



WELCOME GUIDE FOR INTERNATIONAL STUDENTS



CAEN • LE HAVRE • PARIS • OXFORD



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Welcome to EM Normandie!

Ecole de Management de Normandie welcomes exchange students from partner institutions and tuition-paying students from all over the world. This guide is designed for all international students coming to study on any of our campuses:



Caen

A beautiful historical and university town, 30 minutes away from the famous Normandy beaches.



Le Havre

is the first port in France for Foreign Trade and Containers. The city centre of Le Havre is listed as UNESCO World Heritage since 2005 for its "innovative use of the potential of concrete".



Paris

EM Normandie has a campus in Paris (16^e arrondissement) since 2013 and located 20 minutes' walk from the Eiffel Tower and Bois de Boulogne, in an area visited by tourists for its many museums



Oxford

In 2014, EM Normandie opened a campus right in the heart of the historical city centre of Oxford.



Orientation Days

The International Development Coordinators accompany international students throughout their study abroad experience. They help and advice students with lodging, immigration, health care coverage, banking and other formalities.

The International Office organizes the orientation days before the start of programmes in collaboration with the Students' Association.

During orientation days, the International Office provides information and helps to deal with day-to-day life issues while studying in France.



Welcome to EM Normandie!

Academic Calendar - 2018/2019

EXCHANGE STUDENTS: IMPORTANT NOTES

- Exams take place within the start and finish dates indicated below. Resit exams are not scheduled during the semester dates.
- International students must choose a programme from the following list. It is not mandatory to study all subjects in the chosen program. However, you may not choose subjects from another program.
- The International Relations Office reserves the right to choose the campus when necessary.
- Make sure that you choose a programme according to your level of study (Number of ECTS credits studied prior to departure / *U=undergraduate, M=Graduate*)

U1	U2	U3	U4 ou M1	M2
60 ECTS	120 ECTS	180 ECTS	240 ECTS	300 ECTS

- Transcript of records will be sent directly to your university by mid-March for students staying for the winter semester and by the end of June for students staying for the spring semester.

Programmes in Caen:

Programmes	Language of teaching	Acronym	Winter term	Spring term
European Business Programme Available for exchange non-degree seeking student only	English	EBP	September to December	January to May
M2 Cross-Cultural Marketing and Negotiation	English	M2 –CCMN	September to December	Lectures: January to April <i>I&PT*: May to December</i>
M2 Finance des groupes	French	M2 – FINGP	September to December	January to April <i>I&PT*: April to October</i>
M2 Manager des systèmes d'information et du numérique	French	M2- SI	September to December	Not available during the spring semester
M2 Startup & Développement Numérique	French	M2 - SDN	September to December	January to May

**I&PD = Internship and Professional Dissertation Dual Degree students*

Programmes in Paris :

Programmes	Language of teaching	Acronym	Semester 1	Semester 2
M 2 – Manager des Ressources Humaines	French	M2- GRH	September to December	January to April S&DP*: May to November
M2 – International Events Management	English	M2- Events	September to December	January to April

*S&DP = Internship and Professional Thesis for Dual Degree students

Programmes in Le Havre:

Programmes	Language of teaching	Acronym	Semester 1	Semester 2								
U3 Undergraduate year 3 – General Management	French	PGE: U3	September to January	January to May								
U3 Undergraduate year 3 – General Management	English	PGE: U3	September to January	January to May								
Bachelor in International Management (option International Business) Open to <u>DD</u> exchange students	English	BMI - IB	September to December	January to April (resit exams end of May)								
Bachelor in International Management (International Logistic option)	French	BMI - LI	September to December	January to April								
M1 year 1 - General Management	French	PGE: M1	Mid-August to January	Not available during the springsemester								
M1 year 1 - International Management	English	PGE: M1-IMP	September to December	January to April								
M2 year 2 International Logistics and Port Management	English	M2 – ILPM	September to December	January to April <i>I&PD*: May to December</i>								
M2 year 2 Supply Chain Management	English	M2 – SCM	September to December	January to April <i>I&PD*: May to December</i>								
M2 year 2 Marketing et stratégie commerciale	French	M2 - MKG	September to December	January to March <i>I&PD*: April to December</i>								
M2 year 2 Entrepreneurs	French	M2 - ENT	September to December	January to March <i>I&PD*: April to September</i>								
M2 year 2 Audit et Finance d'entreprise	French	M2 - FIN	September to November	April to June <i>I&PT*: December to March / July to December</i>								
M2 year 2 International Business	English	M2-IB	<p>This programme is sub-divided in 2-months periods; Students can attend either a 2-months or 4-months period earning thus the corresponding ECTS.</p> <table border="0"> <tr> <td>September to December:</td> <td>January to April:</td> </tr> <tr> <td>Sem 1 period 1: Sept and Oct</td> <td>Semester 2 period 1: Jan and Feb</td> </tr> <tr> <td>Sem 1 period 2: Nov and Dec</td> <td>Semester 2 period 2: March and April</td> </tr> <tr> <td></td> <td><i>I&PD*: May to November</i></td> </tr> </table>		September to December:	January to April:	Sem 1 period 1: Sept and Oct	Semester 2 period 1: Jan and Feb	Sem 1 period 2: Nov and Dec	Semester 2 period 2: March and April		<i>I&PD*: May to November</i>
September to December:	January to April:											
Sem 1 period 1: Sept and Oct	Semester 2 period 1: Jan and Feb											
Sem 1 period 2: Nov and Dec	Semester 2 period 2: March and April											
	<i>I&PD*: May to November</i>											

*I&PT = Internship and Professional Thesis for Dual Degree students.

Programmes in Oxford :

Programmes	Language of teaching	Acronym	Semester 1	Semester 2
U2 Undergraduate year 2 – General Management	English	PGE: U2	September to December	January to April
U3 Undergraduate year 3 – General Management	English	PGE: U3	September to December	January to April
M1 Graduate year 1 – General Management	English	PGE: M1	September to December	January to April
M2 Graduate year 2 – Banking, Finance and FinTech	English	M2 – FIN TECH	September to December	January to April

TUITON-PAYING STUDENTS

Find out more about available programmes in [French](#) or [English](#) on our website.

PUBLIC HOLIDAYS IN FRANCE

French Name	English Name	Dates
Jour de l'An	<i>New Year's Day</i>	1st January
Lundi de Pâques	<i>Easter Monday</i>	2nd April 2018 (date varies according to the year)
Fête du Travail	<i>Labor Day</i>	1st May
Armistice	<i>Victory Day</i>	8th May
Jeudi de l'Ascension	<i>Ascension Day</i>	10th May 2018 (date varies according to the year)
Lundi de Pentecôte	<i>Whit Monday</i>	21st May 2018 (date varies according to the year)
Fête Nationale	<i>Bastille Day / National Day</i>	14th July
Assomption	<i>Assumption</i>	15th August
La Toussaint	<i>All Saints' Day</i>	1st November
Armistice	<i>Armistice Day - End of World War I</i>	11th November
Noël	<i>Christmas Day</i>	25th December



How to get to your campus?

If you land in Paris but need to join our campuses in Caen or Le Havre, you can either choose our airport pick up service (option A), Ouibus/Flixbus (option B), a collective taxi (Option C), the public transport (option D).



Option A: “Airport Pickup” service

An airport pickup from CDG (Charles de Gaulle) can be organized by EM Normandie’s International Office before the orientation days starts. This service costs approximately 30 euros. An application form is to be filled in and returned to the International Office to request for this service.

Please note that the airport pickup might be cancelled if the number of participants is not sufficient. You would be informed well in advance.

Option B: Ouibus ou Flixbus companies

Departure from Paris to Caen or le Have train stations. Cost from 9 €. Book on [OUIBUS](#) or [FLIXBUS](#)

Option C: Collective taxi

Before arriving in France, you can book a collective taxi (or shared taxi) for a door-to-door trip from Paris airports directly to Caen or Le Havre. It will cost approximately 110-120 euros for 1 person, 150 euros for 2 persons, 180 euros for 3 persons. If you book as a group, you will pay less individually. Indicate that you are from EM Normandie when booking.

- ✓ For Le Havre : www.stvoyageurs.com
- ✓ For Caen: www.thp-transports.fr

Option D: Travelling with public transport

To get to our campuses in Normandy from Paris you must first go to Saint-Lazare train station (in French: Gare Saint-Lazare) located in the centre of Paris: 13 rue d'Amsterdam, 75008 Paris.

All trains for the Normandy region depart from this train station.

Case 1: Arrival at Charles de Gaulle airport (CDG)

	Journey time	Fare	Link	Remarks
Option 1 : TAXI	Around 45 minutes	From € 50	http://www.taxis-paris.fr/ Alpha www.alphataxis.fr G7 www.taxisg7.com Taxis Bleus www.taxis-bleus.com	This is a very practical option and you can share the cost with a friend.
Option 2 : ROISSY BUS	Around 70 minutes Frequency: 15 - 20 minutes	From € 11.50	ROISSYBUS Buy your ticket when boarding the bus (small change needed) or at the exit gate at the airport or from the RATP ticket office nearby.	The shuttle bus will drop you at Opera; you can walk to the Gare St Lazare, (around 10 mn walk).
Option 3 : METRO/ RER	RER B + RER E : around 45 minutes Frequency : 10 - 20 minutes	From € 10	http://www.ratp.fr/fr/ratp/v_161326/acces-aeroport-roissy-charles-de-gaulle/ RER B from CDG to « Gare du Nord ». Then walk to Magenta RER E station (situated below Gare du Nord) and take RER E to "Hausmann Saint-Lazare". Follow the directions for "Train Grandes Lignes" and you will arrive on the Regional Trains platforms of the Saint Lazare train station.	The RAIL – RER/Metro is not safe after 8pm and not practical if you have a lot of luggage (narrow escalators)



Case 2: Arrival at Orly airport (ORY)

	Durée trajet	Tarif	Liens	Informations
Option 1 : TAXI	Around 45 minutes	From € 50	http://www.taxis-paris.fr/ Alpha www.alphataxis.fr G7 www.taxisg7.com Taxis Bleus www.taxis-bleus.com	This is a very practical option and you can share the cost with a friend.
Option 2 : ORLYVAL/ RER B/ METRO	Around 45 minutes Frequency : 10 - 20 minutes	From € 12.05	http://www.ratp.fr/fr/ratp/v_154902/acces-aeroport-orly/ ORLYVAL from Orly airport to Antony (10 mn) RER B from Antony to Châtelet Halles station (25 minutes) metro line 14 'Direction St Lazare' (10 minutes). You can buy a single ticket. Then, follow the direction "Trains Grandes Lignes" and you will arrive at Saint Lazare train station.	The RAIL – RER/Metro is not safe after 8pm and not practical if you have a lot of luggage (narrow escalators)

Once at Saint-Lazare train Station

At Saint-Lazare train station, you must buy your ticket at the desk before getting on the train. Visa cards are accepted. You can also buy an e-ticket online and print it, or have your e-ticket ready for scanning on your smartphone. Check [train schedules here](#).

Destinations	Trip duration	Cost (one way)	Remarks
Saint-Lazare (Paris) to Caen	2 hours	Between Euros 32 - 35	Ask for a direct train to Caen.
Saint-Lazare (Paris) to Le Havre			End of the line station.



Please be aware of pickpockets (who can be adults, teenagers, male and female) and thieves – Keep your personal handbags, computers cases with you.

For Oxford Campus, please read the *Student Handbook* [here](#).

Campuses location:

Caen Campus: 9 rue Claude Bloch, 14052 Caen
 Le Havre Campus: 30 rue Richelieu, 76087 Le Havre
 Paris Campus: 64 rue Ranelagh 75016 Paris
 Oxford Campus: Jericho Building, Oxpens Road, Oxford OX1 1SA

Have a good trip!

Accommodation

Finding a place in France

EM Normandie has its own online housing platform, where you can find offers from property owners, student residencies, agencies or the school community.

To consult the offers, send an email to housing@em-normandie.fr to receive your activation key. Connect to the platform <http://housing.em-normandie.fr/en>, click on “Student Login” and then on the tab “Sign Up”. Create your personal account with your activation key.

Other websites you can browse:

Owners direct offers:

www.leboncoin.fr

www.pap.fr

www.seloger.com

www.locservice.fr

House sharing:

www.appartager.com

Host families:

www.sejoursfrancefamille.fr



*Whichever solution you opt for, please be aware of potential scams! **If in doubt**, please write to us before signing anything.*

APL Housing Support

All students, regardless of their nationality, may apply for a monthly housing subsidy at the CAF (*Caisse d'Allocations Familiales*, or Family Benefits Fund). This allowance, called “APL”, is granted to applicants meeting different criteria (rent amount, surface of your flat, financial status...). Students may apply directly on the website or at a CAF office.

www.caf.fr // 0810 29 29 29 (standard call fees apply)

Who can apply?

All European students and non-European students holding a “VLS-TS STUDENT D visa cesda R311-3” may apply for this financial support.



Non-EU students, you will not be able to receive APL financial support if your VISA mentions “DISPENSE TEMPORAIRE DE CARTE DE SEJOUR”.

Which documents will you need to provide?

- ✓ Copy of your passport (+Visa and OFII sticker, for non-European students) or ID (for European students)
- ✓ International Birth Certificate or Birth Certificate officially stamped and translated in French.
- ✓ School certificate (“Certificat de scolarité” that you obtain after school registration within the first month)
- ✓ Copy of your European Health Insurance Card, both sides, for European Students
- ✓ French Bank account details (RIB)
- ✓ An “attestation de loyer/residence” or proof of rental/residency is sometimes asked at the end of the application.

Compulsory Housing insurances



Whatever type of accommodation you rent in France, you must subscribe to a MRH (*Multi-Risques Habitation*) insurance. This insurance covers mainly fire and flooding damage, but also the tenant. This housing insurance must not be mistaken with the *civil liability insurance*, another type of insurance that covers damages caused to a third party, which will also be asked within the first days upon arrival.

Your subscription can be done via private companies or even your French bank (ask about it when opening your account). There are different options with costs starting from 39 euros per year, according to your accommodation type, your contract and your age.



*Some types of accommodation will require that you subscribe to a housing insurance **before you arrive** in France. In other cases, you will subscribe within the first few days of rental.*

Housing tax

In certain residences, be aware that as long as you are renting on January 1st of the current year, you will be requested to pay a housing tax (*taxe d'habitation*) of about one month's rent. Even if you leave your apartment before October (when the tax is due), you will be asked to settle the payment to the French Taxation Office.

For information on Oxford accommodation, please read the [Oxford Student Handbook here](#).

Opening a **Bank Account** in France

During orientation days, you will get advice on how to open a bank account. The main reasons why you would need an account in France are:

- ✓ To deal more easily with your tuition payments to EM Normandie (fee paying students)
- ✓ To receive the *Housing financial support* (APL) if you are eligible.
- ✓ The *French Health Care Coverage* (Sécurité Sociale Française) will reimburse your medical costs directly on your French bank account - (*European students are not concerned since they benefit from European coverage- they will need to forward their health expenses back to the Health Care Administration in their home country.*)
- ✓ In case you need to renew your *resident's permit* in France, you will have to show the immigration office that you have sufficient financial resources to continue living in France. A French bank account statement will be required. (*European students are not concerned.*)

Your French bank will issue a French Master Card or VISA card. ATMs are available everywhere both in cities and more isolated places. Most banks are open from Tuesdays to Fridays from about 9AM to 5PM, and Saturday mornings.

Health Care Coverage

European Students in France



Prior your departure, you must ask for your European Health Insurance Card – EHIC - and bring it with you. Make sure that it is valid for the whole duration of your stay in France.

While in France, all your health related expenses must be forwarded to the health care administration you depend from in your country of origin.

Non-European Students in France

Depending on the country where you apply for your visa, you may have to show consular services that you have a private health insurance. This is an extra cover and cannot replace the French Health Care Coverage.

The French Health Care coverage is compulsory when you study in France for more than 3 months and if you are under the age of 28. This coverage starts on September 1st; if your programme starts in August, you are required to subscribe to a private or travel insurance that covers you until that date. If you do not have a private insurance in your country of origin, EM Normandie will help you subscribe to a French private insurance (45 euros as of August 2017, please ask your International Coordinator).

The French Health Care covers 70% of your basic medical and health related expenses. The remaining 30 % can be covered by an additional insurance called “*mutuelle complémentaire*”. The French Health Care does not cover emergencies such as repatriation.

If you are over 28, you will need to be registered through the Public Health Care Administration -- CPAM (*Caisse Primaire d'Assurance Maladie*): the International Office will help you fill out the appropriate form and find your nearest CPAM office.

Registering to French Health Care

After you arrival, you will need to

1. Register to the French Health Care coverage during orientation days, and pay through the School's Accounts Department (€217 for the academic year 2017-2018 – even if for a semester only)
2. Provide a Birth Certificate translated into French, with either
 - ✓ **an apostille** delivered by a court of justice (Japan, Mexico, South Korea, India, USA, India, Russia...)
 - ✓ **a legalization sticker** delivered by the Consulate of France (Philippines, China, Emirates, Kuwait, Taiwan...).
 - ✓ or **neither** if you are coming from Brazil, Cameroun, Ivory Coast, Gabon, Madagascar, Senegal, Turkey and Vietnam.
 - ✓ If your home country is not listed above, your international coordinator will give you the relevant information individually by email.

For Oxford Campus, please read the Oxford *Student Handbook* [here](#).

Immigration

European students:

EU students do not need a VISA but they must have a valid ID card or passport.

Non-European students:

Once you are admitted to EM Normandie, you will receive a Letter of Acceptance and must apply for a VISA D for FRANCE (an extended-stay student visa, with residency permit - VLS-TS).



Non-European Students coming from a European partner University are also required to have a STUDENT VISA D for France. Please check with your home International Office regarding your status before registering.



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, are exempt from a tourist visa do to your nationality and you intend to stay in France to study, you have to apply for a student visa from your country of origin.



Documents that can be asked by the Embassy for the visa application: (non-exhaustive)

- ✓ Passport
- ✓ Proof of acceptance by EM Normandie
- ✓ Proof of financial support
- ✓ Proof of health insurance coverage and/or travel insurance
- ✓ Proof of vaccinations (some consulates only)

Please remember that in spite of our efforts to ensure you can study with us under the best conditions, our School has absolutely no influence on the delay of treatment or on the decision given to a VISA process. It is the student's responsibility to cover for and respect immigration procedures during their whole stay in France.

Once you receive your visa, please check the line written at the bottom:

Case 1: «CESEDA R 311-3 6° Autorise travail limité- 60% durée légale »

- ➔ You will have to ask for a visa stamp and/or a stay permit once in France (depending on the duration of your stay)

The consulate issues this VLS-TS visa together with an official form, that must be presented to the French Immigration and Integration Office (OFII) upon arrival in France.

EM Normandie International Coordinators will collect the completed forms with passport cover page, visa, and stamp of the date of entry during orientation days and forward all the papers to OFII.

Within the following 3 months, you will receive a notification for an appointment at the OFII. This appointment is compulsory in order to validate the entire duration of the VISA, officialised with an OFII sticker on the passport.

With this Visa, you are allowed to work up to a limit of 21 hours per week.

Case 2 : « Dispense temporaire de titre de séjour »

➔ You will not have to apply for a visa stamp and/or a residence permit once in France

This means that you do not have to go to OFII on arrival in France. You may stay in France during the whole validity of your visa. However, please note that you are not allowed to work in France under this visa.

A long stay Visa (VLS-TS Visa) allows you to travel under the following conditions:

- Within the first three months after your arrival in France you are allowed to circulate (without any other formalities) inside and outside the Schengen Area.
- After the three first month, you are allowed to travel only if you have the OFII sticker on your Visa.

If you are continuing your studies with us or if you plan to stay in France for work, you may have to ask for a renewal of your stay permit and/or a status change. Please ask you International Coordinator about it.

More information

Please visit the following web site: <http://www.campusfrance.org/en>



Campus facilities

Opening Hours

Caen Campus

Monday to Friday
7.30AM to 10PM
Saturday
9AM to 12AM

Le Havre campus

Monday to Friday
7.30AM to 10PM
Saturday
9AM to 12AM

Paris Campus

Monday to Friday
7.30AM to 10PM
Saturday
8AM to 12AM

During these opening hours, students have access to IT and Sports rooms (gym and squash rooms in le Havre).

Before or within the first days of your arrival, a code will be given to access entrance on each campus.



Special Equipment

The campuses are fully accessible to people with a disability.

Where to eat?

All our campuses have dedicated areas where to eat, a cafeteria selling lunch packages, vending machines for hot drinks, soft drinks, and snacks. You can also bring your lunch-box; microwaves are available.

If you'd rather eat out, note that in France lunch is usually served between 11.30am and 2pm and dinner between 7.30pm and 10 pm. French restaurants, especially "*brasseries*", offer a « *menu du jour* » or « *formule du midi* » (starter + main or main + dessert) from approximately € 11-12.

Caen Campus

The cafeteria is open from Monday to Friday, from 7 am to 5 pm.

Lunch is served from 11:30 am to 2 pm.

Le Havre Campus

The cafeteria located is open from Monday to Friday, 8 am to 2:30pm.

Lunch is served from 11:30am to 2pm.

Paris Campus

The cafeteria offers breakfasts, meals, sandwiches, and snacks, with a click & collect system to save time.

University restaurants

In these university restaurants, you can get a 3-courses meal for €3.25 (Student price index 2017). You will need to get an *Izly card* for payment; on your first visit, bring your student card or your School Certificate. You can top-up your Izly card with cash or by credit card.

CAEN

Restaurant Universitaire Claude Bloch
11 Rue Claude Bloch, 14000 Caen
11.15AM – 1.30PM

LE HAVRE

Restaurant Universitaire Porte Océane
30 Rue Demidoff, 76600 Le Havre
11.30AM – 1.30PM

PARIS

Restaurant Universitaire Dauphine
2 Boulevard Lannes, 75116 Paris
11:15 AM to 2:30 PM

More university restaurants can be found on your local CROUS website

<https://www.crous-paris.fr/>
<https://www.crous-caen.fr/>

For information on Oxford Campus, please read the Oxford Student Handbook [here](#).



Personal Safety

Your well-being and happiness while staying with us is our outmost satisfaction. As we are concerned about your comfort and security, we would like to make you aware of some basic safety rules to follow when in France:

- Beware of pickpockets: especially in crowds, touristic places, buses and subways. One tip: try to avoid the *complete* “tourist look” (clothes that stand out, hiking shoes and raincoat, city guide and maps, huge cameras...)
- Beware of scams: because you are an international visitor and you may not know how everything works, you are an easier target for scams, be it outside on the street (fake petitions, ring scam...) or in private (fake job offers, cash mandates...)
- Be careful when you are at ATMs
- At night, common sense will tell you to party with friends, stay with the group, share cabs (your security is worth more than a few euros!) and avoid walking home alone if you can.
- Be discreet with your valuables, and do not carry too much cash. Lock your accommodation doors and car doors.

Plan Vigipirate

The “Plan Vigipirate” has been put in place in France in order to secure citizens and visitors in public places. Police officers, military groups or security guards may be visible in some busy or touristic areas. At the entrance of many public building, you will be asked to show the content of your bag.

Important numbers

Ambulances: 15
Firefighters: 18
Police: 17

For any emergency: 112
(Can be dialed from anywhere in Europe)

Cases when you should contact your embassy in France

- If you lose your passport.
- If you find your passport after declaring it stolen.
- If you are victim of a crime, your embassy can put you in contact with lawyers, translators and the police.
- If you lose all your money: in extreme cases and as a last resort solution, your embassy may arrange your repatriation.

Public Transportation

You must hold a valid ticket for each journey. Please also mind the validation of your tickets if you change lines. Frequent controls are held in and outside stations.

In France

You can travel all over France by train; check on the web site <https://www.oui.sncf/>. If you are between 12 and 28 years old, you can buy a travel card called “carte jeune” which enable you to benefit from discounts.

Regional transportation

For regional transport, you can travel with the “Bus Verts”, from Caen and Le Havre train stations. For available routes, check the website: <http://www.busverts.fr>

In Caen

You can get a youth subscription (special fare for youths up to 26 years old) from the TWISTO Agency located in the city centre, St Pierre station. You need to fill in a TWISTO form for an annual subscription.

Subscription	Fare (2017)
1 year (3 months offered)	€265.50
31 days	€29.50
1 journey	€1.50
One day or 3 days passes	4€ or 8.05€
One day for groups (2-5 people travelling together)	6.20€
10 journeys	€12.70

Seasonal tickets (monthly or yearly basis) will give you the opportunity to use the city transportation network all over Caen: Bus TWISTO. For more information, visit the following web site: www.twisto.fr

NB: If you get a TWISTO subscription, you can also get discounts in some local restaurants as well as other special events.

In Paris

Bus, metro, tram and RER (suburbs train), Vélib’ (Paris on-demand cycling rent), you’ll be spoiled for choice.

Find all useful information on the [RATP’s website](#) or go to the “Club RATP booth” at Charles de Gaulle-Etoile, Montparnasse, or Gare du Nord stations. For information on how to subscribe to Imagine’R (student travel pass), click [here](#).

For information on subscribing a plan with Vélib’, click [here](#).

In le Havre

To travel around Le Havre, you can use buses, trams, the *Funiculaire* Cable Car, and the LER (“Lezarde Express Régional”: a commuter train). The company “LIA” provides all these services.

Remember! You must have a valid and validated ticket even when using monthly seasonal tickets.

You can buy a ticket from a vending machine for your occasional trips (full price). If you want to get a student discount, you must have a nominative LIA Pass.

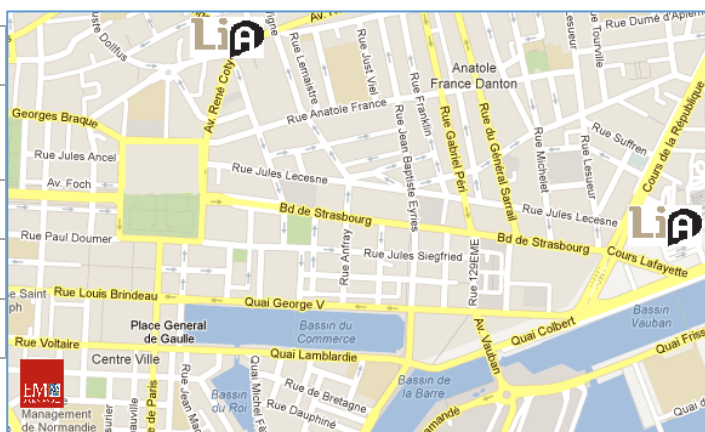
To get your NOMINATIVE LIA PASS for free, complete the application form for LIA Pass available in the LIA agency or download it [here](#).

If your nominative LIA Pass is lost or stolen, it can be cancelled by the system.

For more information, visit the LIA website [here](#).

LIA Agencies : (see map)

La boutique	La station
9, Avenue René Coty	1, Cours Lafayette
Phone : +33 2 35 22 35 00	
Open Mondays to Saturdays	
7:00 am to 7:00 pm	



Validity	Indicative Fares
1 journey	€1.70
10 journeys	€12.50
Annual Season Ticket	€409.50 // 275.10 euros
1 month Season Ticket	€39 // 26.20 euros
1 ticket - Season Ticket – valid one day	€3.90

For information on Oxford Campus, please read the *Oxford Student Handbook* [here](#).

Student Clubs and Societies

French and International students are encouraged to join a student club. EM Normandie encourages student initiatives through all types of clubs and societies around solidarity projects, Business and entrepreneurship, art & culture, sports & adventure, etc. For more information, please visit the [Student Clubs and Societies' page \(in French\)](#).

A team of student mentors helps international students to integrate into the French student community. They coordinate the actions of the different associations within the school and inform international students of all social events, tours, sport activities etc...that are likely to appeal to them.

A fee of € 31 per semester is required from all students in order to benefit from all the activities available (either for free or at reduced price): Sports Teams, Student parties, Art, Theatre Club, Week-end tours, Sailing etc.

Make sure you keep in touch with them to make the most of the social activities available!



General information

Administration office hours

Most administrations are open from 9am to 12am and from 2pm to 4.30pm from Mondays to Fridays.

Postal services in France

If you need to receive a parcel in France, you can get it sent to the International Office of your campus. You absolutely need to indicate your FULL Name and International Office.

Working in France

It is hard to find a student job in France and almost impossible if you do not speak French. Non-European students must have a VISA D indicating that working is allowed while in France.

Smoking in France

In France, smoking is prohibited in public places (school buildings, railway stations, airports, government buildings or offices, restaurants, cafes and nightclubs, etc.).

Shopping

Most local shops are open from 10 am to 7 pm from Tuesday to Saturday. Shopping Malls and superstores are open from 8am to 8pm from Monday to Saturday.

Cinema

Numerous Cinemas, theatres, concert halls are available in each city.

Cost of living

You should budget an average of € 800 per month for your stay on Caen or Le Havre Campus. Paris cost of living is higher; count on 1200 Euros per month.

	Average cost (indicative)
Accommodation	Caen or Le Havre: from 350 Euros to 570 Euros Paris: 800 euros
Flat insurance	from 60 euros per year
Health Insurance	217 euros in 2016 (for the whole year or 1 semester)
Meals	From 6euros in school cafeterias
French baguette (bread)	0.92€
Cinema Ticket	7€
School Associations Membership fees	31 € per semester

Electricity in France

Important: Make sure that you buy an adaptor from your home country before your departure (maybe two or more for your computer, your hairdryer etc). You will probably have difficulties finding the appropriate adaptor once in France.

Weather

Think about packing appropriate clothes, shoes and a winter coat, accordingly with the continental and oceanic climate.

Before leaving

You need to start thinking about your departure a few months before. Here is a list of procedures you should think about before leaving:

Accommodation

Departure notice (*préavis*): you should inform your residence or your property owner you are going to leave. Depending on your rental contract, this has to be done one to three months before the effective date of your departure.

Inventory (*état des lieux*): before leaving your accommodation, you and your property owner will do the inventory together. If anything is missing or deteriorated, your property owner can retain a part of your deposit to cover for the renovation or replacement costs. You are also expected to thoroughly clean your place before leaving, otherwise you may be asked to pay for cleaning services (around 50€ an hour).

Deposit (*caution*): reimbursement of your deposit does not happen automatically in France, you have to ask for it. According to French law, your property owner must give your deposit back within 2 months after your departure.

Housing tax (*taxe d'habitation*): see dedicated chapter. Before leaving, you should check with your residence or your property owner how this is to be paid. Some contracts include a monthly payment divided up over the rental period.

CAF, services, private insurances, bank

You need to cancel your subscriptions or end your contracts. This can include electricity, gas, water; internet and telephone, housing insurance. Send a certificated letter (*lettre recommandée*) to your different services to inform them of your departure dates.

Remember to provide a contact of yours to the CAF (email or home address). You also must inform your bank with a certified letter or go directly to your bank agency; if you are moving to another city in France, let them know of your new address.

Residence permit

If you are continuing your studies with us, you must renew your student residence permit two months before the day, your VISA or permit expires.

For further information, please ask your international coordinator.

General advice

Our school will not cover any student owing a debt to a property owner, hospital or any other service/administration. Students having outstanding debts can damage the image of EM Normandie and the school reserves the right to delay the awarding of student's degrees in serious cases.

Please ensure all your bills have been paid before leaving.

What do I need to bring for orientation days?

What documents do you need to bring for registration during orientation days?

European Students:

Copies	Documents
1	Passport or ID
1	International Birth Certificate or Birth Certificate officially translated in French
1	European Health Insurance Card (EHIC) <i>Make sure it is valid for the entire period of your study abroad.</i>

Non-European students:

Copies	Documents
1	Passport (ID page, visa, and entry stamp)
1	Demande d'attestation OFII (given with your VISA by the consulate if you received a VLSTS Visa. Please refer to the first document of the OFII documents appendix)
1	Birth Certificate + Official Translation in French of your Birth Certificate

It would also be great if you could bring a flag, a tee shirt, a scarf, or any object representing your country!

*We look forward to seeing you at EM
Normandie!*

