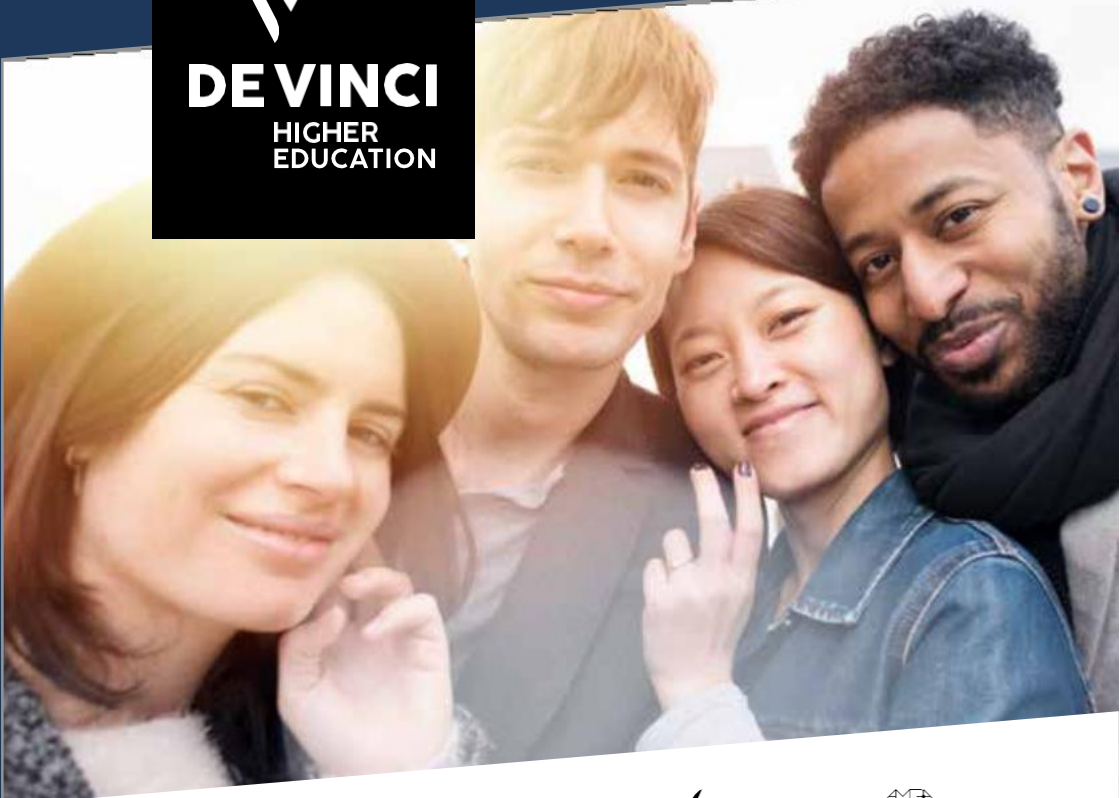


# INTERNATIONAL STUDENT GUIDE



**DEVINCI**  
HIGHER  
EDUCATION



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# WELCOME TO THE LEONARD DE VINCI GROUP!

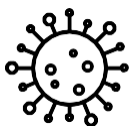
Dear International Student,

Congratulations on your acceptance to the Leonard de Vinci Group! We are delighted that you have chosen to study with us and we look forward to welcoming you soon! This guide was created by the International Relations Team to help you to prepare for your studies in France. You will find practical information about the Campus and life in Paris.

Leonard de Vinci Group is an enriching environment where students benefit from academic programmes, internationalization, and close relations with the business world. The group is made up of three schools that award high-quality, accredited degrees. Our schools include: EMLV (Business School), ESILV (Engineering School), and IIM (School of Web Design and Multimedia). The Leonard de Vinci Group encourages interdisciplinary collaboration between departments and is based around values of multiculturalism, innovation, and good sportsmanship. The principles we uphold are seen in our curriculum as well as in our conditions of admission. With more than 7,500 students working to achieve success in their studies and personal and professional lives, we continually strive for academic excellence.

We greatly value our international students and their contribution to the educational, cultural, and social environment of the campus and we know that your presence will help us to grow and improve. Living in France and immersing with French students will allow you to discover French language and culture and these experiences will make you a genuine Leonard de Vinci student!

**The International Team**



# IMPORTANT INFORMATION ON COVID-19

## Where to find official information

The information relative to the coronavirus situation in France can change often. The best sources to find information are the French government websites and the World Health Organization for more general information. Most of the French government websites related to the coronavirus are in French so we advise you to translate the page with your browser, by using google translate or to ask a French-speaking person to help you in understanding the content.

/ French government websites:

[www.gouvernement.fr/en/coronavirus-covid-19](http://www.gouvernement.fr/en/coronavirus-covid-19) (in English)

[www.gouvernement.fr/info-coronavirus](http://www.gouvernement.fr/info-coronavirus) (in French)

/ World Health Organization:

[www.who.int/health-topics/coronavirus](http://www.who.int/health-topics/coronavirus)

## Quarantine when arriving in France

Students arriving from non-EU countries: upon entry in France, you should receive information at the airport on the conditions of voluntary quarantine.

Students arriving from EU countries: no quarantine is requested if you don't present any symptoms, except if you arrive from a country where quarantine is requested for travellers from the EU (by reciprocity).

The information on the self-quarantine regulations are regularly updated. Please remember to check the government and embassy's official websites to make sure you are up to date with potential instructions for your arrival in France.

## How to practice good health measures (“gestes barrières” in French)

- . Wash your hands with soap or hand sanitizer regularly, especially before and after touching things such as door handles, elevator buttons, etc.
- . Do not shake hands or embrace one another
- . Cough or sneeze in your sleeve or a tissue
- . Use single-use tissues and throw them away immediately after use
- . Make sure to stay at least 1 meter away from other individuals at all times
- . Wear a protection mask in public spaces, especially in shops, restaurants and transportation
- . If you feel any symptoms of Covid-19, make sure to self-isolate and contact a doctor. If you have difficulty to breathe or extreme symptoms, please call the emergency number: 15

You can find protection masks in pharmacies and in supermarkets such as Auchan, Carrefour, Leclerc, Cora, Aldi, Lidl, etc. The basic price of one fabric reusable mask is around 2€ to 3€ and the price of a single-use mask will be less than 1€. These prices are subject to very little change, since the prices are regulated by governmental measures to make sure everybody can access them.

You can also find hand sanitizer in pharmacies and supermarkets, and their prices are also regulated to ensure easy access : a 50ml tube costs less than 2€, a 100ml tube costs less than 5€ and it costs a little bit more than 13€ to purchase a tube larger than 300ml. It is important to be aware of these regulations as you can find similar products at much higher prices and which may not necessarily respect governmental regulations.

## The Pôle’s social distancing measures

The campus has been adapted to meet the official social distancing measures put in place by the French government.

Here are some of the security measures implemented :

- . Traffic directions to enter and exit the campus
- . Traffic directions on the elevators (some elevators are dedicated for going up, and others for going down) and maximum number of people allowed in

The Pôle’s social distancing measures are subject to change in the upcoming weeks and months. We will keep you updated on all these changes as soon as they are put in place. Please remember to check your emails and the school’s internal platform Yammer to avoid missing any important information.

If you have questions regarding the coronavirus, you can contact us at [incoming@devinci.fr](mailto:incoming@devinci.fr)

or call the French national coronavirus hotline: 0 800 130 000

# I THE LEONARD DE VINCI GROUP

The Leonard de Vinci Group is a higher education institution that was founded in 1995 by The Conseil Général des Hauts-de-Seine. The Campus includes three main Schools - EMLV, School of Business, ESILV, School of Engineering, IIM, Institute of Internet and Multimedia.

The Leonard de Vinci Group is located in the largest business district in Europe - La Défense. La Défense is home to many French and international headquarters as well as a shopping mall, cinemas, a variety of restaurants, post office, and much more.

## ADDRESS

**Pôle Universitaire  
Léonard de Vinci**  
Relations Internationales  
12 av. Leonard de Vinci  
92400 Courbevoie  
France

## OPEN

Monday-Friday  
7:00 am-8:00 pm  
Saturday  
7:00 am-1:00 pm







## Services for International Students

### Contact information

/ Director of International Relations

Alain OUVRIEU

+33 1 41 16 70 89

alain.ouvrieu@devinci.fr

/ Incoming Exchange Student

Coordinators :

Inès Astito

+33 1 41 16 72 47

incoming@devinci.fr

IGH Est Building - 4<sup>th</sup> floor

office E455

Open: Monday to Friday

10.00 am - 12.00 pm /

2.00 pm - 5.00 pm

/ International Admissions

Department (degree-seeking students) - Zoë JOFEH

+33 1 41 16 70 93

international.admission@devinci.fr

Building "the Cube"

Open: Monday to Friday

/ Accounting and Tuition Fees

Isabelle Baudry - Fisseux

compta\_etudiante@devinci.fr

The "Cube"

1<sup>st</sup> Floor - off. A103

Open: Monday, Tuesday:

2.00 pm - 5.00 pm

Thursday, Friday:

9.00 am - 12.00 pm

/ IT Department

Student portal / Wifi /

Intranet support

si@devinci.fr

ESILV Engineering Building

Ground Floor - up the stairs

office L101-105

Open: Monday to Friday

8.00 am - 5.00 pm

# LÉONARD DE VINCI SCHOOLS

All three schools offer 5-year programmes and their degrees are validated by the French Ministry of Education.



## Leonard de Vinci School of Business

[www.emlv.fr/en](http://www.emlv.fr/en)

5 year programme

Majors: Corporate Finance, Management Control and Information System, Marketing & Digital Sales, Digital Marketing Strategy

Director: Sébastien Tran

Dean of Faculty: Laurent Aleonard

Director of programmes and Studies: Philippe Wagner



## Leonard de Vinci School of Engineering

[www.esilv.fr/en](http://www.esilv.fr/en)

5 year programme

Majors: IoT and Security, Fintech, Financial Engineering and Quantitative Finance, Industry 4.0, Energy and Sustainable Cities, Health Engineering and Biotechnology, Data and Artificial

Intelligence, Modelling and Computational Mechanics

Director: Pascal Pinot



## The Institute of Internet and Multimedia

[www.devinci.fr/iim/en](http://www.devinci.fr/iim/en)

5 year programme

Project management and graphic design

5 Bachelors: Digital Communication & e-Business, Web Development, Creation & Design, Video Games, 3D Animation

Director: Emmanuel Peter

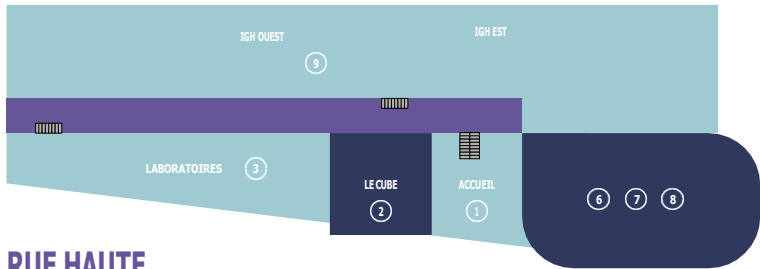


# THE CAMPUS

- ① FRONT DESK
- ② ADMINISTRATION
- ③ IT DEPARTMENT
- ④ STUDENT AREA
- ⑤ MUSIC STUDIO
- ⑥ LEARNING CENTER
- ⑦ SPORT DEPARTMENT
- ⑧ SOFT-SKILLS DEPARTMENT
- ⑨ LANGUAGE DEPARTMENT

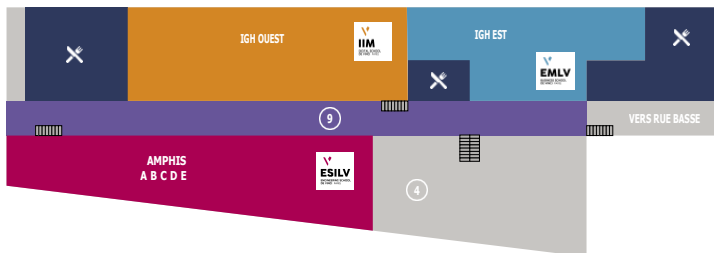
## ACCUEIL

rez-de-chaussée



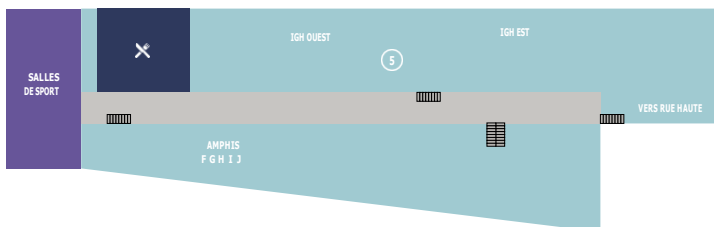
## RUE HAUTE

niveau-1



## RUE BASSE

niveau-2



## Campus facilities

- **10 amphitheatres**  
which have a total of 1,675 seats,  
170 classrooms
- **1 colloquium area** offering  
businesses 1 conference room  
with 150 places equipped  
with IT resources and 5 meeting  
rooms
- **6 scientific research  
laboratories,  
15 experimental rooms**
- **The Fab Lab**
- **12 Bloomberg Terminals**
- **1 learning center**
- **4 fully-equipped sport rooms**



# Campus resources

## / Learning Center

**Access:** 4<sup>th</sup> floor of the Infothèque / Open from 7.30 am to 8.30 pm  
[www.devinci.fr/infotheque](http://www.devinci.fr/infotheque)

The Learning center is an open and transversal space where students and faculty of the 3 schools meet. Its configuration was thought out in a way that facilitates and encourages team work and learning by doing. The Learning Center also offers a large number of digital resources (ebooks, daily press, academic journals) available online and remotely on the subjects of management, sciences, technical sciences and languages.

## / Student card

Your student card will be given to you on your arrival to the Campus. It is very important not to lose it, since this card is also your entry badge and can be used to pay at the school's restaurants by topping it up with money. If you lose it, you will be charged €27, so be careful!

### Recharging your student card

To top up your student card, you have two options:

At the checkout of the self-service restaurants by credit card or by cash. You can also pay for a single meal or snack directly at the checkout by cash or credit card.





## / Vending Machines

### **In the Foyer situated in Rue Haute you will find:**

- . Drink and Snack vending machines (hot and cold beverages, candies, various snacks...).
- ."Mini Boutique" vending machine where you will find useful products such as stamp books, transportation tickets, chips for the photo booth, office supplies...
- . A photo booth, €5 or €6 or passport and ID approved photos.



## / Email and Internet Access

As a De Vinci student, you will be given a student email address to access the digital tools used by the students, faculty and administration. Make sure you check your emails regularly.

A wireless connection is available on the Campus and multifunction printers let you photocopy, print and scan documents at your own charge.



# II ACADEMIC INFORMATION

## / Online Registration for Exchange Students

Once your Home University has sent us your nomination, we will send you by email the instructions and a link to register on an online form. The registration period ends on June 1<sup>st</sup> (for the Fall Semester) and November 1<sup>st</sup> (for the Spring Semester). You can find the list of documents that will be requested in the section “International students checklist” at the end of this guide.

A confirmation email will be sent automatically once you have submitted your registration form.

## / Choosing your Courses

After your registration, you will be automatically enrolled in all of the courses for the program you have chosen. If you need to send us a LLearning Agreement to sign, you can do so by email or bring it to us in person upon your arrival. At the end of the semester, the transcript of records will be sent directly to your university after the resit exam period.

The transcript of records will be sent directly to your university after the resit exams.

**MORE INFORMATION  
FOR EXCHANGE STUDENTS**

[www.devinci.fr/en/international-exchange-students](http://www.devinci.fr/en/international-exchange-students)



# RULES, EXAMS AND COURSES



## / The schedule

The schedule (“emploi du temps”, or “E.D.T” in French) will be available upon arrival through the student portal.

Warning: the schedule may change so do not print it in advance. Every week you must check it online about twice a week to get the most up-to-date schedule. You will not have the same class the same day or at the same time every week. Because attendance is compulsory, you should only agree to part-time work at the weekend.

## / Rules

- . **Attendance is mandatory for all courses and is monitored and recorded by professors**
- . The school allows up to 8 half days of absence per semester, you do not have to justify them. However, do not consider them as “vacation days”: you will need them in case of unplanned situations like illness, transportation strikes, doctor or situations appointment, alarm clock issues or traffic jams...
- . If you miss more than 8 half-days, it will result in an official behavior warning, possible disciplinary action and you can lose your right to compensate the grades between the courses of the same module.
- . If you arrive late to a class, it is possible that the professor will not accept you so do your best to always be on time.
- . Exchange students are required to take 30 ECTS per semester, equivalent to all the courses in a program of their choice.

## / Exams

The grading system is out of 20. You need a final grade of 10/20 to pass the course or to pass the module (compensation is possible between 2 courses in one module). A block is made of 2 modules (see the course programme on the website). For each course the final grade is the average of the continuous assessment + final exam according to the course percentage - see the course description.

The time on the schedule is the time the exam starts! It is not the time when you have to be present so make sure you arrive before the time stated. No distance resit exam: please plan to stay until the end of the resit exam period. You will not be able to take Léonard De Vinci resit exams at your home University. If you cannot stay until the resit exams, please check if your University is willing to organize their own resit exams. The resit exam grade will not exceed 10/20. The regular exams take place during the exam week, be prepared to have several exams per day.

### IMPORTANT INFORMATION

- . The exam session is mandatory; you will not be able to take resit exams if you have not taken the regular exams
- . A few days before the start of exams, lists of students will be sent to your Devinci emails and published online.
- . For each exam you should arrive before the stated time. The time given on the schedule is the time at which the exam starts not the time that you should arrive. If the exam is scheduled at 9:00 am and you arrive at 9:00 am, you will not be able to get into the room
- . In the exam room, each table has a sticker with a student's name and a number.
- . You will be given the exam paper, some colored scratch paper and an answer sheet, on the corner of which you should put your name, fold it over and stick it down (anonymous exam). If you need more paper, you should use the insert sheets on which you will put the number written on the table sticker. Never hand in the colored paper, it is draft paper! Don't answer questions on the subject sheet either unless the supervisor tells you to do so.
- . Depending on the exam, it is sometimes necessary to write on the exam paper instead of the answer sheet (multiple choices for example). Make sure to read the instructions carefully.
- . No dictionary is allowed.

By enrolling as a Leonard de Vinci student, you accept and agree to the conditions of the Leonard de Vinci Schools.



## / ECTS Grading System

ECTS stands for European Credits Transfer System and is standard across countries in the European Union and beyond. Its goal is to make programmes and the performance of students of higher education more transparent and comparable throughout Europe and to replace or complement the different local (national) standards within Europe. There are two main elements of the ECTS system:

ECTS-credits, ECTS grading scale

### ECTS-credits

After the completion of a course you will be awarded with ECTS-credit points. Every ECTS credit point stands for a certain work load amount. Typically, one year corresponds to 60 ECTS-credits. A 3-year Bachelors programme is therefore usually worth 180 ECTS-credits; a 2-year Masters programme usually 120 ECTS-credits. For the MBA or MSc programmes, you will be awarded with a minimum of 60 ECTS.

### ECTS grading scale

Besides the ECTS-credits, an ECTS grading system was defined by the European Commission. Since there are a variety of different grading systems all around the world, the goal of this is to make grades more comparable to each other. Similar to the American grading scale, it is based on the class percentile. That means, that the grade shows how a student performed compared to other students in the same class. Before the evaluation, the results are divided into the two subgroups “pass” and “fail”. Therefore, the results are independent from the students who failed a course. The grading system is defined as follows:

A: Best 10%

B: Next 25%

C: Next 30%

D: Next 25%

E: Next 10%

FX: Fail (almost passing)

F: Fail

# III STUDENT LIFE

## / ESN Devinci

(Erasmus Student Network)

ESN is an association of students that aims to welcome, integrate, support and animate the student life of international and exchange students during their studies at Léonard de Vinci, and bring them together with the local students from the three schools.

For more information on the activities and events organized by the association, find them on:



[www.facebook.com/esn.devinci](https://www.facebook.com/esn.devinci)



[www.instagram.com/esn.devinci](https://www.instagram.com/esn.devinci)

and contact them by email: [esndevinci@devinci.fr](mailto:esndevinci@devinci.fr)

## / Student Associations

You will find more than 55 student associations on campus on many kinds of topics, from sports to photography or charity.

Do not hesitate to get in touch with them and participate in the active Campus life.

More Information here: <http://leocampus.fr/associations-etudiantes>

## / School Life Contribution

**CVEC, Contribution Vie Étudiante et de Campus**

This is a payment the students make to the French government to contribute to the Campus facilities and services. This is an obligatory contribution except for exchange students (article L 841-5 from the Code of the Education). The annual amount of this contribution is set at €92 for the 2020-21 intake, separate from payments made to our Institution for tuition fees. More information on the payment terms will be given upon arrival.

<https://cvec.etudiant.gouv.fr>

## Sports

Head of Department: **Céline Graet**

- . 1 weight-training room
- . 1 cardio-training room
- . 1 dance room
- . 1 martial arts room

**To use the sport facilities you need:**

- . 1 medical certificate
- . 2 photos
- . Free access

Follow our numerous sporting events through our associations and through our high performance programme (filière sportive de haut niveau).

## Student Associations

Head of Department : **Laurence Jouanet**

More Information here:

<http://leocampus.fr/associations-etudiantes>



# CULTURE

**Being a student in Paris has its advantages, thanks to your student card you will get for a discounted price movies, plays, train tickets and even on Apple's computer equipment.**

## / Always free

50 national museums and monuments are free all year round for people under 26 from one of the 27 European Union countries.

For more information  
[en.parisinfo.com](http://en.parisinfo.com)

> free museums and monuments in paris

- . Musée d'Art Moderne de la Ville de Paris
- . Musée de la Vie Romantique
- . Maison de Victor Hugo
- . Musée Carnavalet Histoire de Paris
- . Musée Bourdelle (free admission to only a part of the collections during exhibitions)
- . Maison de Balzac (free admission to the collections, except during temporary exhibition periods)

## / Free on the first Sunday of each month

- . The Louvre
- . Musée Picasso
- . Musée Rodin
- . Musée d'Orsay
- . Musée des Arts et Métiers

- . Musée national du Moyen Âge  
- Thermes de Cluny
- . Musée du Quai Branly
- . Musée national du Château de Compiègne
- . Musée national Gustave Moreau
- . Musée national d'art moderne  
- Centre Pompidou

## / Various Other Free Things to do in Paris

- . Cathédrale Notre Dame de Paris
- . Marché aux Puces de St-Ouen
- . Parc du Champ de Mars
- . Cimetière du Père Lachaise
- . Marché d'Aligre
- . Basilique du Sacré Cœur
- . Parc des Buttes-Chaumont
- . Cimetière du Montparnasse
- . Parc Monceau
- . Canal St-Martin
- . Atelier Brancusi
- . Arènes de Lutèce
- . Rue Mouffetard
- . Belleville
- . La Promenade Plantée
- . Le Marais
- . Jardin des Tuileries

## / Le Kiosque Jeunes Canopée, Open from Tuesday to Friday from 11am to 7pm

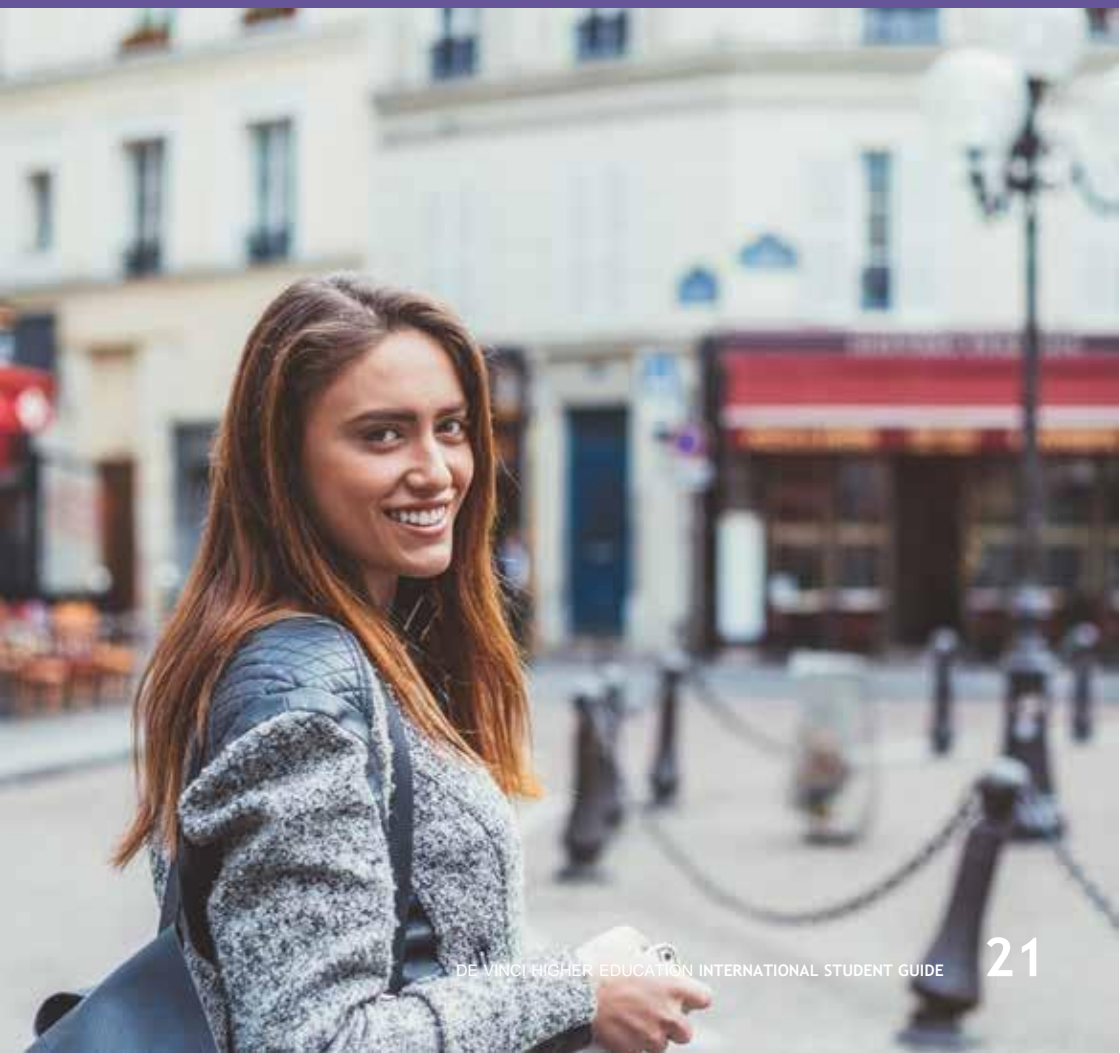
The staff of “Kiosque Jeunes” will welcome you and help you find tips and offer you reduced prices on theatre, concerts, exhibitions, shows, sporting events in Paris.

Students from 13 to 30, living in Paris or just studying in Paris can benefit each day from two invitations per person for 2 different shows or 4 reduced rate tickets per person on 4 different shows.

### ADDRESS

Kiosque jeunes Canopée  
10, passage de la Canopée  
75001 Paris

# IV PREPARING FOR YOUR ARRIVAL



## Visa and Immigration

Here is the official website of Campus France where you will find all information you need to prepare your stay in France, for your visa application, the validation of your Visa by the French office of immigration and integration (OFII), and the student residency permit.

[www.campusfrance.org/en/student-long-stay-visa](http://www.campusfrance.org/en/student-long-stay-visa)

## Welcome Desk

The Welcome Desk is dedicated to making your arrival as smooth as possible, and we are at your disposal for any questions you may have regarding your arrival in France whether you are an exchange student or joining one of our international programs full time. We are available to assist you from the moment you are admitted until the end of your studies with us. The Welcome Desk provides assistance with procedures such as:

- . Finding accommodation
- . Visa validation and renewal
- . Campus integration
- . And administrative procedures such as
  - . Opening a bank account
  - . Getting a phone subscription
  - . Getting a public transport card
  - . Applying for social security and housing aid

We organize a welcome week at the start of the school year to help you get to know the campus, your peers and the staff before the program starts. During the welcome week, you will be invited to some administrative workshops as well as some fun activities organized by the Erasmus Student Network, a student association whom we work with closely to make your arrival as memorable as possible!

We are here for you for any questions and concerns so please feel free to contact us anytime.



# HOUSING GUIDE

/ One of the most important steps in preparing your arrival to Léonard de Vinci is to look for accommodation. Finding housing in Paris can be a stressful task, but this guide will help you prepare for your search and, hopefully, maximize your chances to find something fast!

## IMPORTANT

Something to be aware of before starting your search is scams in private housing ads. Although most students do not encounter any issues, you should be aware of potential scammers looking for unassuming people looking to rent a room. Some scams include propositions for apartments at unrealistically low prices and ask for a high down payment before signing a contract or visiting the apartment. Always make sure to Google if the apartment you have found actually exists with a real address and that it is in the district/region you are being told it is in and avoid making large payments before meeting your landlord (unless you are living in a residence, which often ask for a down payment to reserve the room). We provide several links where you can find private housing, such as [leboncoin.fr](https://www.leboncoin.fr), but it is sometimes difficult to tell whether the ads on it are trustful or not. They are still useful for your search, but please keep in mind that we do not guarantee that all housing ads on them are reliable. Furthermore, when booking any type of housing, make sure to sign an official lease/housing contract with the landlord. This is very important because it will come in handy in case of any issues, or if you want to apply for Housing Benefits.

/ **Note:** in the following paragraphs, we will provide you with links to help you find accommodation. Most of these websites are entirely in French, and so will your application be. We encourage you to use google translate, to translate your web page if your browser allows it, or to get help from a French-speaking friend or relative if you need it.

/ **Disclaimer:** this housing guide is for information only and Association Léonard de Vinci cannot be held responsible in any situation caused by a third party.

## Rent Prices in Paris

Paris is an expensive city, and the rent prices are generally quite high, it is quite rare to find anything below €650 per month in Paris, where most prices are around €750. If distance and taking public transportation every day to go on campus is not an issue for you, you can find more affordable housing just outside of Paris, in neighboring cities.

## Student residences

Student residences are a safe, easy to find type of accommodation. There are several ones located close to campus, such as Les Estudines or Cardinal. They provide furnished rooms or studios with bathrooms and kitchens, and some residences offer the possibility to share a room or flat if that's what you want. When you move into a student residence, make sure to do a room check with the residence staff before and after your stay to make sure you get your deposit back.

## / Devinci Housing Platform

Léonard de Vinci has its own online platform on which you can browse housing from student residences and private owners. This online platform is called Studapart DeVinci. On it, you will be able to create your own profile and look for housing in student residences near campus. You can also find private accommodation on Studapart. These are apartments which have a private landlord. You can either find a studio or apartment for yourself or share a flat with other people.

This platform is trustworthy and safe and has many ads for housing. Do not hesitate to browse it every day to access new ads.

## How to apply

To look and apply for housing on Studapart, go on the following link:  
<https://devinci.studapart.com/en>

Click on the blue button “tenant space” and create your personal account. As a student of ESILV, EMLV or IIM, you may be asked for an activation code by Studapart is: HOUSINGDEVINCI.

Don't forget to check your emails to activate your account!

Once you are logged in, you may now look for housing and book them through this portal. Because this platform is personalized for Léonard de Vinci, it will offer you housing more or less near the campus by default. On each ad, it will be specified whether the accommodation is owned by a private owner (landlord) or a student residence.

## Other student residences

You can also look for housing in student residences by searching for available rooms and apartments directly on their websites. There are several residences near our campus, here are links to their websites:

- . Campusea: [www.campusea.fr/fr](http://www.campusea.fr/fr)
- . Nexity Studea: [www.nexity-studea.com](http://www.nexity-studea.com)
- . Estudines: [www.estudines.com](http://www.estudines.com)
- . Adele: [www.adele.org/en/residence/city/courbevoie/student-housing](http://www.adele.org/en/residence/city/courbevoie/student-housing)

## Other residences:

- . Melon district: [www.melondistrict.com](http://www.melondistrict.com)
- . Lauréades: [www.laureades.com](http://www.laureades.com)
- . Fac Habitat: [www.fac-habitat.com](http://www.fac-habitat.com)
- . Arpej: [www.arpej.fr](http://www.arpej.fr)

## / CROUS student residences

The CROUS residences are public and subsidized by the State. It is the type of accommodation most sought after by students. Its main advantage is its low rent price.

### Important information

Because of its many advantages and low rent prices, the number of available accommodations offered by the CROUS does not meet all the demand. Therefore, relying solely on the CROUS to find accommodation wouldn't be realistic and you might end up without confirmed housing in the end. If you decide to apply for the CROUS housing, always apply to other options as well.

### How to apply

International students may apply for Crous housing starting July 9<sup>th</sup>. To apply, go on the following website: <https://trouverunlogement.lescrous.fr>, look for the section "Mon Logement Crous" and click on "Rechercher un logement". This will bring you to a page with different housing options. You can search for housing by city/location/ and housing type (private, couple, shared). Prices vary on the housing type. For shared housing, please keep in mind that you are responsible for finding your flatmate, not the CROUS.

In order to save offers for later, or to apply for an accommodation, you must create your personal profile. For that, click on the red "identification" number at the top right corner of the page. This will bring you to the the Government Student Services official page (MesServices). If you already have an account (for example, if you are a fee-paying student and you have already paid your CVEC student contribution, you already have an account), log in. If not, click on the very last link "si vous ne disposez pas d'un compte sur MesServices, merci de le créer avec le formulaire d'inscription". This will allow you to log in to the Crous platform and save/apply for offers.

## Other options offered by the CROUS

The CROUS also offers housing platforms to maximize your chances:

[www.lokaviz.fr](http://www.lokaviz.fr) where students can safely look for private housing from private landlords.

[www.bedandcrous.com](http://www.bedandcrous.com) housing for short stay periods under a month. This can be useful if you haven't found permanent housing before arriving in France: you can book a room for a few days or weeks while you keep looking for permanent accommodation. Just like for long term CROUS housing, please keep in mind that it may be difficult to find available accommodation on Bed and Crous.

## / Cité Internationale Universitaire de Paris Master level students only

The Cité Internationale Universitaire de Paris offers 40 different residences for which master level students can apply. Because it specifically welcomes students from all over the world, the Cité Internationale is a true melting pot of cultures, which can be great to live in.

For information on what it is like to live at the Cité Internationale, you can visit this page: [www.ciup.fr/en/living/the-residences-2-28326](http://www.ciup.fr/en/living/the-residences-2-28326)

For information on the criteria and application procedure, you can visit this page: [www.ciup.fr/en/houses/applying-for-housing](http://www.ciup.fr/en/houses/applying-for-housing)

## How to apply

To apply for accommodation at the Cité Internationale, click here:  
<https://bienvenue.ciup.fr/questionnaire>

There is no starting date or deadline for requesting accommodation at the Cité Internationale, so you may apply as soon as you are ready. Prices vary depending on your status (student or doctorate, your age, etc.), the length of your stay, the level of comfort of the room and the different residences, but they start at around 400-500 euros per month. Please keep in mind that obtaining housing at the Cité Internationale depends on the number of available rooms and that applying does not guarantee getting housing.

## Private flats and studios

Although many residences offer studio and apartment-size housing, there are also many options with private landlords if that is what you prefer. There are many websites on which you can find private housing such as:

- . SeLoger: [www.seloger.com](http://www.seloger.com)
- . Acheter-louer: [www.acheter-louer.fr](http://www.acheter-louer.fr)
- . À Vendre À Louer: [www.avendrealouer.fr](http://www.avendrealouer.fr)
- . Le Bon Coin (french equivalent to Craigslist):  
[www.leboncoin.fr/locations/offres/ile\\_de\\_france/paris](http://www.leboncoin.fr/locations/offres/ile_de_france/paris)
- . Glamour Apartments: [www.glamourapartments.com](http://www.glamourapartments.com)
- . Pap: [www.pap.fr](http://www.pap.fr)
- . Paris Attitude: [www.parisattitude.com](http://www.parisattitude.com)
- . To Be Erasmus in Paris: [www.tobeerasmusinparis.com/explore-trip](http://www.tobeerasmusinparis.com/explore-trip)

Please remember to always sign an official lease/housing contract when renting apartments from private landlords!

## / Shared apartments

Another housing option is to rent a private apartment with flatmates. This can be a good solution if you are looking to reduce the amount of your rent, if you want to experience life with other French or international students, or if you are coming to study in Paris with a friend or partner. When you share an apartment with flatmates, make sure you each sign your own individual lease/housing contract with the landlord.

Here are a few websites on which you can find rooms in shared apartments:

- . À Partager: [www.appartager.com](http://www.appartager.com)
- . La Carte des Colocs: [www.lacartedescolocs.fr](http://www.lacartedescolocs.fr)
- . Immojeune: [www.immojeune.com/en/flatsharing/paris-75.html](http://www.immojeune.com/en/flatsharing/paris-75.html)
- . iRoommates:  
[www.iroommates.com/rooms-for-rent/city\\_rooms/france/paris\\_area](http://www.iroommates.com/rooms-for-rent/city_rooms/france/paris_area)
- . RoomLaLa: <https://en-fr.roomlala.com/rent/FR-France/paris>

## / Renting rooms in families

In this option, you will have your own private room within a family's house and share the rest of the house with them (unless they are renting a private studio within their own house). This can be a more affordable option and a great experience to be completely immersed in the French culture.

There are several websites on which you can look for accommodation within family homes:

- . Alliance Française:  
[www.alliancefr.org/en/alliance-experience/accommodation/i-would-immersive-experience-french-family](http://www.alliancefr.org/en/alliance-experience/accommodation/i-would-immersive-experience-french-family)
- . Atome Paris : [www.atomeparis.com/en](http://www.atomeparis.com/en)
- . Séjours France Famille: [www.sejoursfrancefamille.com](http://www.sejoursfrancefamille.com)
- . Host Families in Paris: <http://hostfamiliesinparis.org/en/index.php>

## Temporary housing

If you do not manage to find a long-term accommodation in Paris before you arrive, an alternative is to book a temporary housing option for your arrival and continue searching for permanent housing once you are in Paris, because it is often easier to be in the city to look for apartments. You can book a room or apartment on Airbnb, in a hotel or even a youth hostel for a few days or weeks and move into your accommodation once you find it.

Here are a few links for temporary housing:

- . Air Bnb: [www.airbnb.fr](http://www.airbnb.fr)
- . Booking: [www.booking.com](http://www.booking.com)
- . MIJE: [www.mije.com/en/auberge-jeunesse-paris](http://www.mije.com/en/auberge-jeunesse-paris)
- . HostelWorld: [www.hostelworld.com](http://www.hostelworld.com)
- . Bed and Crous: [www.bedandcrous.com](http://www.bedandcrous.com)
- . Village hostel: [www.villagehostel.fr](http://www.villagehostel.fr)
- . Cheap Hostel: [www.cheaphostel.com](http://www.cheaphostel.com)
- . Young and Happy: [www.youngandhappy.fr](http://www.youngandhappy.fr)



## Guarantors

Many residences and landlords require a guarantor in order for you to move in. Sometimes, they accept guarantors that live abroad, such as your parents for example. You may have to provide a proof of their income to your residence or landlord for them to accept that. However, for non-EU students, many landlords do not accept guarantors abroad. Please ask your residence or landlord if they can accept a non-EU guarantor abroad. If you do not have a guarantor, some residences accept a larger deposit instead. If you really need a guarantor and or if your guarantor is not accepted by your landlord/residence, you can apply for a virtual guarantor on the Visale website or on the Studapart website through their virtual guarantor option. Please make sure your residence/landlord if they accept virtual guarantor options.

. Visale: [www.visale.fr](http://www.visale.fr)

. Garantme: <https://garantme.fr>

## Insurance

Getting a household insurance is mandatory. It covers damage that your home may suffer (theft, water and fire damage) as well as third-party liability. Contact an insurance company to obtain coverage as soon as you know the day you will be moving in. Often, you can get a household insurance from your bank, so if you open a bank account in France make sure to ask them about it. You will almost always be asked to provide proof of insurance when you sign the lease.

Here are some insurance websites you can take a look at:

. Homebrella: [www.homebrella.fr/en/home-insurance-for-short-term-renters](http://www.homebrella.fr/en/home-insurance-for-short-term-renters)

. MAE : [www.mae.fr/contrats/assurance-habitation-etudiant](http://www.mae.fr/contrats/assurance-habitation-etudiant)

. MAAF:

[www.maaf.fr/fr/assurance-habitation/assurance-logement-etudiant](http://www.maaf.fr/fr/assurance-habitation/assurance-logement-etudiant)

. Direct Assurance:

[www.direct-assurance.fr/assurance-habitation/assurance-habitation-etudiant.htm](http://www.direct-assurance.fr/assurance-habitation/assurance-habitation-etudiant.htm)

## Housing Benefits - the CAF

Students who are renting an apartment, room or furnished house may be eligible for Housing Benefit through the CAF. The CAF is a national program which allocates different forms of financial aid depending on each individual's situation, type of visa and type of accommodation. If you are staying in Paris more than 3 months and are paying rent, you may be eligible for the CAF. In order to obtain it, you must fill an application on the CAF website.

For students interested in applying for the CAF Housing Benefits, we organize application workshops at the start of each semester, in which we guide you step by step to apply.

. CAF: [www.caf.fr](http://www.caf.fr)

## When you have found housing arrival and departure

### Deposit

When you sign the rental lease, the renter might ask for a deposit. A deposit is usually the equivalent of a month's rent. The deposit is to ensure that you will keep the place clean until you leave and won't cause any damage property. This deposit will be returned to you at the end of your lease. Make sure to keep any important documents proving that you have paid your deposit safely.

### Room check

"État des lieux" in French - the room check done is upon arrival and upon departure. Upon arrival, the residence manager (or the landlord if you rent a private apartment) and the renter check the apartment. The check list is used to indicate the possible existing damage or dirtiness on the walls, floor, bathroom, kitchen etc. before you settle into the apartment. It is important to notify all damages because the same check will be done again upon departure and you will be charged for all dirtiness and damage that is not noted on the first check list. Before leaving, please ensure that you clean the apartment. Make sure you keep any room check documents safely until the end of your lease and the refund of your deposit.

## Electricity

**Arrival:** if the residence does not do it for you or if it is not included in your rent, you may have to open an electricity account upon arrival. Ask the residence or landlord for the former renter's name with the numbers from the electric meter (in French *compteur électrique*). Prepare your French bank details to provide them to your electricity provider.

Call the EDF English-speaking number: 09 69 36 63 83  
or check the webpage: [www.edf.fr/en/meta-home](http://www.edf.fr/en/meta-home)

**Departure:** if the residence does not do it for you, you should close your electricity account before you leave. The day you leave the apartment: read the numbers on your electrical meter ("*heures creuses - heures pleines*"). Call EDF with your client reference number (you can find it on your invoice): Tell them:

- . the date you wish to close the account: when you wish to leave the apartment
- . the numbers from the electric meter (in French *compteur électrique*)
- . your permanent address abroad for them to send you the last invoice

## Internet

In most residences, Internet access is usually included and you can connect your devices to the internet via the phone line. Ask the residence for more information on how to connect to their internet. If you are in a private apartment, there are several internet providers you can choose from. The best offer should be from the provider SFR or its subsidiary RED by SFR, but do not hesitate to contact the Buddy Team to see if they have other recommendations for you. Ask the landlord if your phone line is "active". If it is not, you should know the former renter's name and you will have to pay a fee from €40 to €60 depending on the provider to activate the line. Go to an SFR shop (there is one in La Defense close to Léonard de Vinci in the mall "Westfield Les 4 temps") and ask for a "contrat sans engagement" (non-binding contract that you can resiliate from at any time). The offer will be about €10/month and it will take about 8-10 days to be active. Any month started will be due in full.

Do not forget to stop the contract before leaving.

## Departure and leaving notice

The residences ask for a notice of 1 to 3 months of leave. This also depends on your rental lease so please make sure to carefully check your housing contract. The legal date taken into account is when the residence or landlord receives your notice, not when you send it. In all cases, you have to send a letter with recorded delivery ("letter recommandée"). It is not enough to just tell the residence or landlord about it. Go to the post office with your letter in an envelope and ask to send it "en recommandé avec accusé de réception" (around €5). This will be helpful to prove you have sent the letter in case the landlord does not receive it. Don't forget to tell the Housing Benefit Association (CAF) that you are leaving, in order to stop perceiving the housing aid. If you do not notify them, you will have to pay back the extra money they have transferred on to your account after you left. For more information on the CAF, see the Housing Benefit section of the guide. Any incomplete month will not be paid by CAF.

*Disclaimer: this housing guide is for information only and Association Léonard de Vinci cannot be held responsible in any situation caused by a third party.*



# Healthcare

The National Health Service or the “Sécurité Sociale” in French manages the transfer of funds throughout the system between patients and health care providers and is often subcontracted to complementary health insurance funds known as Mutuelles. The French health care system is recognized as one of the best services of public health care in the world. It is a system that provides universal coverage to all citizens.

## / For Non-EEA International Students

- Before your arrival in France, you must subscribe to a private health insurance to cover your health expenses for the 3 first months
- Upon arrival in France, you will register to your local CPAM (Health Insurance Agency) to subscribe to the French general social security scheme;
- You won't have to pay any social security contribution.
- More information on how to register will be provided upon arrival.

## / For international students from EEA countries

- Before your arrival in France, you must hold the European health insurance card;
- You won't have to pay any social security contribution.
- You will still be affiliated to the Health Insurance Agency of your place of residence and will have to send them your medical forms.

## / Complementary health insurance cover

All students remain free to subscribe to a complementary insurance of your choice to benefit from an additional or full reimbursement of your health expenses (recommended).

For that, you have the choice between la SMEREP (Société Mutualiste des Etudiants de la Région Parisienne) or LMDE (La Mutuelle des Etudiants).

**Don't forget to register for insurance: accidents may happen and treatments are very expensive if you are not covered.**

# V PROCEDURE UPON ARRIVAL

## / Orientation Days

Orientation Days are mandatory for all students and usually take place during the week before semester starts. Their aim is to help the students to cope with most of the administrative formalities such as housing benefit, French social security, Immigration Office procedure...

During the Orientation Days, international students will take French classes and various events and activities are organized by ESN DeVinci, the student association for international students.



## Opening a French Bank Account

**You may need to open a French bank account as soon as you arrive in France to be able to apply for housing benefits and pay electricity and phone bills.**

Many banks are located close to the Campus so you have a variety to choose from. Banks LCL and BNP Paribas have good student offers.

To close your bank account after departure, make sure to ask your bank how to do this (Note: it is better to leave it open for a while after you have left for housing benefits and electricity).

**Warning: we recommend that you always have money in your account! If EDF Electricity Company or your phone company debits your account without money you may be charged a fee by the bank.**

We recommend you not to carry a lot of cash on you. Getting your debit card might take a little while; in the meantime, please check with your bank in your home country if your credit card works in France or book a "forex card" or a prepaid card.

Please find below the list of our partner banks at Caisse d'Épargne and BNP Paribas.

### / Pôle Léonard de Vinci - Caisse d'Épargne

Agence de La Défense

Phone: 01 71 09 61 14

Address: 13-14, place de La Défense, 92400 Courbevoie

Open on Tuesdays, Wednesdays and Fridays

from 9:30am to 1:15pm and 2pm to 5:30pm,

Thursdays from 9:30am to 1:15pm and 3pm to 6:30pm,

Saturdays from 9am to 1pm and 1:45pm to 4:15pm

Contact

Julien BOUKHORS

[julien.boukhors@ceidf.caisse-epargne.fr](mailto:julien.boukhors@ceidf.caisse-epargne.fr)

Phone: 01 71 09 61 14

## / Pôle Léonard de Vinci - BNP Paribas

Agence de La Défense

Phone : 01 41 26 53 80

Adress: 3 place de la Défense, 92400 Courbevoie

Open from Monday to Friday, from 9am to 6:15pm

### Contacts

- Irène RAPTİ

irene.rapti@bnpparibas.com

phone: 01 41 26 83 53

- Noraïr MEHRABYAN

norair.mehrabyan@bnpparibas.com

Phone: 01 41 26 83 63

- Leila LAARABI

leila.laarabi@bnpparibas.com

Phone: 01 41 26 53 05

As of now, it is not possible to take out an international student loan in a French bank for degree-seeking students. However, as a part of a funding agreement, some banks such as Caisse d'Épargne grant the possibility to take out student loans to Master students from the Erasmus+ Programme.

The amount of the loans can go up to €12,000 for one year to €18,000 for two years. The interest rate is subject to change.

See the requested documents to open a bank account in the international student checklist: page 43.



## Transportation Card

You will find all information on the following webpage:

[www.ratp.fr/en](http://www.ratp.fr/en)

> [www.ratp.fr/en/titres-et-tarifs](http://www.ratp.fr/en/titres-et-tarifs)

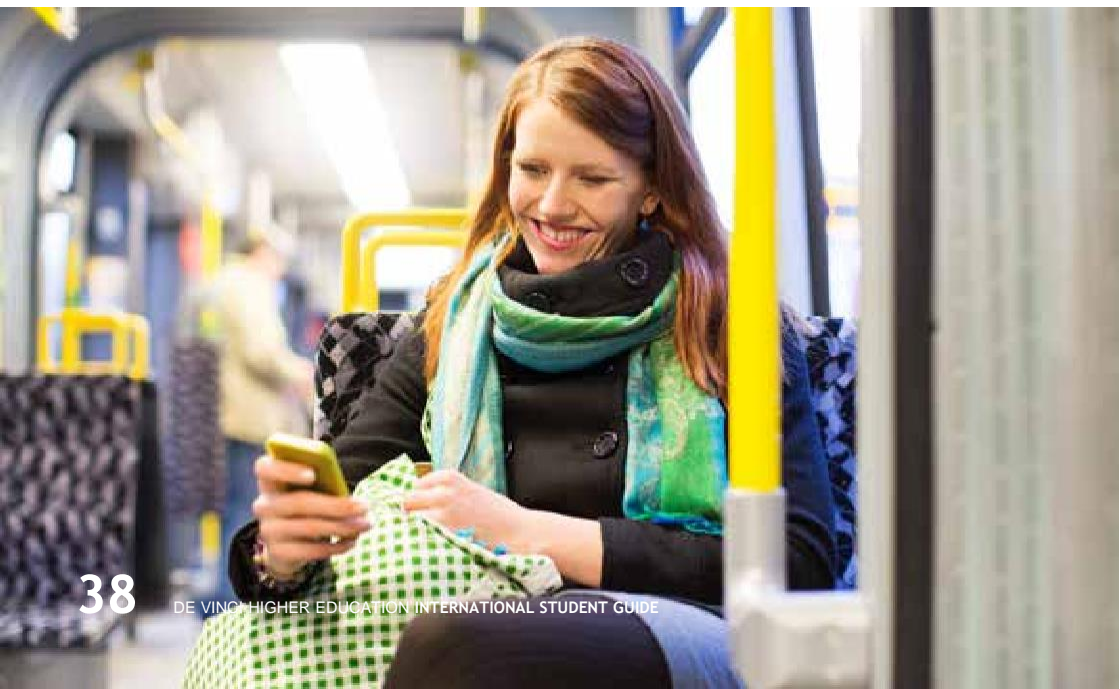
> [imagine-r-student-travel-pass](#) (for students under 26)

You can also go to any station and buy your pass at the information booth.

It is preferable to have a working French bank account before applying. However, it is possible to use a foreign debit card if your bank allows international payments with it. Once your application is submitted, you will receive your card in the mail within two weeks and can choose to pay up front or charge your bank account every month with the expense.

As it might take a while for you to receive it (max 21 days), we suggest that you get a Navigo Découverte and order the imagine R pass in the meantime.

To end your card contract: about 2 weeks before the end of your last month in Paris (or a few days before leaving but you must pay the entire month for every month started), you must send a notice of leave + a certificate saying that you are leaving France (ask us). You should send it by registered letter “recommandé” which means you have proof that you sent it.



# HOUSING BENEFITS

## / What is it?

The housing subsidy from the French State is given via CAF.

**CAF:** Caisse d'Allocations Familiales  
(Family allowance fund:  
the body which allocates social benefits).

**Information available in English, Spanish and Chinese  
in the pdf files at the very bottom of the page:**

**[www.caf.fr](http://www.caf.fr)**

**> allocataires**

**> aide au logement etudiant**



## / Who can apply?

- . E.U students who sign a normal rental lease to live in France if they provide all the necessary documents (birth certificate...)
- . Non-E.U depending on the visa they have.
- . Type D Visa with the title "dispense temporaire de titre de séjour": does not allow students to get housing benefit.
- . Type D Visa with the title "Etudiant" or VLS-TS visa: students must validate their visa online upon arrival on the following link:  
<https://administration-etrangers-en-france.interieur.gouv.fr>  
Once they receive confirmation of validation, they should send a copy to the CAF as soon as possible.

**WARNING:** there is no guarantee that you will qualify for the housing benefit since the French administration has become very strict regarding birth certificates. If the stamp is not readable or if the translation is not in accordance with the requirements, your application may not be processed. Students should apply for housing benefit as soon as they arrive and send the copy of their visa validation confirmation.

## / Payment

The total amount of the housing benefit is approximately €150-190/month (depending on your profile).

It becomes payable starting the second month after you send your application (not from the beginning of your rental lease). The process is long so you usually start to get the payment about 2 or 3 months after you send your application.

Incomplete months will not be paid. July and August are not paid unless students notify this to the CAF in writing. Before leaving, please notify the CAF by signalling you are leaving your accommodation on your CAF personal account online, or by sending them a letter so they know that they have to stop the payment, otherwise you will have to give the money back after you leave.

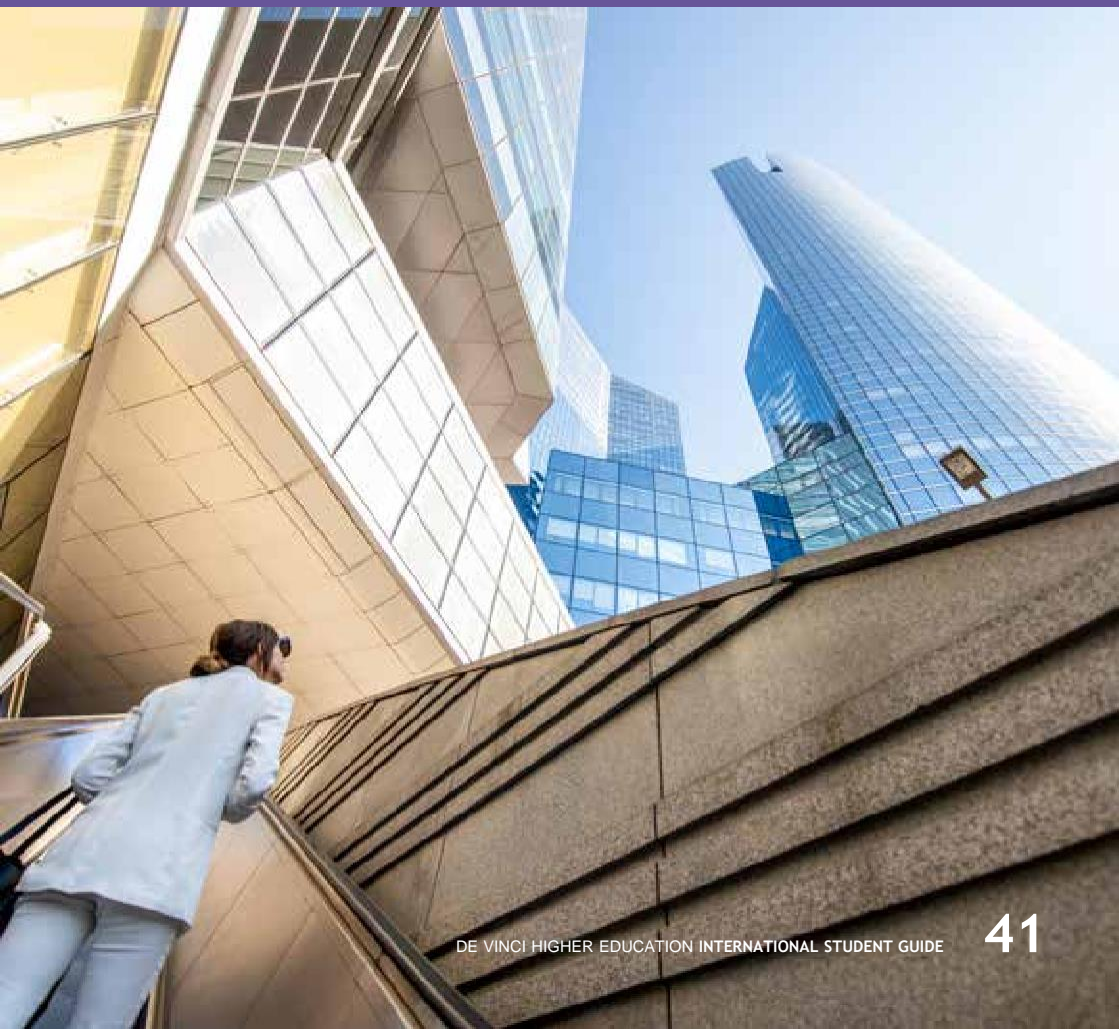
## / How can I get it?

We will help you to fill out the online application during the orientation week. You will need to open a French bank account to receive the payments.

More information: [www.caf.fr](http://www.caf.fr)

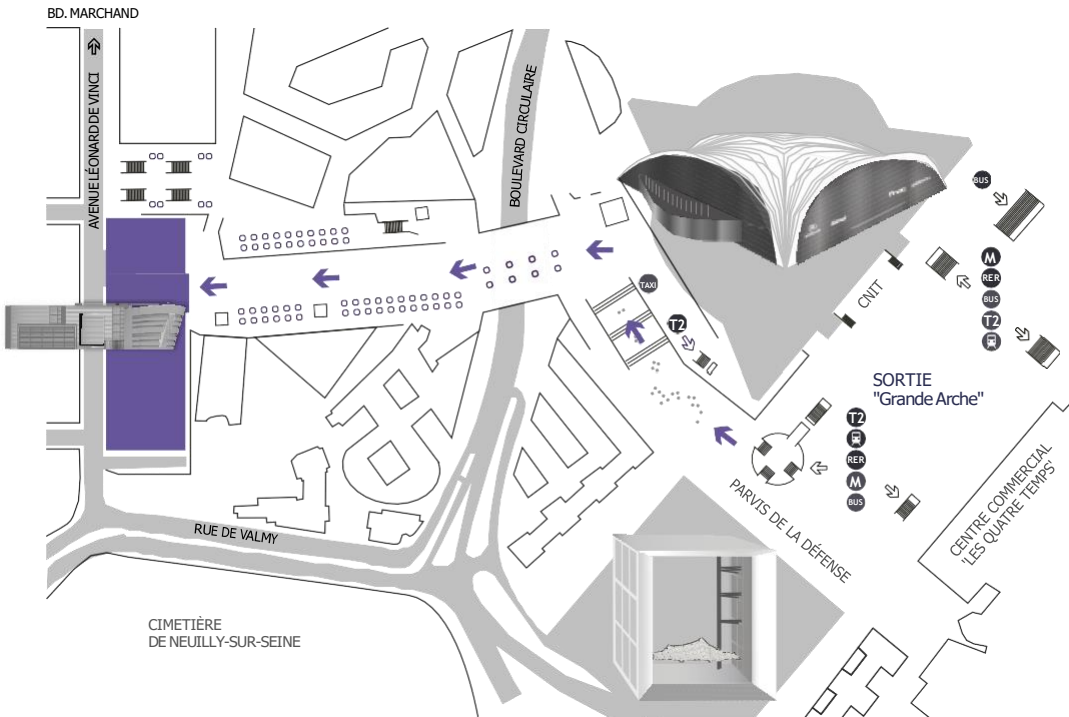
# VI PRACTICAL INFORMATION

## ACCESSING LA DÉFENSE DISTRICT





# ACCESSING PÔLE LÉONARD DE VINCI



## / From the Roissy Charles-de Gaulle airport (3 options)

### Air France Bus + bus or metro (best option for fare/time)

Take Air France Bus for Porte Maillot / [www.lebusdirect.com/en](http://www.lebusdirect.com/en)

(stay on until Etoile if you go to downtown Paris)

At Porte Maillot: on weekdays + Saturdays take the bus #73 towards La Garenne Colombes, get off at the stop called Rue des étudiants.

On Sundays, take metro line 1 to the last stop: La Défense Grande Arche station

Use exit E (Parvis de la Défense/CNIT) to leave the station. When you are facing the Grande Arche, go right until you see the “Cesar Thumb” sculpture. Then go left on a foot bridge and go straight ahead to the Pôle Universitaire Léonard de Vinci.

### RER Train

Take RER B towards Antony, stop at Châtelet Station and take the RER A towards St Germain en Laye. Stop at La Défense Grande Arche.

Use exit E (Parvis de la Défense/CNIT) to leave the station.

When you are facing the Grande Arche, go right until you see the Cesar thumb sculpture. Then go left on a foot bridge and go straight ahead to the Pôle Universitaire Léonard de Vinci.

### Taxis

The cost is around €50 to downtown Paris and slightly more to La Défense area (can be more during rush hours). Address of your residence or of the Pôle Universitaire Léonard de Vinci, instructions for taxis: “Tunnel A14, première sortie La Garenne Colombes”.



## / From Orly airport (3 options)

### Air France Bus + metro / [www.lebusdirect.com/en](http://www.lebusdirect.com/en)

Take Air France Bus for Charles de Gaulle Etoile

Take metro line 1 to the last stop: La Défense Grande Arche station.

Use exit E (Parvis de la Défense/CNIT) to leave the station. When you are facing the Grande Arche, go right until you see the Cesar thumb sculpture. Then go left on a foot bridge and go straight ahead to the Pôle Universitaire Léonard de Vinci.

### RER Train / [www.ratp.fr/en/horaires](http://www.ratp.fr/en/horaires)

Take OrlyVal Shuttle then train RER B towards Anthony, stop at Châtelet Station and take the RER A towards West. Stop at La Défense Grande Arche.

Use exit E (Parvis de la Défense/CNIT) to leave the station. When you are facing the Grande Arche, go right till you see the Cesar thumb sculpture. Then go left on a foot bridge and go straight ahead to the Pôle universitaire Léonard de Vinci.

### Taxis

The cost is around €45 to Paris downtown and slightly more to La Défense area (can be more during rush hours). Address of your residence or of the Pôle Universitaire Léonard de Vinci, instructions for taxis: “tunnel A14, première sortie La Garenne Colombes”.

## / From downtown Paris (and railway stations)

La Défense area is located West of Paris (see end of yellow line 1, left side of the map). Get off at La Défense Grande Arche station. When you face the big Arche, take right and walk until you see Caesar's thumb sculpture. Then take left and walk until you see the Pole Universitaire Léonard de Vinci.

If you want to come by taxi here are the instructions for taxis: “tunnel A14, première sortie La Garenne Colombes”.

# TRANSPORTATION SYSTEM

## / RER (Suburban trains), Metro (underground/subway trains) Bus, Tramway / [www.ratp.fr](http://www.ratp.fr)

The Parisian metro network RATP has 16 lines and 5 tram lines.

The RER (Réseau Express Régional) is a suburban train network identified by lines A, B, C, and D, serving Paris and its region. It links up with the urban metro network and certain SNCF train lines. The first metro is at 5.30 and the last one is at 12:50am, 1:50am on Fridays and Saturdays. A single metro journey corresponds to one ticket. Another option is to buy the Imagine-R transportation card which allows you to travel without limit in the whole Ile de France area. Find more information in the section "Procedure upon Arrival". The bus generally operates from 6.30am to 8.30pm, yet certain lines operate until 1.30am and later. The information displayed on the bus stops will guide you. Metro and bus tickets are identical. They can be purchased from RATP stations and from tobacco stores. Beyond zone 2 the RER is subject to special regulations and the ticket prices are different. La Défense is zone 3 for RER train and still in zone 2 for metro. There are night buses from the very center of Paris, see on the RATP website. Paris is quite a safe city however we do not recommend you go back to the residences very late at night by bus as you will have to cross the La Défense area. The school is located in a business district, so it is very busy during the day and quite empty at night. You should avoid getting your phone or valuables out at night.

## / By Air

Aéroports de Paris - all flights to Paris / [www.adp.fr](http://www.adp.fr)

Aéroport d'Orly 01.49.75.15.15

Aéroport Roissy Charles-de-Gaulle 01.48.62.22.80

## / Buses in Europe

Eurolines - main European cities / [www.eurolines.fr](http://www.eurolines.fr)

Flixbus / [www.flixbus.co.uk](http://www.flixbus.co.uk)

Isilines / [www.isilines.fr](http://www.isilines.fr)

Oui Bus / <https://fr.ouibus.com>



## / By Train / [www.oui.sncf](http://www.oui.sncf)

### Railway stations in Paris:

- . Gare du Nord: Northern France, Germany, the Scandinavian countries, Belgium, the Netherlands, Great Britain.
- . Gare de l'Est: Eastern France, Luxembourg, Germany, Austria, Switzerland, Eastern Europe.
- . Gare Saint-Lazare : Normandy, maritime connections
- . Gare Montparnasse : Brittany, Aquitaine
- . Gare d'Austerlitz : South-western France, Spain, Portugal
- . Gare de Lyon : South-eastern France, Switzerland, Italy

## / By car

It is mandatory to wear a seatbelt both in the front and in the back seat. The speed limit is 30/50 km/h in town, 80 km/h on the ring roads, 80/90 km/h on the main roads and 130 km/h on the motorways. Don't forget to carry your international insurance card. In most districts of Paris you must pay for parking by using parking meters and you will be limited to a stay of two hours. A large number of public car-parks (paid car-parks) are available in most districts from between €1.50 and €3 per hour. It is possible to rent electric cars in Paris and the suburbs. For more information: [www.autolib.eu/en](http://www.autolib.eu/en)

In France, using a carpooling service like the website blablacar is more and more common to travel within France or to other countries in Europe. It is a cheap way to travel and to meet people from all backgrounds.

For more information: [www.blablacar.fr](http://www.blablacar.fr)

## / Taxis

You can find taxis in the railway stations, airports, near to main traffic routes and at 470 taxi ranks. The light on the roof of the car enables you to identify a taxi. You can call a taxi by using the call points for the Parisian taxis. It may be difficult to find one on Saturday night when all the Parisians are going out.

## / Vélib

Vélib is a bike system you can use anytime in downtown Paris to avoid taking the metro or bus.

For more information: [www.velib-metropole.fr/en\\_GB](http://www.velib-metropole.fr/en_GB)

## / Telephone

You can purchase mobile phone cards or subscribe to different contracts. SFR has shops in La Défense Mall Westfield les 4 Temps but you have many other companies to choose from including: Free, B&You, Orange... You can subscribe directly on their website once you have opened your bank account.

## / Doctors

You will find two doctors close to the residences and the Pôle Universitaire Leonard de Vinci. The cost of a medical examination is €25 with a doctor that charges the legal “national fee”.

We recommend: Dr. Mélinée Kizilian, Chemin des écoliers, 92400 Courbevoie, 01 47 88 06 92, call for appointment

You can also find a doctor / specialist doctor who speaks English close to your house and book an appointment on the website: [www.doctolib.fr](http://www.doctolib.fr)

When the doctor speaks English or another language, it is indicated on the doctor’s page (Unfortunately, the website is still in French, we recommend you to translate it with your browser).



# SAFETY IN PARIS



## / Emergency Numbers

Ambulances: 15

Police: 17

Fire Brigade: 18

SOS Doctors: 01 47 07 77 77

Treatment center for

. poisoning cases: 01 40 37 04 04

. burns: 01 42 34 17 58

## / What to do when you find yourself in a risky situation

Paris is a big city, and just like in every major metropolis, you can sometimes be confronted with safety risks. One of the most common risks is theft and pickpockets, who operate a lot in crowded areas and public transportation.

If you lose or get your wallet/ID/passport/visa stolen, there are some important steps to follow:

- . Immediately contact the police (dial 17 on the phone or go to your nearest police station) and declare the theft or loss. They will give you a certificate of your declaration, make sure to keep it on you at all times
- . If you have a student visa/passport that has been lost or stolen, you should also contact your local Embassy immediately as well as your local prefecture so they can issue a new Titre de Séjour/Visa.
- . Do NOT leave the country without your ID or your visa (if you have a student visa).
- . Contact the Welcome Desk and let them know if you require any assistance with all these steps.

If you find yourself in a dangerous situation, please call immediately one of the emergency numbers mentioned above. A useful tip is to save these numbers into your phone, that way you can contact them easily even if you don't remember the number. If you have been physically, emotionally or sexually assaulted, please do not hesitate to contact the police in order to get help, even if you do not speak French. You can also contact one of these organizations to help you deal with the consequences of the assault:

- . <https://parcours-victimes.fr>
- . [www.fondsdegarantie.fr/victime-dune-infraction-civi](http://www.fondsdegarantie.fr/victime-dune-infraction-civi)
- . [www.service-public.fr/particuliers/vosdroits/R48395](http://www.service-public.fr/particuliers/vosdroits/R48395)

If you are a witness of a dangerous situation, please call immediately one of the emergency numbers mentioned above.

We realize that a lot of the safety procedures are in French. Please do not hesitate to contact the Welcome Desk so we can help you with the procedures. Everything you will tell us will remain confidential.

You can also benefit from English-speaking Counseling and Support Service available 24/7. Call 0800 730 891 and type \* after the announcement in French, they will put you through to a psychologist and you can ask for an English-speaking professional.

## / Governmental safety measures in France

For the last few years, France has increased its security all over the territory to maximize the citizens' protections against acts of violence, especially terrorism. Although the occurrences are very rare, it is good to keep in mind that some safety measures have been implemented all over the country. These measures include things such as:

- . Extra security at the entrance of public buildings: you may be asked to show your bag when entering a museum, monument, or even school (such as the DeVinci campus)
- . Increased presence of authorities in various spots in Paris and other big cities with large crowds
- . Increased presence of authorities during events such as concert and protests
- . Signs with the words "Vigipirate" on them: these are here to remind us to stay aware of our surroundings and to comply with security measures

### **You can find more information on the following websites:**

- . [www.ratp.fr/en/visite-paris/english/safety-recommendations-worry-free-travel](http://www.ratp.fr/en/visite-paris/english/safety-recommendations-worry-free-travel)
- . <https://en.parisinfo.com/practical-paris/useful-info/staying-safe-in-paris/safety-advice-in-paris>

## / Cost of Living

Housing: €750 - €1000 / Month on average

Food: €10 /Day on average

Food at the Pôle: from 5 to €7 for lunch

Outside Fast Food / bakery: from 4 to €7

Restaurant: from 15 to €50

Supermarket around: €80 /week

Movies: from 7 to €10

Museums: from 3 to €11

Night Clubs: from 15 to €25





# LIVING IN FRANCE

## / National Holidays

There are 11 official public holidays in France. Contrary to most countries, these holidays do not shift when they fall during a week-end which means that there are actually around 7-10 holidays per year.

- . **January 1<sup>st</sup>** **New Year's Day** (Nouvel An)
- . **April 18<sup>th</sup>, 2022** **Easter Monday** (Lundi de Pâques)
- . **May 1<sup>st</sup>** **Labour Day** (Fête du Travail)
- . **May 8<sup>th</sup>** **Victory in Europe Day** (Fête de la Victoire)
- . **May 26<sup>th</sup>, 2022** **Ascension Day** (Ascension)
- . **June 6<sup>th</sup>, 2022** **Whit Monday** (Lundi de Pentecôte)
- . **July 14<sup>th</sup>** **Bastille Day** (Fête nationale)
- . **August 15<sup>th</sup>** **Assumption of Mary to Heaven** (L'Assomption de Marie)
- . **November 1<sup>st</sup>** **All Saint's Day** (La Toussaint)
- . **November 11<sup>th</sup>** **Armistice Day** (Armistice de 1918)
- . **December 25<sup>th</sup>** **Christmas Day** (Noël)

## / School Holidays

Check the updated calendar every year online.

**Toussaint Vacation / Christmas / Winter Vacation / Spring Vacation / Summer Vacation**

## / Academic calendar

**EMLV:** [www.emlv.fr/en/programmes/exchange-programmes](http://www.emlv.fr/en/programmes/exchange-programmes)

**ESILV:** [www.esilv.fr/en/programmes/exchange-programmes](http://www.esilv.fr/en/programmes/exchange-programmes)

## / Closed for maintenance

The campus is closed for two weeks during the summer and winter holidays, as well as on certain weekends in exceptional cases

**There are a few things to keep in mind in Paris.** Sometimes, there are protests or strikes which may disturb the public transportation system. It is good to stay up to date with the latest information, and for this, we recommend that you regularly check the following websites:

- . <https://www.ratp.fr/en>
- . <https://ressources.data.sncf.com/pages/accueil>

# MORE ABOUT PÔLE LEONARD DE VINCI

## / Safety and Fire prevention

The evacuation path is displayed on every floor of the buildings.

The buildings are monitored by security officers as well as fire safety officers 24/7.

- . Security officers (monitor the entry and exits in the Pôle):  
to reach them dial 17 from an internal landline phone
- . Fire Safety Staff - situated in Rue Basse - (call in case of emergency such as faintness, fire) dial the 18 from an internal landline phone.

## / People with reduced mobility

The building's architecture has been adapted to welcome people with reduced mobility.

If it applies to you, when you arrive at the Pôle please contact the security officers dialing 7200 from an internal landline phone. They will be available to assist you, by giving you access to all the elevators.

## / Lost and found

Found property will be stored at the PC Sûreté. If you do find anything, this is where you should leave it.

The PC Sûreté is situated on the ground floor, next to the escalators.

## / Eco Attitude - Recycling

On the Campus, we have all the requirements to encourage recycling:

- . Blue Bin for cardboard and papers
- . A bin for standard plastic bottle caps  
(situated in the Foyer, Rue Haute)
- . 2 bins for used batteries (situated in the Foyer, Rue Haute)

# INTERNATIONAL STUDENT CHECKLIST

## / BEFORE YOU ARRIVE

- Make sure you have a valid passport
- Get your visa (If applicable: see “Visa”)
- EU students: get your EU insurance card. See “Healthcare”
- Non EU students: get a private insurance. See “Healthcare”
- Book accommodation
- Plan your budget
- Prepare all important official documents and make copies (see list below)
- Check with your bank if your credit/debit card works in France until you get a French bank account, exchange currency or take a prepaid card with you.
- Exchange students only: make sure to send all the application documents to [incoming@devinci.fr](mailto:incoming@devinci.fr) (see list below)
- Don't forget to bring winter attire!

## / UPON ARRIVAL

- Attend Orientation Days
- Receive your student card
- Non EEU students: validate online your visa during the first week (if applicable, see “Immigration”). We help you with this process during the orientation days. More information on <https://www.campusfrance.org/en/how-to-validate-your-long-stay-visa-visa-long-sejour-upon-your-arrival-in-france>
- Open a French bank account
- Arrange payment of tuition fees (not applicable for exchange students)
- Register with a complementary health insurance (not mandatory: see “Healthcare”)
- Go on Tour of Paris
- Sign up for CAF housing subsidies if your accommodation is eligible (see “Housing benefits”)



## / BEFORE LEAVING FRANCE

- Housing: it is mandatory to send a cancellation letter 1 or 3 months before leaving (depending on the type of accommodation you are renting) to inform the landlord
- Imagine'r transportation card: you should send a cancellation letter by letter with recorded delivery minimum 15 days before the end of your last month in Paris (warning: every month you start must be paid) + certificate from the International Relations to prove that you are leaving France (upon request)
- Internet or mobile cancellation letter
- Housing Benefit: inform your CAF agency (Housing Benefit) of your departure by changing your address on your online account so they stop the payments. Otherwise you will have to repay the money after you left.

**> We can send templates of those documents upon request.**

## / AFTER LEAVING FRANCE

- Bank: You should leave your bank account open for a while after departure for housing benefit, electricity and to get back your deposit. Then, send a letter asking to close your account.

## / IMPORTANT OFFICIAL DOCUMENTS

We recommend to bring hard copies AND to keep an electronic copy of the following documents on a drive/computer/USB stick

- Copy of your passport 1<sup>st</sup> page or identity card
- Copy of Visa (if applicable)
- Copy of the European health insurance card (if applicable)
- Copies of the health insurance valid in France for the 3 first months (if applicable)
- Birth certificate showing the names of father and mother with legible stamp on it
  - . For EEA students: multilingual including French
  - . For non-EEA students, the birth certificate should be officially translated into French by an accredited translator IN FRANCE.
  - . The birth certificate should not be issued more than 3 months before arrival.

## / EXCHANGE STUDENTS ONLY

In the online registration form, you will be asked to download electronic copies of the following documents:

- Identity photo
- Copy of identity document (ID or passport)
- Copy of European health insurance card for EEA students OR Proof of insurance for the 3 first months for non-EEA students
- Proof of Language Proficiency (to be filled in by an English teacher; can be sent after registration)
- Previous transcripts of records: for 4<sup>th</sup> and 5<sup>th</sup> year only (can be sent after registration)

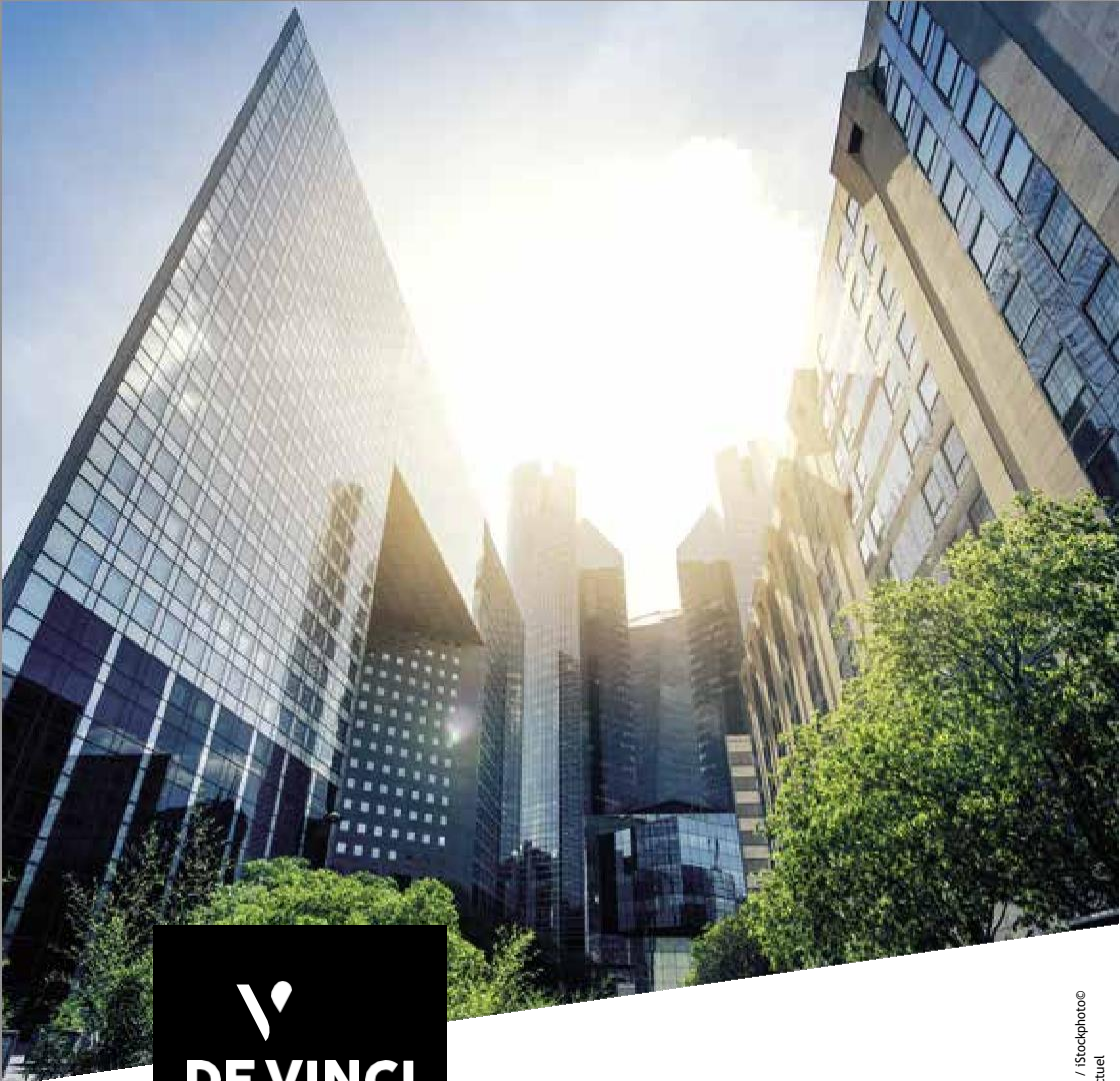
## **/ DOCUMENTS TO BE SUPPLIED TO OPEN A FRENCH BANK ACCOUNT**

- Copy of your passport and the original
- Student certificate (see on the student webapp - Access upon arrival)
- Proof of residence in France (Attestation de Logement from the landlord or rental lease)

## **/ DOCUMENTS TO BE SUPPLIED DURING THE ORIENTATION WEEK BY THE STUDENTS APPLYING FOR THE HOUSING BENEFIT**

- Copy of your passport 1<sup>st</sup> page or identity card
- Copy of the 1<sup>st</sup> page of your rental contract showing the dates (your name should be on the lease)
- French Student certificate (see on the student webapp - Access upon arrival)
- Birth certificate showing the names of father and mother with legible stamp on it
  - . for EU students multilingual including French for European citizens.
  - . for non-EU students, the birth certificate should be officially translated in French by an accredited translator IN FRANCE. Important: the birth certificate should not be issued more than 3 months before arrival.
- French bank account details (Relevé d'Identité Bancaire = RIB)
- Photocopy of the European health insurance card for European students (copy of the French health insurance), for non E.U (we provide it)
- Photocopy of Visa + OFII validation when you get it after the OFII visit for non E.U students

Bring electronic copies of those documents on your computer or USB stick



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[DEVINCI.FR/EN](https://www.devinci.fr/en)



#PoleDeVinci

This guide is for your information only and Association Léonard de Vinci cannot be held responsible in any situation caused by a third party.