



# WELCOME GUIDE



**Master in Management**  
Ranking 2017



# A global School of Management

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Rennes School of Business, France, is one of the most international Business Schools in Europe, with 91% of the Faculty being non-French nationals.

Programmes taught in English by an international full-time faculty, students coming from all over the world, programme development with partner institutions, strong links with local and international companies, international research cooperation, make Rennes School of Business unique in France and abroad.

Joining Rennes School of Business means being part of a constantly stimulating international environment and an international recognized institution accredited by EQUIS, AACSB and AMBA.

The dynamic and supportive environment of Rennes School of Business will make you feel at home.

*Santiago GARCIA, PhD*  
*Dean of Global Business*

# Study in English, live in France

## RENNES: IDEAL STUDY ENVIRONMENT IN THE WESTERN PART OF FRANCE

The French economy is based on innovation and creativity, scientific and technological excellence. It is the world's 6th largest economy in terms of exports and the 3rd largest economy in the world for international investments.

Rennes School of Business is located in Rennes, the capital city of Brittany, 1H25 from Paris by TGV fast train and 1 hour by plane from London. It is considered by the national media as the 1st French city where it feels good to live (L'Express - October 2017). With a population of more than 425 700, including 65 000 students, Rennes offers the full advantages of a large city while at the same time being convivial in size. Students will benefit from a very attractive urban, sporting and cultural environment: modern sports facilities, cinemas, theatres, cultural centres, museums, libraries, restaurants and pubs.

Studying at Rennes School of Business is a wonderful means to discover the richness of French life, its culture and economy.

## RENNES CAMPUS, A FIRST CLASS LEARNING ENVIRONMENT

*The modern campus of Rennes School of Business offers students an ideal study environment. The building is open 24 hours a day, 6 days a week.*

Each student has Wifi internet access to the business school's intranet, the learning centre website and e-learning services.

- a student residence
- a housing platform
- language laboratory
- 3 sports halls / 1 outdoor sports field
- a student club
- a music room
- a large cafeteria, 1 snack bar
- a learning center
- a "Bloomberg" trading room
- an Innolounge
- the InnoStart incubator
- student associations

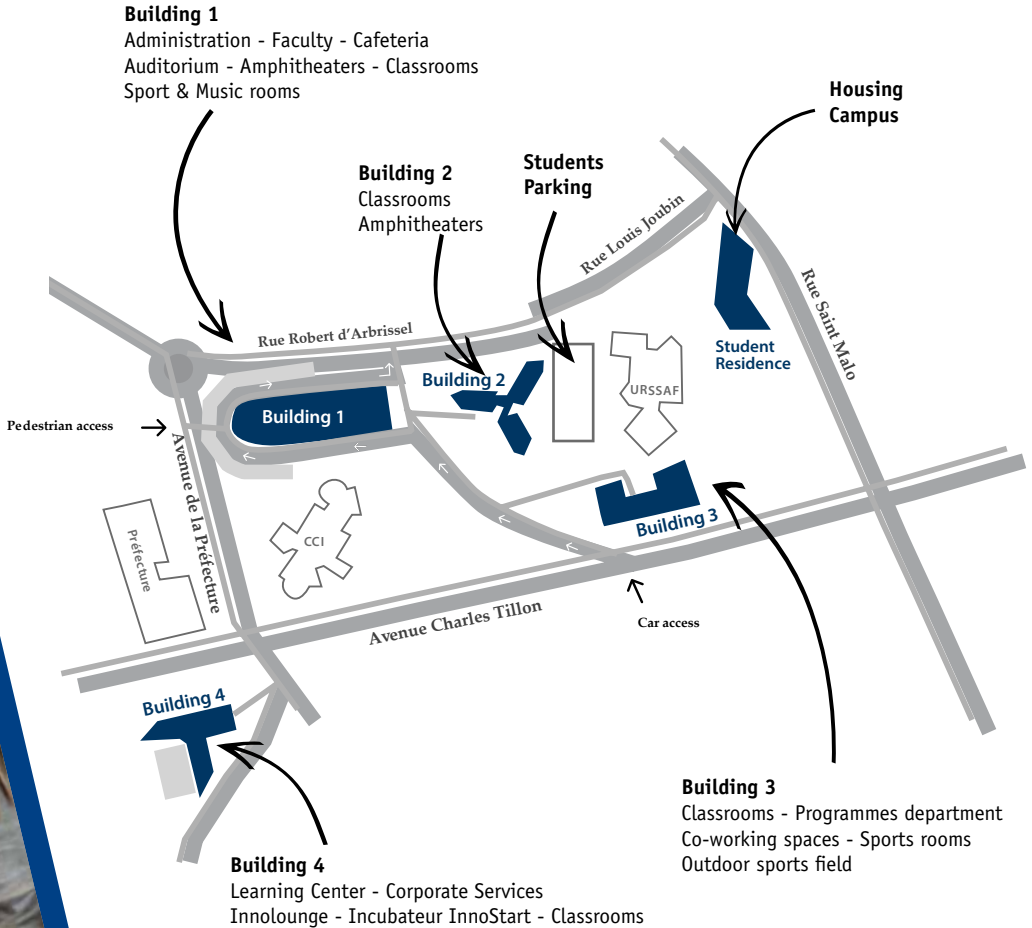
## BRITTANY: A DYNAMIC REGION

*With a population of 3 million, Brittany has succeeded in developing a highly effective economy based on industry and the service sector. The dynamism displayed by its 160,000 businesses has resulted in the creation of numerous centres of excellence, in fields such as the agro-food, transport, logistics, telecommunications, new technologies, tourism and services industries. The quality of life offered by its towns and cities, countryside and coastal areas, its cultural wealth and its historical heritage all play a major part in this region's growth and popularity.*





# School Map



# Preparing your stay in France (before)

## CHECK LIST (WHAT YOU NEED TO BRING)

UPON ACCEPTANCE (documents to submit during orientation week – front office):

### Non-European students:

- Approximately 90€ for your CVEC tax
- 1 photocopy of your passport
- 1 photocopy of your visa
- 1 photocopy of the page with the customs stamp stating on which date you arrived in France (please do this once you are in France)
- Birth certificate

### Non-European Students who have a visa “ETUDIANT” (Student visa):

- Approximately 90€ for your CVEC tax
- 2 photocopies of your passport
- Ofii\* form (issued by the Embassy with your visa)
- 2 photocopies of your student visa
- 2 photocopies of the page with the customs stamp stating on which date you arrived in France (please do this once you are in France)
- Birth certificate

### European Students:

- Copy of your EHIC card (valid for the length of your studies)

OTHER DOCUMENTS TO SUBMIT DURING ORIENTATION WEEK (for the bus-pass, bank, caf...):

For the bus-pass, bank, etc... All students:

- Several official passport-sized photos
- 1 photocopy of your passport (European students can submit a copy of their identity card)
- 1 photocopy of your visa (not applicable to European students).
- Proof of accommodation (rental contract ...)
- Housing insurance contract
- 1 copy of the Rennes School of Business acceptance letter or registration certificate

\*OFII : Office Français de l'Immigration et de l'Intégration (French agency in charge of immigration and integration)



# ore your arrival)

## PREPARE YOUR BUDGET

### AVERAGE BUDGET:

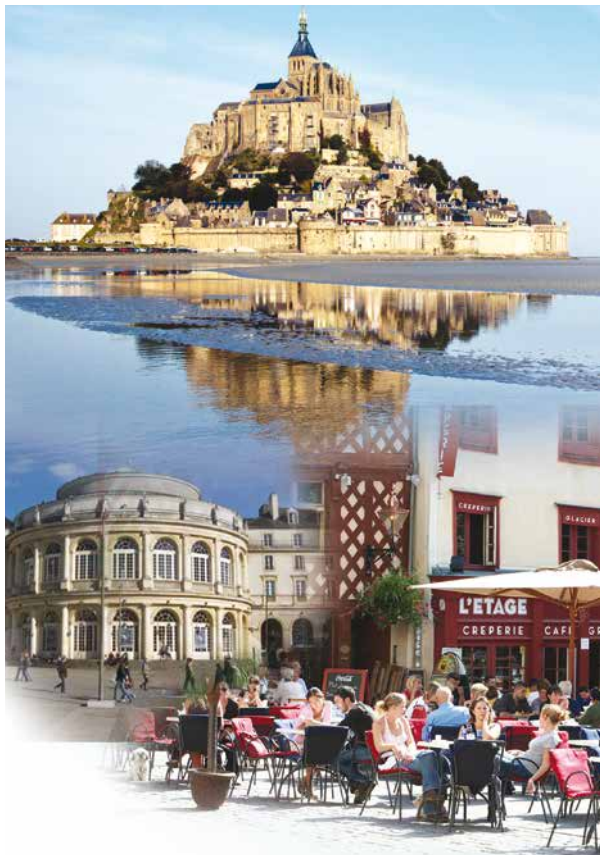
Monthly average budget:

- Accommodation: 160 € - 600 €  
(depending on the accommodation)
- Transport: 30 € - 40 €
- Food: 110 € - 200 €
- Other Expenses (phone, laundry, leisure..): 150 €

Other expenses on arrival:

- Compulsory CVEC tax payment : 90€
- One month deposit for accommodation: 400 € (depending on the rent)
- Housing insurance: 70 € for one year

*These amounts are estimates*



# VISA PROCEDURE FOR NON-EUROPEAN STUDENTS

## NON EXCHANGE STUDENTS:

You are registered at Rennes School of Business as you have already sent us back your filled and signed enrolment form and paid a first instalment to reserve your place on the programme of your choice.

You have already received the official confirmation of enrolment letter in English, its translation into French (for visa purposes) and an additional letter in French for the French Embassy/CampusFrance.

## EXCHANGE STUDENTS:

You are registered at Rennes School of Business as you have already sent us back your filled and signed application form to reserve your place at school.

You have already received the official letter of acceptance in English, its translation into French (for visa purposes) and an additional letter in French for the French Embassy/CampusFrance.

## FOR ALL OF YOU

It is now imperative that you immediately sign up with your nearest Campus France agency:

You have first to register with CampusFrance by signing up on their website:

**<http://www.campusfrance.org/en>**

Once you have followed all the formalities, your file will be transferred to the French Embassy or Consulate for the visa request. In some countries, you may have an interview or a test in English.

If you don't have a Campus France agency in your home country, please apply directly through the French consulate or Embassy. You can find the address of French Embassy or Consulate in your home country on this website:

**<http://www.diplomatie.gouv.fr>**

**Please be aware that this visa procedure can take some time until you get the interview, so we strongly advise to start the procedure in advance (the whole procedure can actually take 2 months in some countries).**



# Your accommodation

## RENNES SCHOOL OF BUSINESS RESIDENCE

The School provides a campus residence with equipped apartments.  
More information on [lesbellesannees.com/residence-etudiante-rennes](https://lesbellesannees.com/residence-etudiante-rennes)



## YOUR HOUSING PLATFORM

On the platform, you will find many offers around the campus from private landlords, halls of residence and real estate agencies:

[housing.rennes-sb.com/en/](https://housing.rennes-sb.com/en/)



You can make your reservation request directly on the platform with your rental file.  
The accommodation team will send you the enrollment key to sign up on the platform once you will be enrolled at Rennes School of Business.  
For any questions, do not hesitate to contact the platform team via the online Chat.



# Housing

## CAF (HOUSING BENEFIT)

WHO?	CAN I GET THE HOUSING ALLOWANCE?	WHAT I NEED TO BRING?
European students	Yes, on CAF.FR	<ul style="list-style-type: none"><li>&gt; Passport or identity card (copy and original)</li><li>&gt; Copy of your EHIC card</li><li>&gt; Proof from your bank that you have enough money in your account in France to live on (minimum 615 euros per month)</li></ul>
Non-european students who have a long-stay visa with "etudiant" written on it	Yes, on CAF.FR	<ul style="list-style-type: none"><li>&gt; Passport and visa (copy and original)</li><li>&gt; Letter from OFII office</li><li>&gt; Proof that you have paid your health insurance</li></ul>
Non-european students who have a long stay visa with "dispense temporaire de titre de sejour" written on it	No	

## IMPORTANT NOTIONS

### DEPOSIT ("CAUTION"):

In France, you have to pay one or two month's deposit to secure your reservation. By law, the landlord has up to 2 months to return the deposit at the end of the rental period. Some of the landlords with whom we work often return the deposits before you leave (after the moving-out inventory) but this is not an obligation. Obviously if damage has been caused, over excessive use of the heating or telephone, the flat is dirty etc., they are entitled to reduce the amount they return. It is therefore very important that you understand the contract, what the fees include and the conditions of rent, when you sign and that you do your utmost to respect the property and its contents.

*The deposit cannot be used to pay the last month's rent, unless you have a written agreement with the landlord.*

*N.B. For all payment (especially in cash) it is your responsibility to ask for a receipt.*



#### ADDRESS OF THE CAF OFFICES (Caisse des Allocations Familiales):

Cours des Alliés - Rennes - France

www.caf.fr - 0033 820 25 35 10

Metro Charles de Gaulle

Open Monday to Friday from 8.30 am to 5.00 pm



- > Birth certificate (original and a copy translated into French by an official translator)
- > Copy of your letter of acceptance or enrolment certificate from Rennes School of Business
- > Copy of student card
- > Rental contract
- > Bank details

## HOUSING INSURANCE

French law stipulates that all persons who rent accommodation in this country must have civil liability and 3rd party insurance at their address; some landlords include this in their «rental package». If not, you can buy this with the LMDE or SMEBA or with the bank when you open an account during the orientation week.

#### MOVING-IN AND MOVING-OUT INVENTORY (“ÉTAT DES LIEUX”):

Most landlords will complete an “état des lieux” with you. It is important that you participate and that you signal any damage or broken material or equipment before you sign (we suggest you take photos – with the automatic date - on arrival). When you leave the accommodation, the landlord will go through this document with you again and note any damage etc., made since your arrival. Any damage or unnatural deterioration will have to be reimbursed or will be deducted from the deposit.

#### HOUSING TAX (“TAXE D’HABITATION”):

Students residing in an individual flat or house or private residence are required to pay the housing tax if they are registered tenants in the property on 1st January of each year. (Exempted students: those lodged in the Crous or with a family). This is calculated on the type of accommodation (its surface and location). It is sometimes included in the rent (please check when you sign your rental contract).







# Your arrival to Rennes

## WELL'COME TEAM

Email address: [wellcome.arrival2018@gmail.com](mailto:wellcome.arrival2018@gmail.com)

The school's association "Well'Come" is responsible for helping international students upon their arrival. Do not hesitate to contact them.

The association's objectives are to assist international students with their integration in the School and the city.

Besides picking up the new students at the train station or the airport, the association organises tourist trips (Mount St. Michel, Paris, etc...) and sporting events.

## HEALTH INSURANCE (CPAM)

WHO?	DATE OF VALIDITY	COMPULSORY	OPTIONAL
European students	Length of stay at Rennes	All European students must provide a valid EHIC card for the length of their studies at Rennes School of Business	«Mutuelle», complementary health insurance cover (LMDE or SMEBA for example) or private insurance in your home country
Non-European students	After getting your VISA	Registration at CPAM : <a href="http://etudiant-etranger.ameli.fr">etudiant-etranger.ameli.fr</a>	«Mutuelle», complementary health insurance cover (LMDE or SMEBA for example) or private insurance in your home country
	For the first 3 months in Rennes	Private health insurance from student's home country, waiting for your official registration to the CPAM.	

\*EHIC = European health insurance card. EHIC cards to be ordered before leaving your home country and to bring with you (with a copy) during the orientation week.

\*\* Those who fail to do so, they will be asked to pay 215€ for French health insurance (price for 2016-2017).



#### CPAM ADDRESS:

7 cours des alliés - Rennes

Metro Charles de Gaulle

*Open Monday to Friday from 8.30 am to 5.00 pm*

## OFII PROCEDURE

You have received from the french Embassy in your country a visa the OFII form. We will provide you with additionnal information on the visa procedure upon your arrival.

Please, find below the list of documents that you need to complete the OFII procedure:

- Your valid passport
- A list of the shots (vaccinations) you have had
- One official passport photo
- Proof of accommodation with your address in Rennes (a copy of your rental contract is enough)
- Official stamp which costs 60 €. You can buy this stamp which is called a “timbre fiscal” in any “Bureau de Tabac” (tobacco shop)

And if you have any:

- Chest x-rays (taken within the last 3 months)
- Reading glasses
- Hearing aid
- Any results after hospitalisation during the past year
- Any other documents relative to your health which you wish to communicate to the doctor

## HEALTH INFORMATION

### English speaking doctors and specialists 2018-2019



**Dr LOUZON Olivier & Ms LE THANH Catherine**

26 Place des Lices - Rennes

02 99 35 05 05

*Italian - English*

**Dr FROUARD Pierre**

1 rue d'Armagnac - Rennes

02 99 59 72 63

*English*

**Dr HENOCQ Marc**

1 Place Du Marechal Juin - Rennes

02 99 65 48 49

*English*

**Dr LOUAPRE Mickaël**

15 Avenue Sir Winston Churchill - Rennes

02 99 59 32 94

*English*

**Dr MORVAN Paul**

28 Square de la Rance - Rennes

02 99 30 01 66

*English*

# HEALTH INFORMATION

## Hospital list

### + PUBLICS HOSPITALS

#### **CHU Pontchaillou**

2, rue Henri Le Guilloux - Rennes

[www.chu-rennes.fr](http://www.chu-rennes.fr)

*Metro Anatole France ou Pontchaillou*

02 99 28 43 21

#### **Urgences/Emergencies**

Accueil général / Reception

02 99 28 43 21

#### **Centre Anti-poison**

02 99 59 22 22

#### **Urgences Psychiatriques**

#### **Psychiatric Emergencies**

02 99 28 43 21

#### **Cardiologie (Cardiology)**

02 99 28 25 28

#### **Abus sexuel ou agression (Sexual abuse or attack)**

02 99 28 24 28

#### **Hôpital Sud**

16, boulevard de Bulgarie - Rennes

*Metro Le Blossne*

02 99 28 43 21

RDV/consultation 02 99 26 71 20

#### **Urgences/Emergencies**

Gynécologie/obstétrique

Gynaecology/obstetrics

02 99 26 59 29

### + PRIVATE HOSPITALS

#### **Polyclinique Sévigné**

3, rue Chêne Germain - Cesson-Sévigné

02 99 25 51 55

#### **Urgences/Emergencies**

02 99 25 52 49

#### **Centre Hospitalier Privé Saint-Grégoire**

6, boulevard de la Boutière - Saint-Grégoire

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

02 99 23 33 33

#### **Urgences/Emergencies**

02 99 23 36 22

#### **Polyclinique Saint-Laurent**

320, avenue Général Patton - Rennes

[www.polyclinique-saint-laurent.fr](http://www.polyclinique-saint-laurent.fr)

02 99 25 65 00



# **ALOHA Fair**

**RENNES SCHOOL OF BUSINESS**

Meet on

Wednesday 5<sup>th</sup> & 12<sup>th</sup>  
September 2018

from 10:00 am to 04:00 pm

Service providers:  
health insurance, rental insurance,  
banking, mobile phone & internet,  
public transport (STAR), tourism office...

BUILDING 1 "rue des Entrepreneurs"



**RENNES**  
SCHOOL OF BUSINESS

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## **RENNES SCHOOL OF BUSINESS**

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35065 RENNES CEDEX  
FRANCE

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[rennes-sb.com](http://rennes-sb.com)

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