with this.

Some contracts, notably for furnished accommodation, are for a fixed period with no notice period. That is, you are supposed to rent the accommodation for the entire period specified in the contract and cannot hand in your notice and leave earlier than the date specified (or if you do, you are still obliged to pay the rent). Check carefully what type of contract you are signing.

### Guarantor/ "Garant"

The landlord or landlady may request that a third person act as a guarantor for you. The guarantor is responsible for paying the rent if you are not able to do so yourself. Normally, real estate agencies require a guarantor living in France. A student's parents would normally be expected to do this. Some landlords or landladies may be more lenient and may instead ask you to provide your parents' salary slips or a financial declaration\*.

#### \*Financial Declaration

#### What is a financial declaration?

This is a letter that can be written by the parent(s) or guardian(s) of the student, stating that he/she has the resources necessary to live in France.

#### Do I need this document?

With this financial commitment the entire administrative process in France (obtaining the residence permit/carte de séjour, accommodation, and opening a bank account) can be much easier. We therefore highly recommend that the parents/guardians of the student write a letter IN FRENCH following the model below (English version for reference only).

This is not an official document, and thus remains optional.

### French Version :

Je soussigné(e), **[M. / Mme] [surname and first name of the parent or guardian]** résidant au **[address of the parent or guardian]** déclare être **[le père / la mère / le tuteur]** de **[surname and first name(s) of the student]**, demeurant à la même adresse.

Je confirme que je serai responsable financièrement pour l'étudiant cité ci-dessus pendant son séjour en France, à Grenoble Ecole de Management, au cours de l'année académique 2009–10.

Fait à **[town where the person writing the letter is when writing the letter]**, le **[date]**.

**Signature**

### English Version :

I, **[Mr / Mrs] [surname and first name of the parent or guardian]** residing at **[address of the parent or guardian]** do hereby certify that I am the **[father / mother / guardian]** of **[surname and first name(s) of the student]** who also lives at the above address.

I confirm that I shall be financially responsible for the above-mentioned student during his/her period of study in France at Grenoble Ecole de Management during the academic year 2009–10.

Written in **[town where the person writing the letter is when writing the letter]**, on **[date]**

**Signature**

## Paying a Deposit / "La Caution"

You will probably be asked to provide a deposit for your apartment. The amount of the deposit will be no more than the equivalent of two months' rent. This deposit covers any possible damage you may do to the apartment while you are occupying it. By law, the landlord or landlady must return the deposit to you within two months after you leave the accommodation. Of course, they may retain money from your apartment for damage you may cause in the apartment, or for cleaning expenses if you leave the apartment in a dirty state, etc. This will be determined by you and the landlord/landlady when you complete the inventory.

## Inventory/ "L'Etat des Lieux"

When you sign the contract, or when you move into the accommodation, you will have to examine the condition of the accommodation with the landlord/landlady and fill in a document called the "Etat des Lieux". The "Etat des Lieux" lists all the rooms in the accommodation, all the equipment and furniture provided and the condition that the rooms, equipment and furniture are in. For example, if there are any stains on the carpet, or if something is broken, this should be stated on the "Etat des Lieux".

You must carry out an "Etat des Lieux". This should be done by both you and the landlord or landlady together in the accommodation.

Keep a copy of the "Etat des Lieux" along with your copy of the contract.

When you leave the accommodation you should then carry out another "Etat des Lieux", checking against the first "Etat des Lieux" that all the equipment provided is still there and noting any differences in the condition of the furniture etc. Again, you should keep a copy of the second "Etat des Lieux".

The landlord / landlady will use differences between the two "Etats des Lieux" to evaluate whether your deposit will be returned in full or not. For example, if you do not leave the accommodation in a clean condition, the landlord is entitled to retain money from your deposit to cover the cleaning costs. Or if you have broken something in the accommodation, the landlord may retain money to have it replaced or repaired.

## Rent/ « Loyer, droit au bail » and extra costs / « charges »

Your rent each month will probably be made up of the basic rent ("loyer"), the "charges locatives" and the "droit au bail". "Les charges" or extra costs are added to the basic rent and you will have to pay them every month at the same time as the basic rent. The amount is to cover the maintenance of the building, the lift, and other such facilities. Your landlord or landlady should be able to specify what is included in the "charges".

## Rent Receipt/ « Quittance de Loyer »

The "quittance de loyer" is basically a receipt which the landlord or landlady gives you, free of charge, every month when you pay your rent. It proves that you have paid your rent and can also be used as a proof of your address.

## Housing tax

You will pay the housing tax (rates) once a year. You are subject to this tax for the dwelling as its occupant on January 1 of each year. You will receive a letter from the Tax office specifying the payment of the tax as well as the address of the Treasury responsible. Respect the deadline for payment, because beyond this date, your tax will be increased by 10% in addition to the other charges. Do not forget to pay it before your departure from France; contact the Tax office for this.

If you live in the university residence halls or if you rent a room in a personal residence, you will not pay this tax. It is possible to avoid paying it by making a request to the Tax office and by justifying your income. But most cases are rejected. The amount is approximately equivalent to the amount of your monthly rent and you should pay it around October.

Please, before signing your housing contract, talk with your landlord about this tax and try to find a deal, otherwise you will be surprised when you leave Grenoble and you receive the tax letter back home.

## Housing insurance

Housing insurance is compulsory to cover the tenant's risks (fire or water damage...) and natural disasters (storms, floods). This insurance is often called "multi-risk renter's insurance". Proof of subscription will be required by the owner. This insurance not only protects accommodation but also the tenant. If the tenant causes an accident or hurts somebody, even away from the housing, it will be covered by "Civil liability insurance"(damage to a third party).

The "mutuelles étudiantes" proposes "multi-risk renter's insurance" at advantageous prices. You can also subscribe to this insurance in private companies or banks. Beware! According to the types of insurance, the risks covered are not the same; you should pay attention to the contracts proposed.

In the event of theft, you must report this to the police and not touch anything before authorization. It is then necessary to make a statement to your insurance company.

## Departure and notice/ "Préavis"

Depending on the conditions of your rental contract, you will need to inform your landlord or landlady well in advance of your planned departure date. This is called the "préavis". Check your contract carefully to find out how long in advance you have to hand in your notice. This is often at least three months before you intend to leave. You will need to send your landlord or landlady a registered letter with acknowledgement of receipt ("lettre recommandée avec accusé de réception"). You will find a sample letter below.

The owner can terminate the contract only if the tenant does not respect his obligations (not paying the rent, no insurance...). The owner must justify the reason for the reclaiming the premises and must give 6 months' notice before the expiry of the lease.

When leaving your flat, please note that you give clothes and appliance to La Remise, 35 rue General Ferrie.

|  |  |  |
|--|--|--|
| [your name and address]<br><i>George Locataire<br/>12 rue Pierre Sépard<br/>38000 Grenoble</i>   |  | [landlord's name and address]<br><i>Gérard Propriétaire<br/>Place de Verdun<br/>38000 Grenoble</i> |
|  |  | <i>Grenoble, le [date] 1er février 2009</i>  |
| <i>Recommandée avec accusé de réception</i>  |  |  |
| <i>Madame, Monsieur,</i>   |  |  |
| <i>Pour des raisons de changement de situation personnelle, j'ai l'honneur de vous donner congé de l'appartement que j'occupe selon bail du [date of the rental contract].</i> |  |  |
| <i>A l'issue du préavis indiqué dans le bail, soit le [departure date], je me tiendrais à votre disposition pour l'état des lieux et la remise des clefs.</i>                  |  |  |
| <i>Merci de me proposer une heure de rendez-vous.</i>  |  |  |
| <i>Veuillez agréer, Madame, Monsieur, l'assurance de mes salutations distinguées.</i>  |  |  |
|  |  | <i>George Locataire [signature]</i>  |

## Decency

The housing must meet certain criteria, at least a kitchen with cold and hot water, sufficient heating installation and no potential danger... The housing surface must be 9m<sup>2</sup> minimum for a single person and 16m<sup>2</sup> for a couple.

## In case of problems

CLCV (Consommation Logement et Cadre de Vie) is a national association representing tenants and joint owners. It proposes information, advice or accompaniment (to avoid the traps of certain contracts, study all clauses and seek a solution if there is litigation between tenant and owner...).



**CLCV 38**  
**Consommation Logement et Cadre de Vie**  
31, rue Alfred de Musset  
38100 Grenoble  
Tel. 04 76 22 06 38  
e-mail: [clcv@wanadoo.fr](mailto:clcv@wanadoo.fr)  
website : [www.clcv.org](http://www.clcv.org)



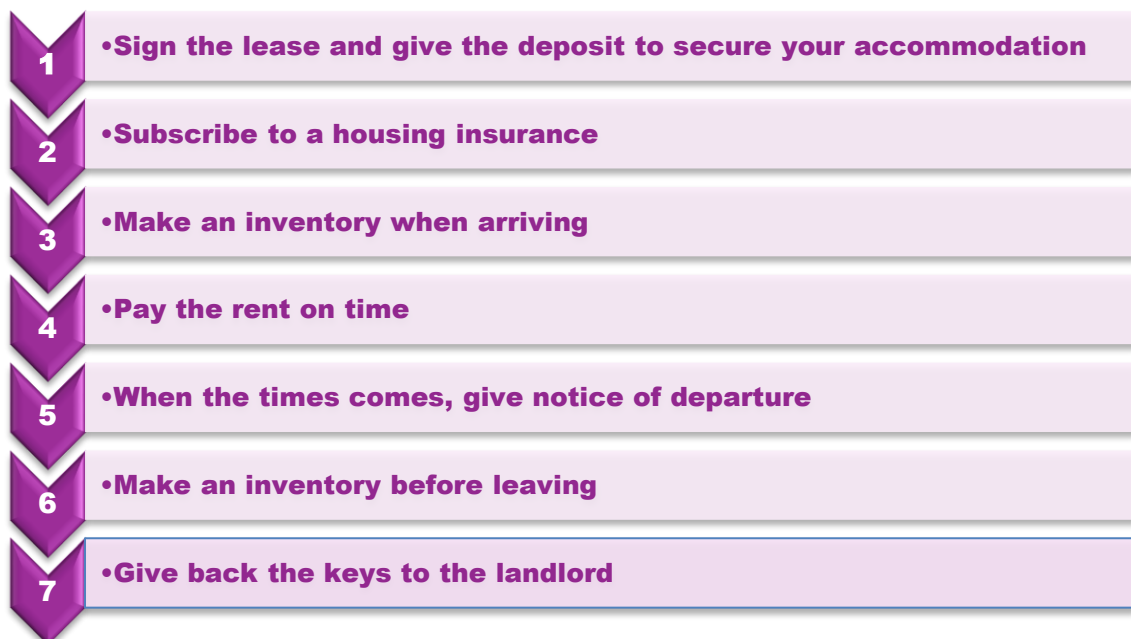
**ADIL DE L'ISÈRE**  
**Agence Départementale d'Information sur le Logement**  
2, boulevard du Maréchal Joffre  
38000 GRENOBLE  
Tel : 04 76 53 37 30  
website : <http://www.adil38.org/>  
E-mail : [contacts@adil-isere.com](mailto:contacts@adil-isere.com)

Other organizations for tenants' defense in Grenoble such as:

- **La Confédération Nationale du Logement**  
(CNL 38, e-mail: [cnl@free.fr](mailto:cnl@free.fr), web site: <http://www.lacnl.com/>)
- **Le Pact de l'Isère** (e-mail: [pact.isere@libertysurf.fr](mailto:pact.isere@libertysurf.fr))

*\* **Disclaimer:** Please note that GEM is only an intermediary between the student and the residencies/landlord and may in no circumstance be held accountable for any problem arising between the two parties. If a student, upon arrival, does not want to move into the apartment that has been assigned to him/her, the student will have to accept the economic consequences of breaking the proposed contract and the responsibility for finding another place to live.*

## REMEMBER! AFTER FINDING YOUR ACCOMMODATION:



## 7.7 SERVICES

### ELECTRICITY AND GAS

#### How do I get electricity in my apartment?

First, find out from your landlord whether electricity and gas are connected in your apartment before you move in.

If they are not connected, you will need to contact the GEG for an address in Grenoble, ENGIE or the EDF if you live outside Grenoble.

- **GEG – Gaz Electricité de Grenoble**  
8, place Robert Schuman, 38000 Grenoble  
<https://particuliers.geg.fr/>
- **EDF**  
[www.edf.fr/](http://www.edf.fr/) (in English)
- **ENGIE**  
<https://particuliers.engie.fr/en.html> (in English)

#### What information do I need?

They will ask for the name of the person that lived in the apartment before you (so don't forget to ask the landlord / landlady for this) and they will arrange an appointment with one of their technicians. **Connection fee:** approximately 30 euros.

If your apartment is connected you still need to contact the electricity/gas provider with the name of the previous tenant of your apartment, in order for them to change the name on the bill to yours.

#### How much do I pay for electricity?

Providers offer different subscription packages, depending on your energy needs (e.g. the number of appliances you have in the apartment). Their customer service representatives will be able to tell you what package the previous tenant had. For a small fee, they also offer reduced electricity rates.

Ask if the "**tarifs avec heures creuses**" can apply to your electrical needs.

If your landlord or landlady receives your apartment's electricity bill and will then charge you, be very careful and to pay the bill only if it is shown to you.

#### Don't get ripped off with supposedly huge electricity bills!

##### In case of emergency :

- |                               |             |                |
|-------------------------------|-------------|----------------|
| • Gaz Électricité de Grenoble | gas         | 04 76 84 36 36 |
|                               | electricity | 04 76 84 37 37 |
| • ENGIE                       |             | 08 00 47 33 33 |
| • EDF English helpline        |             | 09 69 36 63 83 |

### WATER

#### How do I get water in my apartment?

Find out from your landlord or landlady if the water needs to be turned on in your apartment before you move in.

If your apartment is in Grenoble and the water needs to be turned on, you must contact the **Régie des Eaux de Grenoble** in order to schedule an appointment:

- **Régie des Eaux de Grenoble**  
6, rue Colonel Dumont  
38000 - Grenoble  
[www.eauxdegrenoblealpes.fr](http://www.eauxdegrenoblealpes.fr)  
**In case of an emergency, call 04 76 98 24 27**

## TELEPHONE AND INTERNET

### Mobile Phones and Internet

There are so many different mobile phone options and companies in France that it is difficult to include them all.

There are four big telephone and internet operators in France: **Orange** (France Telecom), **SFR**, **Free** and **Bouygues**. Each network has a wide offering of subscription services ("avec abonnement") or pay-as-you-go ("sans abonnement").

Pay-as-you-go services are generally more advantageous for foreign students. There is no minimum obligation with these services, no contract and you only pay for the calling time you use.

With a subscription service you are tied to a one- or two-year contract. Although this can usually be cancelled by sending a letter stating that you will be leaving the country, you pay a monthly fee for a certain amount of calling time. With these services, the mobile phone is usually much cheaper than with a pay-as-you-go service, since the operator makes money on your calls, not on the sale of the equipment.

**French operators usually offer package including: mobile, home phone line, internet and cable TV.** Their offers often so- called "free" phone calls to 30-40 different countries. Be aware that many of them require a 12-month subscription.

### What documents do I need?

You will need to show your passport and a proof of residence (for example, your rental contract). You will also need to provide them with:

- The apartment's address
- The floor the apartment is on
- The flat number (if there is one)
- The name and phone number of the previous tenant (ask your landlord for this)

You will usually be connected within 48 hours of requesting a phone line, if the previous tenant had a land line. If this is not the case, you must be prepared to wait for several weeks for a technician to come and make the installation.

Be aware that there are quite high set-up fees for the phone line, as well as a monthly line rental fee. The set-up fee will appear on your first phone bill. Ask the provider for the rates.

Once your line is activated, you can either rent a phone from your provider for as little as 3 euros/month, or you can buy a phone at with your telephone provider.

### Calling Long Distance?

With an internet connection, Skype is a good, free way of communicating with the world.

Also, many different companies offering internet services include phone calls to 30-40 different countries in their offers.

Some other offers available:

## 7.8 FINANCIAL ASSISTANCE WITH ACCOMMODATION (CAF)



All students, including international students, can take advantage of French government help towards cost of accommodation called "allocation logement" or by the initials AL or APL, so long as you fulfill certain conditions. This scheme is administered by the *Caisse d'Allocations Familiales* called "la CAF"

### How can I benefit from the APL or AL?

To benefit from the APL OR al, you must be the principal renter of a dwelling, new or old, which is covered under an agreement between its owner and the French government. The social status, age and previous history of the renter are irrelevant. The amount of the APL benefit varies. It is calculated according to your resources, the size of your family, the place of residence, amount of rent and employment status. For students, a minimum revenue is applied.

**the student must be tenant, subtenant or flatmate in a new or old dwelling.** It must be his principal residence, with the rental agreement established in the name of the occupant. One technical detail: the housing cannot measure less than 9 m<sup>2</sup> for one person or 16 m<sup>2</sup> for a couple. Also, it must meet standards of salubrity.

### Amount of benefits

The benefits are variable. The formula used to calculate benefits is identical for APL or AL (except in residence halls). It considers the student's resources, the number of dependents in his care, the place of residence, the amount of rent and the type of occupation (shared or furnished). For students who have no declared resources, a minimum revenue is applied for purposes of calculation. It is €4,400 for grant holders and €5,500 for others, except in hostels where the figures are €3,700 for grant holders and €4,200 for others.



## Eligibility conditions

**Attention: not all students are eligible for these benefits.**

**Foreign students may receive it if they have an OFII stamp or a French residence permit that is currently valid.**

ALS and APL are never paid during the first month of residency.. For more information, contact your [Caisse d'Allocation Familiales](#).

## HOW TO APPLY FOR FINANCIAL ASSISTANCE WITH ACCOMMODATION (CAF)

### YOU WILL BE ONLY ELIGIBLE FOR FINANCIAL ASSISTANCE IF:

- ☐ You are staying for more than 2 months in your accommodation in France.
- ☐ The landlord is not a member of your family.
- ☐ The contract has to be under your name.
- ☐ You are an European Member.
- ☐ You are a non-European Member and you have an OFII stamp or a French residence permit that is currently valid (you have 3 months from your arrival to get the OFII stamp on your passport and provide it to the CAF)

**NOTE: If your visa states « Dispensé temporaire de carte de séjour » and/or you don't have the OFII stamp after 3 months you will not be entitled to this benefit.**

**YOU CAN ONLY APPLY ON-LINE. If you submit your application forms by mail it won't be accepted.**

### HOW TO PROCEED:

1. Go to [www.caf.fr](http://www.caf.fr). You will need your RIB (French bank details - IBAN and swift code), the amount of your rent and charges, your complete address in Grenoble, name and address of your landlord/residence.
2. Follow the instructions that you will find the page below to know how to proceed with the online application and scan the required document to complete your file.
3. After you finished, download the application file "Déclaration » in PDF form, together with "L'Attestation de Loyer" if required, and save them so that you have a record of your request.
4. Remember that if you need to print "L'Attestation de Loyer", this form has to be filled and signed by your landlord/landlady/residence.
5. Once this has been done, you can send copies of the following requested documentation according to your nationality:

### DOCUMENTS YOU WILL NEED FOR YOU CAF APPLICATION:

#### If you are a member or the CEE/EEE/Switzerland:

- ☐ A copy of your passport or your ID card
- ☐ A copy of your birth certificate
- ☐ A copy of your European Health Insurance Card or private insurance
- ☐ "L'attestation de loyer" if it is required en the end of the application on line
- ☐ Your school attendance certificate called "certificat de scolarité" – you can obtain it from your program coordinator once you fulfil the formalities to obtain your student card.
- ☐ A certificate of honor (a simple letter – it could be handwritten) explaining that you have sufficient income to follow studies in France. You will find a template on page 14.
- ☐ If you live as a couple even if your partner is abroad, you will have to provide his/her ID card, professional status and income

#### If you are a non-European member:

- ☐ A copy of your passport and your VISA (you will be asked to provide a copy of the OFII stamp later on).
- ☐ A copy of your birth certificate
- ☐ "L'attestation de loyer" if it is required en the end of the application online
- ☐ Your school attendance certificate called "certificat de scolarité" – you can obtain it from your program coordinator once you fulfil the formalities to obtain your student card.

### IT IS POSSIBLE TO SCAN REQUIRED DOCUMENTS DURING YOUR ONLINE APPLICATION

If you do not manage to do it, if you do not manage to do it you have to wait for your CAF number to send back the requested documents. If so, please send the requested documents to complete your on-line application file by certified mail to the following address:

CAF de Grenoble  
3, rue des Alliés  
38051 Grenoble Cedex 9

Office hours: Monday to Friday from 8:30 a.m. to 4:30 p.m.



## HOW DOES IT WORK?

Housing benefit is paid one month after the month the application is accepted. There is no benefit for the 1st month. Besides, there is always a one-month delay to get the benefit on the bank account. Eg. Students arriving in September and who apply for financial assistance on that month will be accepted by October and will get the money on their bank account by November.

Housing benefit calculation is based upon your income of the year before last year.

## HOW TO PROCEED WHEN YOU LEAVE YOUR ACCOMMODATION?

DO NOT FORGET TO INFORM THE CAF WHEN YOU ARE LEAVING YOUR ACCOMMODATION OR WHEN YOUR SITUATION CHANGES

If you leave the apartment in the end of May remember to report it to the CAF like that you will get your benefit for the last rent on your bank account in June. It is important to leave your bank account open until the last payment has been done.

## NEED INFORMATION OR HELP?

You can go to CAF de Grenoble

3, rue des Alliés

38100 – Grenoble

Office hours: Monday to Friday from 8:30 a.m. to 4:30 p.m.

Phone: 0810 29 29 29\* ou 0 810 25 38 80

*\*Direct line for students. Cost of a local call on a landline phone; with possible surcharge from a mobile, depending on your telephone provider.*

## Note about birth certificate and CAF application:

The CAF is requesting **in some cases legal certification on your birth certificate (“Apostille” or “Legalisation” both are intended to confirm authenticity of a legal document)** in order for your registration in the system.

Only students from certain countries are affected by this requirement (**please see the list at the beginning of the guide**).

For those of you who are concerned by this there are two ways to proceed:

- **Apostille**: this is a simplified procedure, which only applies to certain countries, and which is issued by a Competent Authority in these countries. The following link provides the list of Competent Authorities designated by each Contracting State, the contact details of Competent Authorities and other practical information: [http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)
- **Légalisation** : this is a more complex process which retraces the origins of the original document in order to certify its authenticity. For this you will need to go through the Ministry of Foreign Affairs from the country which the birth certificate comes from and then with the French Consular Services from the same country.

This is very important for those who intend to apply for the CAF. You risk to lose your rights to apply for financial assistance with accommodation if you don't provide the legal certification on your birth certificate.

**Please note that you will be required to provide two documents – the copy of your original birth certificate with the “Apostille” or “Legalisation” plus a legal translation of this birth certificate.**

**Important note for European students** : In some cases the CAF is going to ask for a certified and translated copy of your birth certificate. It will be good idea to bring a certified birth certificate in case you need it. You can translate in Grenoble with ADATE organization.



8

INSURANCE

## This summarizes your insurance requirements:

**MAKE SURE YOU HAVE THE FOLLOWING INSURANCES VALID FOR THE WHOLE ACADEMIC YEAR**

- Health Insurance (Basic coverage) + Complementary Health Insurance (optional)
- Housing
- Repatriation and civil liability insurances - **ONLY FOR EXCHANGE STUDENTS**

## The French health care system for students

According to your age and nationality you have need to choose according to the options below.

Remember:

- French health care insurance is compulsory for any student who is registered on a program in a French University or Business School for more than 3 months and for the duration of the program.
- The affiliation fee for the French Health Insurance is compulsory for all non-European students under 28 years old. It provides 70% coverage.

| UNDER 28 YEARS OLD   |   | 28 AND OVER 28 YEARS OLD  |   |
|--|---|---|---|
| EU/EEC CITIZEN   | NON-EU CITIZEN  | EU/EEC CITIZEN  | NON-EU CITIZEN  |
| You need either:<br><br>a) The European health insurance card (EHIC) valid for your stay in France<br><br>or<br><br>b) You have to be affiliated to the French health care system for students | You have to be affiliated to the French health care system for students<br><br>Subscription will be made online through the school student portal upon arrival. | You need either:<br><br>a) The European health insurance card (valid for your stay in France)<br><br>or<br><br>b) Private insurance | You need either;<br><br>a) Private insurance (recommended option)<br><br>or<br><br>b) CMU<br>"Couverture Médicale Universelle" French health care system for 28 or over |

**NOTE FOR STUDENTS UNDER 20 YEARS OLD:**

Non-European students under 20 years old, born after 31/08/1998, do not pay the subscription fee for basic coverage. However, they must choose a either SMERRA or LMDE.

## Complementary health insurance and special needs

- **If you subscribe to the French Health Care System or you hold the European Health Card**  
Medical expenses are not entirely covered by the French health care systems and the EHIC. For better coverage, especially in case of illnesses or diseases, treatments and/or pregnancy, it is strongly recommended for GEM students to be covered with a complementary health insurance, also known as a "mutuelle". Students can buy the "mutuelle" upon arrival and after inscription to with the LMDE or SMERRA through the school, by going directly to the same agency (LMDE or SMERRA) they have chosen for the basic coverage.
- **If you have a private insurance**  
Students must make the necessary arrangements with their home insurance company to be covered in case of serious illnesses or diseases, treatments and/or pregnancy

## Other compulsory insurances

- Repatriation (only for exchange students)
- Civil liability (only for exchange students)
- Housing insurance

**Important Note:** Remember to renew your insurances every new academic year during your studies at GEM

# TEMPORARY TRAVEL AND HEALTH INSURANCE

For the first weeks/months of your stay, we insist that each student comes to France with some kind of temporary travel and health insurance. Students applying for a French visa will be asked to provide this insurance to the French Consulate but it should not be taken as a health insurance policy. Temporary travel insurance is only for emergencies.

In case of serious illness or in case you need a special medical treatment you should be covered before your arrival. Take into account that applying for the French Health Care System takes time so don't count on this coverage upon your arrival to take care of your health expenses.

## **Where to buy it:**

- a) You can **subscribe with ISSICASSUR** [here](#). For more information please contact: [gem@isicassur.fr](mailto:gem@isicassur.fr)
- b) At home with any insurance company.

# FRENCH HEALTH CARE SYSTEM FOR STUDENTS

## 1. Students from the EU and Iceland, Liechtenstein, Norway and Switzerland



**The European Health Insurance Card (EHIC)** ensures that you will get the same access to public sector health care (e.g. a doctor, a pharmacy, a hospital or a health care centre) as nationals of the country you are visiting. If you have to receive medical attention in a country that charges for health care, you will be reimbursed either immediately, or after you go home to your own country. The idea is that you are given the care you need to allow you to continue with your stay.

However, it is important to note that the card does not cover your health care costs while abroad if you are travelling in order to obtain treatment for an illness or injury that you had before travelling. Nor does the card cover you for private sector health care providers.

## Healthcare under 28

If you are an EU citizen going to study in France, check with the health insurance in your home country whether they will cover the cost of your healthcare abroad for the full duration of your studies.

**Some national health insurers will only cover the costs of your healthcare in another country for a limited time. If this is the case for you, you will need to register for state healthcare in the country where you are studying or to sign for the French Health Care System for students under 28.**

As long as your home health insurance covers you during your studies abroad, you will need to have a valid [European Health Insurance Card](#) with you to receive medical help from local doctors, and to claim for reimbursement of any costs.

All E111 and E128 forms are now invalid. You now need to apply for a European Health Insurance Card.

**Be prepared for differences with your own national system: in some countries, for example, payment upfront is required at the doctor's, whereas you may be used to a system in which no money changes hands.**

## European Health Insurance Card

You can get a European Health Insurance Card from the health insurance body with which you are insured, or where your parents or spouse are insured if you are their dependent.

**You must obtain your European Health Insurance Card before you leave for your studies abroad.** Beware of the validity date of your card, it must cover the whole academic year. **Ask also for a certificate from your National Health Care System proving that you are fully covered in your home country for the duration of your studies.**

**NB!** This card gives you the same rights as French citizens, which is (up to) **70 % refunding** your health expenses. This is even if the system in your own country covers you 100 %. With the European health insurance card, you can be covered like the French (consultations and pharmacy). For the **reimbursements**, please contact the **CPAM International Service** ("la Caisse Primaire d'Assurance Maladie").

You can find out more about the EHIC on the website: [http://ec.europa.eu/employment\\_social/healthcard/](http://ec.europa.eu/employment_social/healthcard/). It is in most of the languages of the European Union. You can also find more information [here](#).

**IMPORTANT! The EHIC should be valid for the duration of your studies.  
Remember to do this before you arrival in France.**

## Refunds for EHIC holders

Around 70% of generalist doctors' and dentists' fees are refunded, and between 35% and 65% of the cost of most prescribed medicines. \*

**Doctors, Dentists:** Make sure that the dentist or doctor is "conventionné", i.e. they work within the French system. After treatment, you will pay the doctor upfront and he/she will give you a "feuille de soins" which is the receipt you use to claim a refund.

**Prescriptions:** Similarly, the pharmacist will give you a receipt which you should attach to a copy of the prescription in order to obtain a refund. On the box of the medicine, you will find a sticker with the price printed on it (a "vignette"). You need to peel this sticker off and attach it to the pharmacist's receipt before you send for a refund.

**Hospital treatment:** For out-patient care, you will need to pay upfront and claim a partial refund. If you are treated as an in-patient in an approved hospital and you show your EHIC, the French health authority (CPAM) will pay 75% directly to the hospital and you will pay the balance. You will also need to pay a "forfait journalier", a daily charge for food which you pay upfront and can claim back from your mutuelle, if you have one.

**How to claim:** For most of cases you will be reimbursed in your home country so please contact your Health Organization to get further details about how to proceed. In case you can be reimbursed in France, you should send your receipts and a copy of your prescriptions to the CPAM de Grenoble, it will take around 2 months for the amounts to be refunded.

**CPAM de Grenoble**  
**2 rue des Alliés - Grenoble**  
**Tel: 04 76 68 50 50**  
**Monday to Friday from 9h30 to 17h30**  
**Website: [www.cmu.fr](http://www.cmu.fr) (information available only in French)**

**Important Note: Remember to renew your insurances every new academic year during your studies at GEM.**

## Optional coverage\* and special needs

- If you want to obtain a complete coverage, you have to subscribe to a complementary health insurance, called "mutuelle" in French.
- This is strongly recommended in case of serious diseases and illnesses, treatments, pregnancy or in case of risky sport activities.
- Cost: will depend on your individuals needs and choices.
- You can buy it upon arrival with AXA, SMERRA or LMDE.

### \* Complementary health insurance "Mutuelle"

**Complementary health insurance = illness cover = complementary illness assurance**

If you subscribe to the French National Healthcare or if have a European Health Card, this will cover only 70% of most of your medical costs, so it is strongly recommended for all GEM students to take out a 'top-up' insurance in order to be covered for 100% of your costs.

## Healthcare over 28

The costs of your healthcare will sometimes not be covered by the sickness-insurance institution of your country of origin during your studies abroad:

- This is often the case if you are older than 28.
- It is also likely that some PhD students may be considered resident workers, rather than students, depending on the source of their funding.

**In such case, you will be required to take out private health insurance (check Private Health Insurance), or to subscribe to the national health service in France (check French National Healthcare over 28 ). The first option is recommended.**

## 2. Students from Quebec

You must get a specific form - **SE401Q102Bis OR SE401Q106** - before your departure.

For the reimbursements, please contact the CPAM International Service ("la Caisse Primaire d'Assurance Maladie").

**CPAM de Grenoble**  
**2 rue des Alliés - Grenoble**  
**Tel: 04 76 68 50 50**  
**Monday to Friday from 9h30 to 17h30**  
**Website: [www.cmu.fr](http://www.cmu.fr) (information available only in French)**

**Important Note: Remember to renew your insurances every new academic year during your studies at GEM.**

### 3. Students from other nationalities

#### French National Healthcare under 28

The student social health insurance plan (LMDE-Mutual insurance company for students or SMERRA-Mutualist regional companies for students) **is compulsory for students under the age of 28 and they enroll in the plan at the time they registered at their academic institution.** The annual cost of membership in the plan is 217€ (2017-2018).

Once the membership is established, these mutual insurance companies ensure repayments based on your health expenses covered by the French health care system.

##### IMPORTANT:

- **French health insurance (called Sécurité Sociale) is compulsory for any student who is registered on a program in a French University or Business School for more than 3 months and for the duration of the program.**
- **You need to renew this insurance every new academic year during your studies at GEM.**
- **Please be sure to include this in your budget.**
- **You will be able to subscribe to this insurance through the school student portal, once you obtain your student email and login.**

Once you have received your student email and login you will need to go through the school student portal to subscribe to this insurance. You can pay with an international credit card or you will need to wait until you open a bank account in France and receive your credit card. Remember that you will be asked to upload a copy of your **passport** and a copy of your **birth certificate translated into French**.

You will need to choose either LMDE or SMERRA. **This is only the first step for the inscription.**

In order to end the procedure, it is important that the student social security provider you choose (LMDE or SMERRA) has **all** the following documents for you to receive **your health insurance number and your membership card (Carte Vitale)**.

When you receive a letter about this from your provider, make sure to return copies of the following to them:

- Your **passport** (if not uploaded during the inscription through the school student portal).
- Your **certified and translated birth certificate** (if not uploaded during the inscription through the school student portal) **Read the note at the end of this section.**
- Your **FRENCH VISA + OFII stamp**
- Your **ID photo**
- Your **French banking details** of your French bank account (**RIB**). This is to be reimbursed.



**In addition** to this basic health cover, **it is strongly recommended to get a complementary health insurance** as the French system will only reimburse up to 70% of the cost of any health care and medication you need. You can get this coverage once you are in Grenoble through the school student portal.

##### NOTE FOR STUDENTS UNDER 20 YEARS OLD:

**Non-European students under 20 years old, born after 31/08/1998, do not pay the subscription fee for basic coverage. However, they must choose either SMERRA or LMDE.**

#### Complementary health insurance “Mutuelle” and special needs

- If you want to obtain a complete coverage, you have to subscribe to a complementary health insurance, called “mutuelle” in French.
- Students must make the necessary arrangements with their home insurance company to be covered in case of serious illnesses or diseases, treatments and/or pregnancy.
- Cost: will depend on your individual needs and choices.
- You can buy it upon arrival with AXA, SMERRA or LMDE.

#### Special case

If you are under 28 years old and your study period at GEM after October 1st exceeds 3 months, you must be registered through GEM with the French national health care system. Consulates know about this regulation and will verify the length of your studies.

**The coverage provided by the French Health Care System for students becomes effective as of October 1st only, which is the official starting date of the school year in France. Consequently, if you arrive to GEM before October 1st and are eligible for the French student social security coverage, you must be covered by your own health insurance until you may benefit from the French student insurance coverage.**



## French National Healthcare over 28

The French state provides health care for all people living in France. It can be as expensive as a private insurance as you need to declare your incomes to apply for it.

If you are not covered by the system of your country of origin and are not eligible for basic social security schemes (which include health insurance), you might benefit from two specific health care systems, Universal Health Insurance Coverage (CMU) or State Health Aid (AME).

If you decide to register in the French health system (CMU), it may take a while to receive this but you will normally be paid retroactively from the date you applied for the CMU. You should be able to advance any expenses during these initial 4 months or have a temporary private insurance during this period.

### CMU, Universal Health Insurance

French residents not covered by other insurance may be eligible for CMU (*Couverture Maladie Universelle*) coverage, which provides sickness and maternity coverage to the same extent as the general social security schemes.

**Basic CMU** (*CMU de base*) You pay medical expenses and are reimbursed according to defined rates. If the annual household income is less than €6,721 this is free. If higher, it is payable. **This will cover only 70% of your medical costs.**

To be eligible for either CMU you must have:

- Uninterrupted residence in France for at least three months (receipts for accommodation/telephone/electricity bills, etc.);
- National identity card and/or passport for EU/EEA citizens and/or the French VISA with the OFII stamp.
- proof of household income

### How to apply for CMU?

You should submit your application to one of the following organizations: Caisse d'Assurance Maladie "CPAM" (state health insurance organization)

The application should include:

- completed form n° S 3710 'Couverture maladie universelle' - Protection de base' for basic CMU, or forms n° S 3711, S 3712 and S 3713 for Complementary CMU
- photocopy(ies) of ID documentation (passport, visa, etc)
- proof of residence (for non-EU/EEA citizens)
- Income declaration

If the application is accepted, you will get a CMU certificate and a Carte Vitale, which allows you access to healthcare to the same extent as the general social security scheme.

**Note about CMU: Cost will be determined by the CPAM but it is pretty sure that it will cost as much as a private insurance. Please be aware that this procedure will take months and may not be worth if you only stay one year in France.**

**CPAM de Grenoble:** 2 rue des Alliés, Grenoble Monday to Friday from 9h30 to 17h30 [www.cmu.fr](http://www.cmu.fr) (only in French)

**Important Note:** Remember to renew your insurances every new academic year during your studies at GEM.

## Private Healthcare over 28

If you are over 28 and if you decide to use private health cover you need to make sure that it covers emergency hospitalisation and general check-ups with a doctor. **IT IS BETTER IF YOU BRING IT FROM HOME.**

**You need to make the necessary arrangements with your home insurance company to be covered in case of serious illnesses or diseases, treatments and/or pregnancy.**

AXA Insurance offers a private insurance policy.



**AGENCE AXA - HERBINET**  
37 AV ALSACE LORRAINE - 38000 GRENOBLE  
Tél : 04.76.12.28.61 - Email : [agence.herbinet@axa.fr](mailto:agence.herbinet@axa.fr)

### AXA – PRIVATE HEALTH INSURANCE

|                         | Up to and including age 30       |                                | Between 31 and 40 inclusive      |                               |
|-------------------------|----------------------------------|--------------------------------|----------------------------------|-------------------------------|
|                         | Full payment at application time | Payment by monthly instalments | Full payment at application time | Payment by monthly instalment |
| <b>Monthly premium*</b> | € 36                             | € 39                           | € 61                             | € 64                          |

\* **Benefits and tariffs could be modified on and after October.**

- You can subscribe before your arrival to Grenoble at [agence.herbinet@axa.fr](mailto:agence.herbinet@axa.fr)
- Please note that in order to obtain a certificate you will need to pay by bank transfer.
- If you decide to subscribe upon your arrival you can make a full payment by cash, credit card, cheque or bank transfer or you can make a monthly payment available by bank transfer (only if you have a French bank account)

## REMEMBER!

**You need to make the necessary arrangements with your home insurance company to be covered in case of serious illnesses or diseases, treatments and/or pregnancy.**

## OTHER COMPULSORY INSURANCES

Besides health coverage there are other compulsory insurance for GEM students:

1. Repatriation (**only for exchange students**)
2. Civil liability (**only for exchange students**)
3. Housing

### 1. Repatriation insurance

The school requires that all our students - including Europeans - have repatriation insurance to guarantee you if anything happens and you have to be urgently repatriated to your home country.

### 2. Civil liability insurance

The civil liability insurance policy is to guarantee injuries or damages you may cause to a third person. It is COMPULSORY in France and it is called "responsabilité civile".

**All GEM students who have paid school fees, directly to GEM, and who are integrated to the school's internal portal will be automatically covered by an insurance package provided by ISICASSUR called "GEM INSURANCE PACKAGE" including:**

- Repatriation
- Civil liability
- Emergency assistance for travels for academic purposes outside of your principal country of residence, such as exchange programs, internships, study trips, etc.

The coverage is valid from 1st September to 31st August for September and January intakes. The insurance will be automatically renewed every academic year. More information about [here](#).

Please note that certificates can be delivered, under request, only when students arrive to the campus in Grenoble as the insurance company needs to certify their arrival in France and at GEM campus.

### Exchange students - Where to buy them in Grenoble:

The school offers an insurance package including civil liability, repatriation and emergency assistance, as explained above. You can buy the GEM insurance package, upon your arrival, through the school student portal. The cost of the insurance package is 70€ per academic year and it is valid from 1st September to 31st August. **Students arriving on January will need to buy the package again as it is valid until 31<sup>st</sup> August.**

### 3. Housing insurance

In France, it is compulsory to subscribe to a home and civil liability insurance so that you are covered in case of damages.

Please wait before subscribing to the compulsory housing insurance until your arrival in France and you have secured accommodation.

This also applies to those of you who will be living in private student residences and CROUS accommodation.

#### Where to buy it in Grenoble:

- a) If you will live in a private student residence ask if there is an insurance package including civil liability, many residences offer this facility which is very convenient.

- b) If you already signed your lease you can buy this insurance online with ISICASSUR, please browse [here](#). In case of questions please contact [gem@isicassur.fr](mailto:gem@isicassur.fr). This provider offers only the housing insurance.
- c) With AXA: Rates from 70€ to 120€ per year according to the area and age. For further information please contact [agence.herbinet@axa.fr](mailto:agence.herbinet@axa.fr)
- d) Banks: Some banks offer this insurance plus civil liability when you open a bank account for at least one year.

**Important note about housing insurance:**

You will need to pay attention and buy the insurance that fits with the type of accommodation you have (room, studio, flat – shared or not). Pay attention to your housing contract and the insurance contract.

Most of insurance brokers will offer housing and civil liability insurance together, remember that if you subscribe to the GEM insurance package it will include civil liability. In that case ask only for a housing coverage.

Most of the times the civil liability insurance included with housing covers only a restricted perimeter from your home address in Grenoble.

## NOTE ABOUT BIRTH CERTIFICATES AND FRENCH HEALTH INSURANCE

The LMDE or SMERRA, (health insurance for students under 28 years old) and the CMU (health insurance for students over 28 years old) are requesting **legal certification on your birth certificate (“Apostille” or “Legalisation” both are intended to confirm authenticity of a legal document)** in order for your registration in the French Health Insurance System.

Only students from certain countries are affected by this requirement (**please see the list at the beginning of the guide**).

For those of you who are concerned by this there are two ways to proceed:

- **Apostille**: this is a simplified procedure, which only applies to certain countries, and which is issued by a Competent Authority in these countries. The following link provides the list of Competent Authorities designated by each Contracting State, the contact details of Competent Authorities and other practical information: [http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)
- **Légalisation** : this is a more complex process which retraces the origins of the original document in order to certify its authenticity. For this you will need to go through the Ministry of Foreign Affairs from the country which the birth certificate comes from and then with the French Consular Services from the same country.

Please note, a permanent French Health Insurance number leads to the creation of a Health Insurance Card (“*Carte Vitale*”) whereas a provisional Health Insurance Number is given in the form of an *Attestation*. The medical reimbursement rights are the same for both, but the rights can only be renewed if you are in receipt of the “*Carte Vitale*”.

This is very important for those of you who intend to undertake an internship, as a temporary Health Insurance Number will not allow you to do the internship – you will need a permanent number which can only be obtained by providing this legally certified copy of your birth certificate.

**Please note that you will be required to provide two documents – the copy of your original birth certificate with the “Apostille” or “Legalisation” plus a legal translation of this birth certificate.**

9

DAILY LIFE

## 9.1 THE EURO

The euro is the official currency used in certain but not all countries of the EU. Great Britain, Denmark, Sweden and newer EU members do not use this currency. Where in use, it is easier to compare prices.

### Coins and bills in circulation:

1. One **cent** is equivalent to 0,01 EUR.
2. “copper” coins: 1 cent, 2 cents, 5 cents
3. “yellow” coins: 10 cents, 20 cents, 50 cents
4. “bi-colour” coins: 1 EUR, 2 EUR
5. bill of 5 EUR (grey dominant colour)
6. bill of 10 EUR (red dominant colour)
7. bill of 20 EUR (blue dominant colour)
8. bill of 50 EUR (orange dominant colour)
9. bill of 100 EUR (green dominant colour)
10. bill of 200 EUR (yellow dominant colour)
11. bill of 500 EUR (purple dominant colour)



## 9.2 EXCHANGING MONEY

If you need to exchange your money into euros after arriving in Grenoble, you can contact these two addresses:

### Comptoir Grenoblois de Change

5, rue Philis de la Charce  
38000 Grenoble  
04 76 51 33 76  
Tram B stop  
Hubert Dubedout-Maison du Tourisme

### La Poste Centrale

7, bd Mal. Lyautey  
38000 Grenoble  
04 76 43 51 39  
Tram A, C stop Chavant

If you hold an account in the postal bank, you will benefit on exchange rates.

## 9.3 BANKING & OPENING A BANK ACCOUNT - VERY IMPORTANT

**Note:** Many banks in France have regional English-language websites with English-speaking staff, and services and facilities in English at certain branches.

### Major French Retail Banks

The major French banks are:

- **Allianz Banque**
- **AXA Banque** (Internet banking)
- **Banque Populaire** (some regional websites are in English)
- **Barclays France** (website in English)
- **BNP Paribas**
- **Caisse d'Epargne**
- **CIC**
- **Credit Agricole**
  - **Britline** - CA Britline provides an English speaking French Banking service to clients residing in France, the UK and Ireland.
- **Credit Lyonnais (LCL)**
- **Credit Mutuel**
- **Credit du Nord**
  - **Bank Tarneaud**
  - **Banque Courtois**
  - **Banque Laydernier**
  - **Banque Rhône-Alpes**

- **HSBC France** (Internet banking and website in English)
- **ING Direct** (Internet banking)
- **La Banque Postale**
- **MonaBangu** (Internet banking)
- **Société Générale**

### Banking Hours

In general banks are open from Monday to Friday from 08:30-17:30 and many banks are closed at lunchtime. Some banks are open Saturday morning and closed on Mondays.

## Opening a bank account at the Welcome Desk



The CIC bank will be at the Welcome Desk.

If you want to open an account at the Welcome Desk remember to arrive on time to the desk and bring originals and copies of the following documents.

- Passport (and French Visa for non-European students)
- GEM student registration certificate (acceptance letter)
- Housing contract (to proof your address in France)
- And some money for a deposit

## Opening a bank account in France

### Non-resident bank account

All international students who stay in France at least 3 months can open a bank account.

**Most of the banks do not accept the opening of an account for less than 6 months.**

Nevertheless, **The Post Office** allow you to open an account for a stay of less than 6 months by making an appointment with their financial adviser. The Central Post Office (Tram C stop "Chavant") receives you without an appointment.

To open a "non-resident account", you will need your passport or your residence permit (students from outside the EU), your student card or the certificate of inscription at the university as well as a proof of address in your country of origin (if you live in private home, you need to provide the statement of the residence of the person housing you, photocopies of their identity card and the last 3 monthly salary slips).

**Beware! If you come from a non-French speaking country, you will be asked to show certified translations of these documents.**

**SOME BANKS HAVE FACILITIES FOR AN ACCOUNT TO BE OPENED FROM OUTSIDE FRANCE, CHECK IT AT YOUR HOME COUNTRY WITH YOUR BANK.**

### A French resident's bank account

All international students who stay in France at least 3 months must open a bank account.

#### Documents required:

#### 3 important documents for opening a bank account:

- The passport
- Your French VISA (for Non EU students)
- Proof of address (telephone or electricity bill, rent receipt, statement of residence of the person housing you, etc)

The student card may also be required - if so, you can profit from certain advantages intended exclusively for students. Certain banks accept the opening of accounts without the residence permit (if you make the request). The final permit must be presented later.

**Opening an account can be done in a day and methods of making payments (cash cards and cheque books) will usually arrive within a week to ten days of the account being opened.**

French banks will charge for certain items, for example in some a fee is payable to have an account, there's a fee to have a card (and second card), there may be a charge for the Internet banking facility and for transactions in certain banks.



## BANKING TERMS

**Credit Cards** *une carte bleue = a credit card / bank card*

Cartes bleues (literally, "blue cards") are not the same as credit cards. With a "carte bleue", purchases will either be debited immediately (*débit immédiat*) from your account, or you can opt for the total amount of the purchases over one month to be debited at a particular date (*débit différé*). For example, you make a number of purchases with your card during the month of February and the total will be debited in March.

Cards that can only be used within France are "cartes bleues". Most banks also offer an international card, such as a Visa or Mastercard. Banks charge higher fees for these, but they can be used internationally. The bank may give a free bank card, but it only allows you to take money out of your account using cash machines; you will not be able to use it to pay for purchases in shops.

Please note that many shops require you to spend a minimum amount (between 7 and 15 euros, depending on the shop) when you pay by "carte bleue", so you may not be able to buy your baguette with it!

### Cheques

*un chèque = a cheque*      *un chèque = a cheque book*

The French are very attached to their cheque books. While there is often a minimum charge for using a "carte bleue", very few shopkeepers will object if you write out a cheque for a small purchase. You may very well find yourself waiting in an interminable queue at the boulangerie as someone pays for his bread by writing out a cheque!

At the time of writing, cheque books are still free of charge in France, and you will not be charged for each cheque you write. There is talk of this changing in the near future, so verify with the bank when you open your account. You will almost certainly be asked to show proof of identity when paying by cheque in a shop.

### Writing out a French cheque can be a bit daunting at first so here's how to fill one out

Writing out a French cheque is very similar to filling out a UK cheque, the main difference when writing out a French cheque is that the amount that the cheque is for goes at the top where in an English cheque you would normally put the name of the person that you are making the cheque payable to.

**Payez contre cheque:** This is where you fill in the amount on a French cheque - you can write the cents in letters or numbers.

**Le Banque**

Payez contre cheque 1 trente euro et 20c      € 2 30,20

A 3 Bill Jones      Fait a 4 Center Ville

Payable en France      Mme J Smith  
Le grange  
55555 Centre Ville

Le 5 14/02/09

Signature 6 J. Smith

**2 €:** the amount in numbers goes here - don't forget that in France it is normal to use a comma instead of a decimal point e.g. €30,20

**3 A:** Fill in the name of the person you want to make the cheque out to i.e. MME Smith (Mrs Smith)

**4 Fait a:** In here you write the name of the place that you are writing out the cheque in i.e. Paris

**5 Le:** This is where the date goes

**6 Signature:** Sign here

### Transfers

*un virement = a money transfer / wire*

*un versement en espèces = a cash deposit into your account*

*un versement en chèques = a cheque deposit into your account*

You will have to ask your bank about the fastest and cheapest way to make transfers: some banks charge considerable sums for organizing international transfers. If you want to use your credit card to withdraw money from your account in your home country, make sure whether a bank transfer would not be cheaper.

It is difficult to give advice on the best way for a student in France send funds, however a few ideas are given below:

- Students have often found that it is useful to have an **international credit card** (Visa, MasterCard, etc.) which allows them to withdraw cash from accounts in their home country from cash machines in France.
- There is a fee for this service and the amount would need to be checked with the bank in the home country. Cash withdrawn in this way can then be paid into a French bank account. This is generally much cheaper than arranging for transfers between banks.

- It is advisable for students to **bring Traveller's Cheques** with them to cover the first few weeks.
- It may take some time to open a bank account, to clear transfers, to obtain cheque books and cash cards (up to six weeks in the worst cases) so students should plan to have money available when arriving for rent, deposits, and general living expenses. Traveller's Cheques are obviously safer than bringing cash (students are advised to keep a list of the cheque numbers separately).
- European students can also obtain **Eurocheques** from their home country bank. Again, this would be safer than dealing with cash, and would allow them to draw money directly from their accounts in the home country. The school will accept Eurocheques for the guarantee cheques.

### Relevé d'Identité Bancaire (RIB)

This is a paper that gives your account number, name, and the address of the bank. When you open your account ask the bank or post office to give you several "relevés d'identité bancaire" (RIB). With the RIB, you will be able to have your electricity and gas automatically deducted from your account (so you don't need to send in a cheque). You will need to give a RIB to the CAF if you apply for the financial assistance for accommodation (CAF)

### Bank overdraft fees and interest

A bank overdraft can be very expensive: when your account goes into the red, the bank makes charges called "agios". When you open your account, the bank will stipulate an overdraft figure you must never exceed. If you do, you may face an "interdiction bancaire", which means loss of cheque and bank card facilities. All charges such as bills, rents, purchases must then be paid in cash.

### Loss or theft of a chequebook or bank card

Should your cheque book be lost or stolen, you must warn the bank to stop any subsequent cheques. If you do not do this, another person may use your account. Warn your bank as quickly as possible or call the permanent emergency number indicated on the contract you signed when applying for the card. You must then confirm to your bank by registered mail.

**Opposition to « Carte Bleue » payments: 08 92 70 57 05** (0,34 euros+taxes/min.)

**Loss or theft of a chequebook/bank card: 08 92 68 32 08** (0,34 euros+taxes/min.)

### Bank card = telephone card!!!

You can use your bank card like telephone card in the phone cabins. The communication charges are debited directly to your bank account. Do not abuse your card, because this can be expensive!!!

## French Banking Terminology

| English             | French   |
|---------------------|--|
| ATM / Cash Point    | Distributeur Automatique de Billet (commonly called a "un distributeur")   |
| Bank account        | Compte bancaire  |
| Bank balance        | Solde bancaire   |
| Bank statement      | Relevé de compte   |
| Bank transfer       | Transfer par virement bancaire   |
| Savings accounts    | Compte de épargne  |
| Actionnaire         | An <i>actionnaire</i> possesses an <i>action</i> (share) in a company  |
| Agios               | The amount of interest and commission paid on an overdraft ( <i>découvert</i> ) or loan ( <i>prêt</i> ) in alignment with a pre-established rate |
| Apport initial      | The sum of money given as a deposit when taking out a loan with the bank or credit company   |
| Avis d'opération    | Form/slip informing a client of the operation carried out on his account, for example depositing or withdrawing cash                             |
| BIC                 | As in English, the BIC (Bank Identifier Code) is a unique code which identifies individual banking and financial institutions                    |
| Chèque              | A cheque   |
| Code Valeurs        | Identification code for shares and stock market actions  |
| Code personnel      | Online banking: the secret code for access to account information  |
| Compte Titres       | Account grouping stocks and shares and where the account holder can buy and sell   |
| Compte destinataire | Transferring funds: the receiving account (the one to which money is being sent)   |
| Compte inactif      | An account that has shown no movement for a period of 12 months  |

|  |   |
|--|---|
| <b>Compte-joint</b>                      | Account in the name of several people allowing each to draw cheques and carry out other bank actions  |
| <b>Cours</b>                             | The value of a share at a precise moment  |
| <b>Courtier (en bourse)</b>              | Broker (stock broker)   |
| <b>Crédit</b>                            | Loan  |
| <b>Crédit revolving</b>                  | Loan that remains constantly topped up to a certain limit even after debits   |
| <b>DAB</b>                               | <i>Distributeur Automatique de Billets</i> , the equivalent of an Automatic Teller Machine (ATM)  |
| <b>Date de valeur</b>                    | Date at which the bank considers the debit or credit is valid   |
| <b>Date opération</b>                    | The real date that a debit or credit is made. (The <i>Date de Valeur</i> is determined from this date)  |
| <b>Différé du prêt</b>                   | This corresponds to the period during which loan repayments are temporarily suspended. At this time, only the interest and the insurance is reimbursed  |
| <b>Droits à prêt</b>                     | The amount that can be borrowed depending on the sum saved with a special account for example a PEL (see below)   |
| <b>Débit différé</b>                     | Delayed debit, for example with a credit card where debits are grouped together and taken out of an account at the end of the month   |
| <b>Débit immédiat</b>                    | Immediate debit: debits that are immediately deducted from your account on payment by credit card   |
| <b>Découvert</b>                         | Overdraft: this will be for an agreed period, check this as it can be as little as 15 days  |
| <b>Dépôt à terme/<br/>compte à terme</b> | Blocked account where the account holder sets the term at which they receive interest and can take out money  |
| <b>Droits de garde</b>                   | Costs charged by a broker to look after shares  |
| <b>Echéancier</b>                        | This is the detail of, for example, the repayments of a loan with the interest calculated in function to the loan amount. Can also be the details your monthly utility payments/tax payments etc. over the full year  |
| <b>Facilité de caisse</b>                | Exceptional/occasional very short term overdraft facility   |
| <b>IBAN</b>                              | As in English, the IBAN (International Bank Account Number) is a string of letters and numbers that identifies a specific bank account. It may be used when making international money transfers                      |
| <b>Intérêts</b>                          | Interest on accounts or loans   |
| <b>Mandataire</b>                        | Person to whom an account holder gives the power to operate an account in their name  |
| <b>Mensualité</b>                        | Monthly payment or repayment  |
| <b>PEL</b>                               | <i>Plan Epargne Logement</i> is a savings account which has tax benefits and allows money to be borrowed to buy property after the fixed four year term, or is continued for up to another ten years.                 |
| <b>Prime d'Etat</b>                      | This is a sum paid annually by the State into a account bank to reward the sums paid into a PEL. This is paid if certain conditions are respected, for example the length and regularity of payments into the account |
| <b>Prélèvement automatique</b>           | Automatic direct debit authorised and signed for by account holder  |
| <b>Procuration</b>                       | Proxy or power of attorney to carry out bank operations on behalf of someone  |
| <b>RIB</b>                               | <i>Relevé d'Identité Bancaire</i> . Form given by the bank and also at the back of a chequebook, which establishes the bank and account identity, giving all the details.   |
| <b>Renouvellement automatique</b>        | Automatic renewal of your chequebook  |
| <b>Taux</b>                              | Rate of interest  |
| <b>TIP</b>                               | <i>Titre Interbancaire de Paiement</i> is the authorised permission to debit an account of the sum asked for by provider  |
| <b>Titulaire</b>                         | Account holder  |
| <b>Versement</b>                         | Paying a sum of money into an account   |
| <b>Virement</b>                          | Transfer of a sum of money to another account   |

## 9.5 RELIGIONS

### PROTESTANT:

- THE REFORMED CHURCH IN GRENOBLE  
2, rue Joseph Fourier (angle rue Hébert)
- THE ANGLICAN CHURCH IN GRENOBLE (English spoken)  
Centre Ecumenique St Marc, Place Louis Jouvét on Avenue Malherbe  
[www.grenoblechurch.org](http://www.grenoblechurch.org)

### JEWISH:

- SYNAGOGUE MAGINOT  
11, rue Maginot
- SYNAGOGUE RUE DES BAINS  
4, rue des Bains

### MUSLIM:

- THE GRENOBLE MOSQUE  
48-50, rue Très Cloître

## 9.4 DRIVING LICENSE



**Foreign students** carrying the residence permit which is marked “student” and French students holding a driving licence from another country **are authorized to use their national licence in France during the whole of their stay.**

If the license **is not written in French**, you should:

1. Obtain an **approved translation** (see ADATE).
2. Make a request for an **international license** at the consulate or the embassy from your country of origin.

**Beware!** It is advisable to keep evidence of your student status with you.

For all **information**, you can contact the Prefecture, 12, place de Verdun in Grenoble or telephone the driving license issuing service at 04 76 60 48 46.

### After your studies:

The student **may exchange his national driving licence for a French license** if he **resides in France permanently** at the end of his studies. He should apply for the new driving license in the year following the change of status.



# 10

## USEFUL TELEPHONE NUMBERS



## 10.1 ADMINISTRATION

- |  |                                  |
|--|----------------------------------|
| Caisse des Allocations Familiales - <b>CAF</b><br>3 Rue des Alliés – 38100 Echirolles<br><a href="http://www.grenoble.caf.fr">www.grenoble.caf.fr</a>  | 08 10 25 38 80                   |
| • <b>Mairie de Grenoble</b><br>11 Boulevard Jean Pain – 38000 Grenoble   | 04 76 76 36 36                   |
| • <b>Préfecture de l'Isère</b><br>12 Place Verdun – 38000 Grenoble<br><a href="http://www.isere.pref.gouv.fr">www.isere.pref.gouv.fr</a>   | 04 76 60 34 00                   |
| • <b>Antenne Préfecture and International Student and Scholars Office (ISSO)</b><br>1025 Avenue Centrale - Domaine Universitaire de St Martin d'Hères/Gières<br><a href="mailto:isso@univ-grenoble-alpes.fr">isso@univ-grenoble-alpes.fr</a>   | 04 56 52 97 89<br>04 76 82 61 76 |
| • <b>OFII</b> (Office Français de l'Immigration et de l'Intégration)<br>Parc de l'Alliance – 76, Rue des Alliés – 38100 – Grenoble<br><a href="http://www.ofii.fr">www.ofii.fr</a>   | 04 76 40 95 45                   |
| • <b>Hôtel de Police (Police Station)</b><br>Police Headquarters Grenoble : 36 Boulevard Maréchal Leclerc  | 04 76 60 40 40                   |
| • <b>ADIL</b> – Agence Départementale d'information sur le logement<br>(specialised lawyers that can help you for free, in case you've got trouble with your landlord or your residency)<br>2, boulevard Maréchal Joffre, 38000 - Grenoble<br>E-mail: <a href="mailto:contacts@adil-contacts.com">contacts@adil-contacts.com</a> | 04 76 53 37 30                   |
| • <b>Tenant's rights organization</b> : Confederation nationale du logement<br>6 rue Berthe de Boissieux – 38000 Grenoble<br>E-mail : <a href="mailto:lacln138@wanadoo.fr">lacln138@wanadoo.fr</a>   | 04 76 46 30 94                   |
| • <b>Tribunal d'instance, Europole</b>   | 04 38 21 21 21                   |

### Emergency 24 hour numbers for Gas and Electricity

- |                               |             |                |
|-------------------------------|-------------|----------------|
| • Gaz Électricité de Grenoble |             |                |
|                               | gas         | 04 76 84 36 36 |
|                               | electricity | 04 76 84 37 37 |
| • ENGIE                       |             | 0800 47 33 33  |
| • EDF English helpline        |             | 09 69 36 63 83 |

## 10.2 HEALTH

- **Emergency Services - for any emergency, you can call 112, this is a universal number which can be called from anywhere in Europe**  
Ambulance 15      Fire 18      Police 17
- **Médecins 7/7 Grenoble (General Practitioners)**  
84 Cours Jean Jaurès - 38000 Grenoble  
From Monday to Sunday from 8h00 to 24h00  
04 76 86 59 00
- **Dentists** (English speaking)  
- Dr Clunet-Coste and Dr Benhamiche, 4, boulevard Joseph Vallier  
04 76 96 35 39
- **Orthodontist** (English speaking)  
- Dr Eric Rocca, 7 rue Etienne Forst - Grenoble  
04 76 87 80 04
- **Doctors** (English speaking)

- Dr. Marsal, 14 Rue Felix Esclangon 04 76 96 46 56
- Dr Bernard David, 47 rue Lachmann 04 76 51 50 33
- Dr Eric Gilabert, 1 rue Narvik 04 76 27 82 70
- Dr. Jan Behrendt, 5 rue Felix Poulat 04 38 03 01 61
  
- **S.O.S. Médecins** 04 38 70 17 01  
(They make home visits in extreme cases, you need to speak French)
  
- **Radiologist** (English speaking)  
- Dr Patrick Palmkrantz, 3 rue Felix Poulat 04 76 33 55 90
  
- **Ophthalmologist** (English speaking)  
- Dr Sylvie Berthemy-Pellet, 2 rue Président Carnot 04 76 42 53 60
  
- **Gynaecologist** (English speaking)  
- Dr. Allouch Jean-Michel, 23,Bd Marechal-Leclerc Grenoble (German) 04 76 42 98 08  
- Dr Veronique Equy, Centre Hospitalier Universitaire -Grenoble 04 76 76 54 00
  
- **Physiotherapist** (English speaking)  
- Savoca Pascal, 28 Cours Berriat, 38000 Grenoble 04 76 47 20 11
  
- **Psychotherapist** (English speaking)  
- Elizabeth Stone Matho, 1, Rue Beyle Stendhal 04 76 54 03 12  
e-mail: estone@mageos.com  
  
- Trudi Penkler (concelling, intercultural coach and trainer), 2 rue de la République 04 76 54 02 96  
e-mail : [trudi@aac-intercultural.com](mailto:trudi@aac-intercultural.com), website : [www.aac-intercultural.com](http://www.aac-intercultural.com) 09 53 78 59 26
  
- **Hospitals**  
- Hôpital Nord, Boulevard de la Chantourne, La Tronche 04 76 76 75 75  
Tram Line B, near the University campus  
  
- Clinique Mutualiste, 8-12 rue Docteur Calmette, Grenoble 04 76 70 70 37
  
- **AIDS helpline – Sida Info Service - free calls on** 08 00 84 08 00
  
- **Drugs helpline** 08 00 23 13 13
  
- **SOS Helpline (in English)** 01 46 21 46 46  
[www.soshelpline.org](http://www.soshelpline.org)

### 10.3 INSURANCE

- **Caisse Primaire d'Assurance Maladie – CPAM** 36 46  
Relations Internationales 04 76 68 50 55  
2, rue des Alliés, 38045 Grenoble  
[www.ameli.fr](http://www.ameli.fr)
  
- **Axa Insurance** – Herbinet Agency 04 76 12 28 61  
37 avenue Alsace Lorraine  
E-mail: [agence.herbinet@axa.fr](mailto:agence.herbinet@axa.fr)
  
- **LMDE** (La Mutuelle des Etudiants) 0811 50 56 33  
LMDE Assurance Maladie  
35070 RENNES CEDEX 09
  
- **SMERRA** 04 76 87 88 33  
15 rue St Joseph – 38000 – Grenoble
  
- **ISiCASSUR** + 33 1 55 48 07 07  
[gem@isicassur.fr](mailto:gem@isicassur.fr)

## 10.4 HOTELS NEAR TO THE SCHOOL

- Hôtel Ibis, 27 Quai Claude Bernard  
[www.ibishotel.com](http://www.ibishotel.com) 04 76 86 68 68
- Hôtel Ibis, 5 rue de Miribel 04 76 47 48 49
- Alizé, 1 Place de la Gare  
[www.hotelalize.com](http://www.hotelalize.com) 04 76 43 12 91
- Hôtel de l'Europe, 22 Place Grenette  
[www.hoteleurope.fr](http://www.hoteleurope.fr) 04 76 46 16 94
- Hôtel Europole, 29 rue Pierre Semard (*opposite GEM*)  
[www.hoteleuropole.com](http://www.hoteleuropole.com) 04 76 49 51 52
- Le Gambetta, 59 Boulevard Gambetta  
[www.hotel-resto-gambetta.com](http://www.hotel-resto-gambetta.com) 04 76 87 22 25
- Le Lux, 6 Rue Crépu  
[www.hotel-lux.com](http://www.hotel-lux.com) 04 76 46 41 89
- Terminus, 10 Place de la Gare  
[www.terminus-hotel-grenoble.fr](http://www.terminus-hotel-grenoble.fr) 04 76 87 24 33
- **Youth Hostel Association**  
10 av du Grésivaudan, Echirolles Bus N° 1  
from Av. Alsace Lorraine – get off at 'La quinzaine'  
[www.fuaj.org](http://www.fuaj.org) Book online with [www.hihostels.com](http://www.hihostels.com)  
17.70 € per night includes breakfast & bedding

## 10.5 TRANSPORT

- Gare Routière (Coach & Bus Station)  
Place de la Gare [www.transisere.fr](http://www.transisere.fr) (next to the train station)
- Intercars - international travelling  
[www.eurolines.fr](http://www.eurolines.fr)
- SNCF Train Station  
[www.sncf.com](http://www.sncf.com)
- Lyon St Exupéry International Airport  
(1 hour from Grenoble)  
[www.lyonaeroports.com](http://www.lyonaeroports.com)
- Les cars OUIBUS: Shuttle bus from the Lyon airport to Grenoble  
[www.lyonaeroports.com](http://www.lyonaeroports.com)
- St Geoires (Grenoble) Airport (45 minutes from Grenoble)  
[www.grenoble-airport.com](http://www.grenoble-airport.com)

## 10.6 SOURCES OF GENERAL INFORMATION

- Post Office Chavant  
Bd Maréchal Lyautey  
[www.laposte.fr](http://www.laposte.fr)
- Alliance Française 04 76 56 25 84

7 rue Elisée Chatin 38100 Grenoble

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

- Give or buy clothes and appliance:  
La Remise NGO ([www.laremise-asso.org](http://www.laremise-asso.org)) 04 76 46 02 94
- ALP Dépôt Vente, second-hand furniture store 04 76 51 12 42  
3, rue Claude Genin, 38100 Grenoble
- DIRECCTE 04 76 63 67 39  
La Direction Départementale du Travail, de l'Emploi et de la Formation Professionnelle  
1, Avenue Marie Reynoard – 38000 Grenoble  
<http://dd38.travail-rra.fr>
- FNAC (books, dvd's, cd's, computers, photos, everything!) 08 25 02 00 20  
4 rue Felix Poulat – 38000 – Grenoble 08 92 35 04 05  
Grand Place – 38100 – Grenoble  
[www.fnac.com](http://www.fnac.com)
- Grenoble International (Documents and foreign magazines, organization of events and meetings) 04 76 54 69 38  
*24 place Vallier – 38000 – Grenoble*
- Office du Tourisme 04 76 42 41 41  
14 rue de la République – 38000 - Grenoble  
[www.grenoble-tourism.com](http://www.grenoble-tourism.com)
- Open House. an English speaking Cultural Association which organises many activities for English speakers in Grenoble  
[www.openhousegrenoble.com](http://www.openhousegrenoble.com)

## 10.7 TELEPHONE AND INTERNET SERVICES

- Orange  
[www.orange.fr](http://www.orange.fr)
- Bougues Télécom  
[www.bouyquestelecom.fr](http://www.bouyquestelecom.fr)
- SFR  
[www.sfr.fr](http://www.sfr.fr)

## 10.8 CINEMAS & FILMS IN ORIGINAL LANGUAGE

- La Nef, 18 bd Edouard Rey 04 76 46 53 25
- Le Club, 9 bis rue du Palantere 04 76 87 46 21
- Le Méliès, 3 rue de Strasbourg 04 76 47 99 31

For information and programs please see [www.cinema-grenoble.com](http://www.cinema-grenoble.com)

Alternatively, you can find cinema listings as well as details of the weeks events in the following weekly publications, which can both be found in the reception area at GEM and are free of charge.

Le Petit Bulletin [www.petit-bulletin.fr/grenoble](http://www.petit-bulletin.fr/grenoble)



# 11

## USEFUL WEBLINKS



## About Grenoble:

- The official website of the city of Grenoble: [www.grenoble.fr](http://www.grenoble.fr) (in French)
- Grenoble's tourist office: [www.grenoble-tourism.com](http://www.grenoble-tourism.com)
- Everything you need to know about activities related to mountains in and around Grenoble at the "Maison de la Montagne". In French: <http://www.grenoble-montagne.com> (in French)
- An interesting website about hiking and the weather in the Grenoble region and surrounding mountains. In English: [www.isere-tourisme.com](http://www.isere-tourisme.com)
- The international municipal library of Grenoble. Books, newspapers, dvds, cds, etc in seven languages (3 minutes walk from GEM): <http://www.bm-grenoble.fr>
- English lending library and French language classes in Grenoble: [www.babelassociation.eu](http://www.babelassociation.eu)

## Grenoble Ecole de Management:

- GEM's Students Associations website: [www.gemlife.fr](http://www.gemlife.fr)

## About France and French culture:

- This site lists all the French embassies around the world: [www.embassyworld.org](http://www.embassyworld.org)
- Official website of the French Government Tourist Office, in English: [www.franceguide.com](http://www.franceguide.com)
- Everything about skiing in France, in several languages: [www.skifrance.fr](http://www.skifrance.fr)

## Where do I find?

- The French phonebook's website. Useful for finding telephone numbers, maps, photos of commercial buildings: [www.pagesjaunes.fr](http://www.pagesjaunes.fr)
- Maps and information about France: [www.mappy.com](http://www.mappy.com) or [www.google.com](http://www.google.com)

## Language:

- If you are interested in learning French at GEM please contact: [carole.gally@grenoble-em.com](mailto:carole.gally@grenoble-em.com)
- Online language translator: [www.google.com](http://www.google.com)

## How to hook up with students in the School:

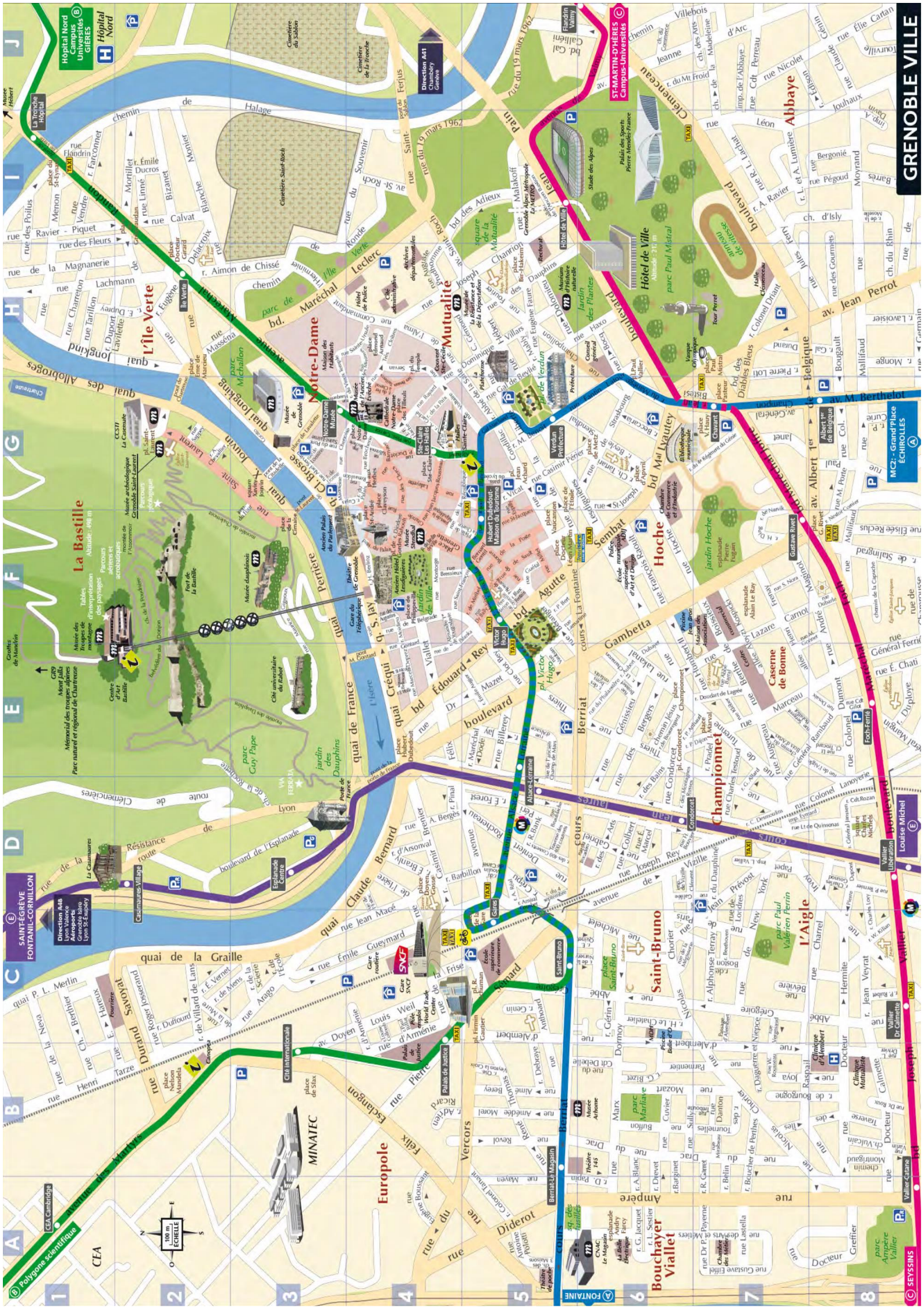
A good suggestion is to create your profile on [www.facebook.com](http://www.facebook.com) and join the intake group linked to Grenoble Ecole de Management.

## Public transportation in Grenoble:

[www.tag.fr](http://www.tag.fr) - including maps like the one below.

The nearest tram-stops to the school are "Palais de Justice" (Tram B) or "Saint Bruno" (Trams A and B).







## Reading suggestions:

To prepare mentally and culturally for an excellent stay in France. Advice and recommendations to be confirmed or reviewed by you after a semester or two in Grenoble... In other words: It's your choice!!

- **Sixty Million Frenchmen Can't Be Wrong**, by Jean-Benoit Nadeau and Julie Barlow, (Sourcebooks, 2003) : "The French smoke, drink and eat more fat than anyone in the world, yet they live longer and have fewer heart problems than Americans. They take seven weeks of paid vacation per year, yet have the world's highest productivity index. *Sixty Million Frenchmen Can't Be Wrong* shows how the pieces of the puzzle fit together. Decrypting French ideas about land, food, privacy and language, the Canadian authors weave together the threads of French society—from centralization and the Napoleonic code to elite education and even street protests - giving us an understanding of France and the French. Here is an eminently rational answer to the question: "Why are the French like that?"

- **Culture Shock: France**, by Sally Adamson Taylor (Graphic Arts Center Publishing Company, 2003/Updated version: Marshall Cavendish Corp, September 2008): "With the insights provided in this guide, you'll learn to see beyond the stereotypes and misinformation that often precede a visit to a foreign land. You'll benefit from such topics as understanding the rules of driving and monetary systems, religious practices and making friends. There are tips on political traditions, building business relationships, and the particular intricacies of setting up a home or office. Great for the foreign exchange student who makes a sincere attempt to cross the bridge into a new and exciting culture."

- **A Year in the Merde**, by Stephen Clarke (Black Swan, 2005): This novel is not high quality literature, but gives you a (mostly) funny introduction to numerous aspects of life in France as seen by a Brit. "Hired to oversee the creation of a French chain of British tearooms in Paris, Paul West spends nine months—the equivalent of a French business year—stumbling his way through office politics *à la française*. Clarke's sharp eye for detail and relentless wit make even the most quotidian task seem surreal, from ordering a cup of coffee to picking up a loaf of bread at the *boulangerie*. His character West quickly learns essential tricks to help him keep his head above the Seine."

- **Talk to the Snail: Ten Commandments for Understanding the French**, by Stephen Clarke (Bloomsbury Publishing PLC, 2006): "The British author offers actually 11 witty and humorous commandments for understanding the French. He explains why French waiters always ignore you, why everyone's always on strike or why Frenchmen are never wrong about anything. He explains the customs: how to decide when to kiss versus when to handshake, how to romance a French woman or how to be cuttngly rude while seeming polite. Within Clarke's humorous anecdotes lie grains of seriousness. Why, for example, do the French constantly correct everyone's attempts to speak their language if they also want it to be accepted as a global language?"





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