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1. Welcome to Groupe ESCE

I wish to warmly welcome you to Groupe ESCE and to Paris.

With nearly 45 years of experience, our faculty, staff and students at Groupe ESCE work harmoniously to build a friendly and interactive learning environment. Regardless of the length of your studies at ESCE, one month, one semester, one year or three years, I urge you to embrace your educational and cultural experience here. I encourage you to take advantage of the learning facilities, networking with your professors and classmates while you are here. Take this as an opportunity to expand and enrich your learning and cultural experience which will help you in developing an internationally recognized profile to build a successful career.

I wish you all the success with your studies and I look forward to meeting you.

Sincerely,

Jean Audouard
General Director

We are very pleased to welcome you to Groupe ESCE and to Paris.

We hope that this guide will assist you in preparing your arrival at ESCE and in Paris and that your stay here will meet all your expectations. We hope you will take good memories of your experience. I and the staff at the International Relations Department, we are always here to assist you with your stay here in Paris, and answer any questions you may have at any time. Please come by or contact us if you are in need of assistance.

We wish you an enriching and enjoyable experience at ESCE, and we look forward to meeting you soon.

Sincerely,

Yves Marmiesse
Deputy CEO
2. International Relations Office

The Office of International Relations at ESCE is the primary contact for the International Students. The office consists of a team of eight who no doubt have big hearts and will be ready to assist you whenever you have any questions regarding Paris, or your program at ESCE.

**Karine GAUTIER,**
Director of International Relations
00 33 (0) 1 81 51 15 35
karine.gautier@esce.fr
office 419

**Laurence FREUDENREICH,**
French Professor and Manager of the French Department
00 33 (0) 1 81 51 15 43
laurence.freudenreich@esce.fr
office 124

**Farah HEFIED**
Coordinator, International Relations
00 33 (0) 1 81 51 15 37
farah.hefied@esce.fr
office 421

**Claudia MUELLER**
Coordinator, International Relations and Summer Programs
00 33 (0) 1 81 51 15 40
claudia.mueller@esce.fr
office 421

**Mimi MAUNG TRENTIN**
International Recruitment and Admissions
00 33 (0) 1 81 51 15 38
mimi.maung@esce.fr
office 413

**Jianle LI**
Chinese Professor and Manager of the Chinese Department
00 33 (0) 1 81 51 15 44
jianle.li@esce.fr
office 124

**Charlotte MORVAN**
Coordinator, International Relations
00 33 (0) 1 81 51 15 39
charlotte.morvan@esce.fr
office 421

**Tiffany MEKSAVANH**
Coordinator, International Relations
00 33 (0) 1 81 51 15 36
tiffany.meksavanh@esce.fr
office 421

Our fax number is: 00 33 1 81 51 15 45

You can also join us on Facebook: ESCE International Students
http://www.facebook.com/pages/ESCE-International-Students/177877105592403

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**OFFICE HOURS**

9:00 AM – 6:00 PM

**OUR MAILING ADDRESS**

10 rue Sextius Michel
75015 Paris
FRANCE

Our Office: 4th Floor – Room 419, 420 and 421
With an alumni network of 7,000 students, ESCE currently welcomes 2,400 French and about 450 foreign students who are mainly in the five-year graduate program. ESCE has also established partnerships with about 140 universities in 45 countries around the world for bilateral international exchange programs. Our teaching staff consists of 50 full-time permanent professors and about 90 associate professors.

### 3.1 History of ESCE

Founded in 1968, ESCE is a Private Higher Education Institution recognized by the State. The ESCE diploma is countersigned by the Ministry of Education (Middle and Upper management positions). Since November 2001, ESCE has become a member school of the Laureate International Universities, a network of institutions present in 28 countries around the world and serving more than 700,000 students.

#### State Recognition

Delivered by the Ministry of Education, recognition means: strict assessment of training quality, academic level, permanent staff, program content, employment possibilities for its graduates, equipment and facilities, coherence between training and goal aimed by the school, institution’s financial stability and its administrative organization.

#### Diploma validated by the French National Ministry of Education

This validation defines the professional qualification of a training program on a scale from Level I to Level V. Level I is equivalent to a minimum of 5 year of higher education studies, Level II is equivalent to 3 or 4 years. A commission composed of different organizations (Ministries, Businessmen, Chambers of Commerce...) approves the diploma. Since 2007 Academic year, ESCE diploma is recognized at the Level I as a 5-year program.

ESCE is a member of the Conférence des Grandes Écoles (CGE). The Conférence des Grandes Écoles is a non-profit association of engineering schools, management schools and higher education institutions offering other specialities. All the Grandes Écoles are recognised by the State and offer a nationally-certified degree upon completion of five years of post-Baccalaureate study, at Master's level. Its members also include companies, alumni associations and organisations.

### 3.2 Members of the ESCE Administration Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean AUDOUARD</td>
<td>General director</td>
<td></td>
</tr>
<tr>
<td>Yves MARMIESSE</td>
<td>Deputy CEO</td>
<td></td>
</tr>
<tr>
<td>Emmanuelle BARUCH</td>
<td>Director of Communications</td>
<td><a href="mailto:emmanuelle.baruch@esce.fr">emmanuelle.baruch@esce.fr</a></td>
</tr>
<tr>
<td>Patricia HART</td>
<td>Director of Corporate Relations</td>
<td><a href="mailto:patricia.hart@esce.fr">patricia.hart@esce.fr</a></td>
</tr>
<tr>
<td>Farid EL ALAOUI</td>
<td>Director for ESCE program</td>
<td><a href="mailto:Farid.el_alaoui@esce.fr">Farid.el_alaoui@esce.fr</a></td>
</tr>
<tr>
<td>Nathalie NICOL</td>
<td>Director for undergraduate programs Paris</td>
<td><a href="mailto:nathalie.nicol@esce.fr">nathalie.nicol@esce.fr</a></td>
</tr>
</tbody>
</table>
4. Academic Calendar

The academic calendar dates for courses and exams will be sent to you by email directly from the ESCE International Relations Office.

<table>
<thead>
<tr>
<th>SEMESTER 1 (FALL)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation week</td>
<td>August 28th, 29th and 30th (mandatory for all students)</td>
</tr>
<tr>
<td>Start of classes</td>
<td>September 2nd (for 4th and 5th year classes)</td>
</tr>
<tr>
<td></td>
<td>September 9th (for 2nd year classes and international modules)</td>
</tr>
<tr>
<td>Breaks</td>
<td>October 27th to November 3rd</td>
</tr>
<tr>
<td></td>
<td>December 22nd to January 5th</td>
</tr>
<tr>
<td>End of classes</td>
<td>December 21st (exams included)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 2 (SPRING)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of classes</td>
<td>January 6th to January 31st (French Winter Program – fee paying)</td>
</tr>
<tr>
<td></td>
<td>January 6th to February 8th (specific modules of 3rd year)</td>
</tr>
<tr>
<td>Orientation week</td>
<td>January 27th to February 7th (electives classes)</td>
</tr>
<tr>
<td></td>
<td>February 10th (for 2nd, 3rd and 4th year classes)</td>
</tr>
<tr>
<td>Breaks</td>
<td>February 5th, 6th, and 7th (mandatory for all students)</td>
</tr>
<tr>
<td>End of classes</td>
<td>February 23rd to March 2nd</td>
</tr>
<tr>
<td></td>
<td>April 20th to April 27th</td>
</tr>
<tr>
<td></td>
<td>June 10th (exams included)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRENCH BANK HOLIDAYS 2013/2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s day</td>
<td>01/01/2014</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>21/04/2014</td>
</tr>
<tr>
<td>Labor day</td>
<td>01/05/2014</td>
</tr>
<tr>
<td>Victory day 1945</td>
<td>08/05/2014</td>
</tr>
<tr>
<td>Ascension day</td>
<td>29/05/2014</td>
</tr>
<tr>
<td>Whit Monday</td>
<td>09/06/2014</td>
</tr>
<tr>
<td>Bastille day</td>
<td>14/07/2014</td>
</tr>
<tr>
<td>Assumption</td>
<td>15/08/2014</td>
</tr>
<tr>
<td>All Saints day</td>
<td>01/11/2013</td>
</tr>
<tr>
<td>Liberation day 1918</td>
<td>11/11/2013</td>
</tr>
<tr>
<td>Christmas day</td>
<td>25/12/2013</td>
</tr>
</tbody>
</table>

5. General Rules and Regulations

A more detailed list of the academic rules and regulations at ESCE will be provided to you upon your arrival in Paris.

5.1 Attendance

Attendance is mandatory for all classes. All students in the program must be present in class at all times and at all assessments. Attendance is checked and may have an impact on the overall grades of the students.

5.2 Assignments

There will be some assignments and projects given during the program. All students must complete the given assignments and projects to receive a final grade for the program. The detail assessment of the courses will be explained by the instructors at the beginning of each course.
5.3 Final Examination
Each course will include a final examination either in the form of written examination or in the form of an oral presentation. Students must successfully complete the final examination in order to complete the course.

5.4 Plagiarism and Cheating
Fraud, attempted fraud, plagiarism or any form of cheating is taken as great offense according to the ESCE policy. These cases will be treated case by case and will be considered by a Disciplinary Committee. Suspensions from the course may be taken according to the regulations.

6. Information on French Visa and Temporary Stay Permit

6.1 French Visa
The following information is for all students who are attending ESCE for any of the following programs: exchange, double-diploma, MASTER, and summer programs.

Long-term stay in France (more than 3 months) – for Non-European Union citizens
If you are a citizen of a Non-European Union country, and if you are in France for your studies for more than 3 months, you will require a French long-term visa to study in Paris. Since January 2010, all students should follow Campus France procedures to apply for a study visa: www.campusfrance.org. Campus France will assist you step by step. Please note that the process may take a while, therefore your early action is encouraged. You will need to apply for the visa at the nearest French Embassy or French Consulate in your city to get your visa before arriving in France. If your country doesn’t require to follow campus France procedure; please contact the nearest French Consulate in your country to obtain information regarding your visa requirement well in advance before your departure date from home.

The necessary documents required to apply for the Visa may differ from one country to another country. However, your passport and the official invitation letter from the school are always among the required documents.

If you are a citizen of a European Union country, you normally do not need a visa to study in France for 6 months unless you hold a special status of citizenship or residency in your home country. When in doubt, please contact Campus France or the nearest French Embassy or the French Consulate in your city to obtain information on whether a visa is required for you. It is your responsibility to obtain this visa before your arrival in France.

Masters & visiting students only: Your acceptance letter required for the Visa will be sent as soon as you have paid your Registration deposit into the program. This letter provides proof that you are indeed registered in the program and it specifies the dates you will physically need to be in Paris.

Short-term stay in France (less than 3 months) – for Non-European Union citizens
If you are in France at ESCE for less than 3 months (ie. summer program), depending on your country of citizenship, you may or may not need a visa. Please contact the nearest French Consulate in your country to obtain information regarding your visa requirement well in advance before your departure date from home.

6.2 Different types of VISA
Long-Term visa:
This type of visa should indicate that a temporary residence permit should be solicited upon arrival in France or it should indicate “carte de séjour à solliciter dès l’arrivée”.
To apply for the temporary residence permit you need the following documents:
- ETR, ETUD, CERFA and ANAEM forms (given by the French consulate or embassy)
- your housing contract
- a bank statement
- an attendance certificate (given by ESCE)
- your birth certificate translated in French by a person certified by the French government
- copy of your passport
- copy of your visa
- 3 ID pictures
**Long-Term visa (less than one year):**
The French Consulate provides the visa VLS-TS (long stay) which indicate “Carte de séjour” (residence permit). They will provide the OFII Form. When you arrive in France, your passport will be stamped at the airport (date of entry in France). As soon as you arrive in France you need to apply through the OFII office with the support of International Relations Office. It is mandatory within the three months after your arrival in France to do this procedure.

To apply you will need:
- “Formulaire OFII” (this document is given to you by the Embassy when you get a visa), you need to put your French contact details on it.
- A copy of your passport (the picture page).
- A copy of your visa.
- A copy of the stamp with the date of arrival in France (in your passport)

After this application, you will have an appointment sent by OFII for a medical check and the OFII will put a stamp called “timbre fiscal ANEM or EMI” which costs 58€ in your passport valid until the end of your visa. You can buy the stamp in shops called “Bureau de Tabac”.

**Documents to bring to medical check:**
- Copy of your housing contract
- One ID picture
- Your passport
- Receipt of your OFII stamp or tax stamps

With this visa you are able to apply for the housing subsidy and work for a maximum of 20 hours a week (960 hours per year). In case you want to stay longer in France, it will be possible but only if you apply for the “carte de séjour” at least two months before the expired date of your first visa.

**Short-Term visa:**
If your visa says “dispense temporaire de carte de séjour” you don’t need to do anything (with the Préfecture or the OFII office) when you are in France. You won’t be able to work or apply for the housing subsidy, AND when your visa expires you need to go home; with this indication you can’t get a residence permit. If you want to extend your stay you need to go back to your home country and ask for a new visa.

**7. Medical Health Insurance**

**7.1 For European Students**
All European Union citizens should have the European health coverage (form E111 or E128).

**7.2 For Non-European Students**
All Non-European students staying more than 3 months are required to purchase a French health insurance. The cost of a doctor’s visit can be expensive (between 23€ to 80€). In France, you will have to pay for a doctor’s visit at the time of your visit, and if you have health insurance, you are able to claim it back after the visit by submitting the receipts. The amount and the eligibility of the claim depend on the type of insurance you have. **IMPORTANT: ALL THE INTERNATIONAL STUDENTS FROM A NON-EU COUNTRY NEED TO APPLY FOR THE FRENCH HEALTH INSURANCE. IT WILL COST 207€ (2012-2013 prices).**

The 207€ should be paid by bank transfer only at ESCE. We recommend you to pay the French insurance before arriving in order to be covered from the beginning of the semester. A session will be organized during orientation and you will get your attestation as soon as we receive it from the health insurance company.

All the information about the Health Insurance can be found on the following website:

Contact for English speaking doctors: In 15th arrondissement
Docteur BARRO LECOMTE
28 Rue Viala 75015 Paris
7.3 Procedures for Non-European Students

Go to the doctor with your French social security attestation. If it’s the first time you see this doctor, you need to choose him as a referent doctor. In order to do so, you need to complete the “Déclaration de choix du médecin traitant” (delivered by the doctor or which can be downloaded on internet [http://www.ameli.fr/fileadmin/user_upload/formulaires/S3704.pdf](http://www.ameli.fr/fileadmin/user_upload/formulaires/S3704.pdf)). You really need to do it as soon as you see the doctor. If you don’t do the “Déclaration de choix du médecin traitant” you will be reimbursed 30% instead of 70%. If you have an international insurance, please contact them to have the complementary reimbursement (if it’s possible).

For the first time, you need to send as well to the French social security your bank Information (“RIB”) to have the money back directly on your bank account.

The third document you need is the “Feuille de soin” (brown paper given by the doctor) that you have to send back to the French social security each time you go to the doctor.

To sum up you have 3 documents to send back to the LMDE:
1st document: The “Déclaration de choix du médecin traitant” when you go for the first time to the doctor.
2nd document: Your Bank Information (“RIB”) to send at the beginning with the 1st document.
3rd document: The “Feuille de soin” that you need to send back each time you go to the doctor.

For your information, when you send your “Feuille de soin” it can take up to 2 months to get the money back.

7.4 Doctors and pharmacies around the school

**General Doctor**

LOY Francoise  
22 Rue Rouelle  
01 45 78 61 67

Etudes et Santé  
12 Rue Viala  
01 53 95 30 01

Barro-Lecomte Françoise  
28 Rue Viala  
01 45 77 38 29

**Dentist**

Karaa Raymond  
47 Boulevard de Grenelle  
01 45 79 12 29

Otorhinolaryngologist  
BELNOUE Alexandre  
22 Rue Saint-Charles  
75015 Paris  
01 45 77 38 05

**Ophthalmologist**

Dr Michele Stagel  
4 Rue Robert de Flers  
01 45 79 00 79

Loy Françoise  
22 Rue Rouelle  
01 45 78 61 67

Camilleri Lionel  
105 Quai Branly  
01 45 77 21 48

**Pharmacy**

Derhy Victor  
39 Boulevard de Grenelle, 75015 Paris  
01 45 79 53 19

Pharmacie du théâtre  
42 Rue du Théâtre, 75015 Paris  
01 45 77 15 65

Pharmacie Centrale  
9 Rue Robert de Flers, 75015 Paris  
01 40 59 00 76

8. Accommodation In Paris

Housing in Paris is quite difficult to find and also expensive. If you want to rent a flat in France, you will need a guarantor (someone paying tax in France or your parents giving proof of their salary to secure payment of your rent). If you don’t have guarantor, you will be required to pay all your rent in advance!

When making reservation, you will be required to pay:
- Administration fee (no refundable) usually one extra month of your rent
- Deposit (one month of rent refunded within two months after your departure date if no damage in your flat)
- First month of rent

ESCE is in contact with some student residences in Paris: Cité Universitaire, Restignat Cachan, Pythagore Grande Arche, Studéa, Studélites…

You have different budgets:
- Homestay: from 690€ to 1050€ per month (with breakfast or half board)
- Students residences: from 500€ to 1000€ per month
- Private market: from 700€ to 1500€ per month
If you choose to stay at one of these residences, please contact ESCE (STEP 2 of your application process).
If you wish to find your own apartment in Paris, please consult the “Other housing possibilities in Paris” page in this guide to find housing information. ESCE will not be able to find you an apartment in Paris however, we will be happy to advise you.

8.1 Homestay

8.1.1 France Accommodation
Homestay is certainly the best housing option for international students who wish to learn about French culture, a day to day living, practicing your French in a non-structured environment, aside from your French language lessons.
By working with hundreds of Paris hosts, they are able to provide a beneficial and higher quality homestay experience for each participant.
Your comfort and experience are their number one priority. FAC takes great care to ensure you:
Carefully screened, qualified and culturally aware hosts.
The homestay is an option with a secure and safe environment in a happy and comfortable home in central Paris and residential areas, at walking distance from metro and bus.
To match your requirements as closely as possible with a suitable host, type of family, area, closed to your school.
This is a choice of accommodation with suitable options with your daily schedule, duration of stay and budget.
All the homestays we provide include:
- A private bedroom, properly furnished, including a working table and a closet.
- A bathroom to be shared with the other residents. In some cases a private bathroom is facilitated.
- Linen and towels are changed weekly and laundry facilities are available once a week as a minimum
- Access to utilities (TV, Internet, Wifi)
You will be given a key on arrival. In case of loss or theft, it will be your responsibility to have it replaced and the lock repaired or even changed it.

8.1.2 Atome
Another trustful link between students and families, ATOME will take complete charge of setting up your accommodations with a host family in Paris.
It will provide quality service and select your host families (they are connected to more than 200 families into Paris) according to rigorous standards.
They visit and select your host families based on the following criteria:
- Their motivation for welcoming a “foreigner” into their home.
- Their willingness to participate in an exchange with a culture that is not their own.
- A dedicated room for the student and the condition of the apartment.
- Their ability to invest themselves in such an exchange.
- Their determination to project a positive image of France. They are fully aware that financial considerations are important for these families but in no case should be the primary motivation for seeking a home stay.

8.2 Residences
All the information is summarized in the board below.

<table>
<thead>
<tr>
<th>Résidence</th>
<th>Adresse</th>
<th>Website</th>
<th>Temps de transport</th>
<th>Type de chambre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studelites</td>
<td>1. 119-121 bd Brune, 75014 Paris</td>
<td><a href="http://www.studelites.com/">http://www.studelites.com/</a></td>
<td>30 minutes</td>
<td>Studio: you will have your own bathroom and kitchen in your studio</td>
</tr>
<tr>
<td>2. 10 rue Fulton, 75013 Paris</td>
<td></td>
<td></td>
<td>30 minutes</td>
<td></td>
</tr>
<tr>
<td>3. 137 rue de la Sausrière, 92100 Boulogne</td>
<td></td>
<td></td>
<td>30 minutes</td>
<td></td>
</tr>
<tr>
<td>4. 25 rue Auguste Perret, 92100 Boulogne</td>
<td></td>
<td></td>
<td>30 minutes</td>
<td></td>
</tr>
<tr>
<td>5. 6 Place Jacques Madaule, 92130 Issy les Moulineaux</td>
<td></td>
<td></td>
<td>30 minutes</td>
<td></td>
</tr>
<tr>
<td>6. 4 allée Edgar Brandt, 92320 Chatillon</td>
<td></td>
<td></td>
<td>35 minutes</td>
<td></td>
</tr>
<tr>
<td>7. 2 rue Théophile Gautier, 92120 Montrouge</td>
<td></td>
<td></td>
<td>30 minutes</td>
<td></td>
</tr>
<tr>
<td>Pythagore</td>
<td>54, puvis de chavanne, 92400 Courbevoie</td>
<td><a href="http://www.adele.org/public/residence/pythagore-grande-arche-courbevoie.php">http://www.adele.org/public/residence/pythagore-grande-arche-courbevoie.php</a></td>
<td>45 minutes</td>
<td>Studio: you will have your own bathroom and kitchen in your studio</td>
</tr>
</tbody>
</table>

### 8.3 Others Residences

<table>
<thead>
<tr>
<th>Residences/Hostels</th>
<th>Organizations who could help you with your search for housing in Paris</th>
<th>Other useful web sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estudines Nanterre 50 rue des Vignes 92000 Nanterre 01 41 91 75 00</td>
<td>CIDJ 101 Quai Branly 75015 Paris 01 44 16 64 00 <a href="http://www.cidj.asso.fr">www.cidj.asso.fr</a></td>
<td>Foyers List: <a href="http://www.unme-asso.com">www.unme-asso.com</a> <a href="http://www.mapiaule.com">www.mapiaule.com</a> <a href="http://www.adele.org">www.adele.org</a></td>
</tr>
<tr>
<td>Estudines Courbevoie 11 allée des Tilleuls 92400 Courbevoie 01 49 97 40 40</td>
<td></td>
<td>Furnished apartments: <a href="http://www.arpej.com">www.arpej.com</a> <a href="http://paris.craigslist.org/">http://paris.craigslist.org/</a></td>
</tr>
</tbody>
</table>

### 8.4 Agency and Housing Plateform

#### 8.4.1 Agency Immojeune

Immojeune is an agency dedicated to student housing. Their website is simple and efficient. You can search for apartments close to your school. Through the website you have access to virtual visits of the apartments, interactive maps, neighborhood descriptions, etc... As you know having a guarantor in France is really difficult, Immojeune has a special partnership with the bank “Caisse d’Epargne”. The bank will be the guarantor for the rental process. If you are interested in their services, do not hesitate to contact them through their website (http://www.immojeune.com/).

Contact mail: contact@immojeune.com // Phone: + 33 (0) 1 84 17 37 08 / + 33 (0) 7 62 89 62 12

#### 8.4.2 Housing Plateform Housing Anywhere

HousingAnywhere is a student-to-student housing platform. Only people with a VALID STUDENT EMAIL ADDRESS (@esce.fr) can post ad or if you home university has a partnership with this platform.

We will send you all the information to have your mail address @esce.fr as soon as possible.

For more information: https://www.housinganywhere.com/

### 8.5 Important housing information

#### 8.5.1 Electricity Account (EDF)

You have to open your electricity account (EDF) yourself. Upon your arrival, you have to check the electricity meter number in your apartment and call the electricity company (EDF) at 01 42 23 30 10 (only in French).

To open your electricity account you need:
- The rental contract
- Name of the last occupant
- Last recorded meter number
- The details of your French bank account (RIB)

Here is the English website for more information: http://bleuciel.edf.com/particuliers-54272.html

### 8.5.2 Contract dates

Please note your “rental agreement” contract dates are fixed and can’t be changed. Once the contract is signed, the full duration of the contract must be respected and paid.

### 8.5.3 Taxe d’habitation

Please note that any student staying for one year or arriving in January will have to pay a tax called “taxe d’habitation”. It is mandatory according to the French law!

### 9. Information on Housing Subsidy – Government Aid (CAF)

Government housing subsidy is called “aide au logement”, and it is under the category of “Caisse d'Allocations Familiales” or simply CAF.

#### 9.1 CAF Application

**Who is eligible for the Housing Subsidy?**

The French government allows International students or other EU students who are studying in France and have a Temporary Stay permit to get housing subsidy.

**The requirements are:**

- Type of housing: individual studio or apartment with your name on official housing contract
- Having a French bank account (to be able to receive the bank transfer)
- Having a French health insurance or European Health insurance card for EU citizens
- Having applied for the OFII or for Temporary Residence permit (“carte de séjour”) if applicable

For example, a typical 18 m² single person studio at monthly rent of 700€ can benefit about 200€ maximum per month of subsidy. Please note that subsidies only start the month following the date of application (not when you move in). Therefore, we do advise you to apply as soon as you arrive in your apartment.

#### 9.2 Documents needed to apply for housing subsidy

During the orientation, the International Office will assist you with your application documents. Please note that International Office is sending CAF applications if you want to.

Please ensure that you have the following documents during the first week after your arrival in Paris:

**For European Students:**

- CAF Application Forms (given by International Office)
- Copy of your ID or Passport
- Your birth certificate translated in French by a person certified by the French government or a multi languages birth certificate
- Copy of your ESCE attestation (given by International Office)
- Copy of your European Health Card
- Your French Bank Account Information, called R.I.B (Relevé d’Identité Bancaire)

**For Non-European Students:**

- CAF Application Forms (given by International Office)
- Copy of your ID or Passport
- Copy of the visa
- Copy of the OFII form or the OFII stamp (if applicable)
- Your birth certificate translated in French by the French consulate or embassy in your home country (with the apostille) or a multi languages birth certificate
- Copy of your ESCE attestation (given by International Office)
- Copy of your French social security number when you receive it.
- Your French Bank Account Information, called R.I.B (Relevé d’Identité Bancaire)

**PLEASE NOTE: Subsidy is not guaranteed**
## 10. Opening a French Bank Account

Opening your Bank Account in France is one of the first steps you should make upon your arrival in Paris.

### 10.1 Documents needed to open a French bank account

- Your original passport or EU citizen ID
- Proof of Residence in France – “Attestation de Logement” from your landlord
- A copy of your ESCE attestation proving your registration

### 10.2 List of French Bank

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agence Crédit Agricole</td>
<td>33 Boulevard de Grenelle, 75015 Paris</td>
<td>01 44 37 29 75</td>
<td>credit-agricole.fr</td>
</tr>
<tr>
<td>Crédit Mutuel</td>
<td>70 Rue des Entrepreneurs, 75015 Paris</td>
<td>0 820 09 99 71</td>
<td>creditmutuel.fr</td>
</tr>
<tr>
<td>Société Générale</td>
<td>27 Boulevard de Grenelle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BNP Paribas - Paris Dupleix 15e</td>
<td>26 Boulevard de Grenelle, 75015 Paris</td>
<td>0 820 82 00 01</td>
<td>bnpparibas.net</td>
</tr>
<tr>
<td>Crédit Lyonnais</td>
<td>61 Boulevard de Grenelle, 75015 Paris</td>
<td>01 53 95 48 01</td>
<td>lcl.com</td>
</tr>
<tr>
<td>Société Générale</td>
<td>27 Boulevard de Grenelle</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11. How to get to ESCE campus?

Paris 15e

Métros
Ligne 6: Bir-Hakeim ou Dupleix
Ligne 8: La Motte piquet Grenelle
Ligne 10: Charles Michel

BUS
BUS 42: Théâtre, Rue Rouelle ou Docteur Finlay
BUS 70: (direct depuis Sèvre-Babylone) : Pont de Grenelle – Place Fernand Forest
BUS 69: Terminus Champ de mars

VELIBS
Station 15029: 27 rue Emeriau (45 vélos)
Station 15102: Quai de grenelle (16 vélos)
Station 15026: Face 6 boulevard de grenelle (23 vélos)
Station 15028: 54 boulevard de grenelle (22 vélos)
12. IT information and Learning Center

12.1 MyESCE

Course materials are published by professors by year of study. Click to “Etudes” and “Votre Cursus” to access to the documents.

12.2 Computers

12.2.1 Computer lab:
All the computers in the rooms below allow you to access Internet, your emails and other software like Word 2007, Excel 2007 ...etc.:
- Computer lab self-service in the court yard.
- Computer lab on the 3rd floor (SC320)
Please report any issues to sysadm@esce.fr.

IMPORTANT: Please note that you can’t bring food or drink in these rooms.
12.2.2 Login/password:
This login and password will be your principal user ID. You will receive them upon arrival. If you change your password it will change it everywhere you use your user ID (http://sysuser.esce.fr): email account, Windows session, WiFi... etc. If you forgot your user ID you need to contact the IT department (es@ece.fr) or the webmaster (sysadm@esce.fr).

12.2.3 WiFi:
The new campus has a secure wireless network. You can connect your laptops or your smartphones. You can access the wireless with the same user ID as above; and at the following address: https://webauth.esce.fr/cas/login?service=http://support.esce.fr/documentation/wifi/&locale=en.

**IMPORTANT:** Some laptops can’t connect to the wireless network. The most frequent cases are: the age of the equipment, the wireless driver card is outdated or bug. Please contact the IT department (es@ece.fr) or the webmaster for a computer diagnostic system (bring your computer).

12.2.4 Printing:
There are four multifunction printers, which allow you to:
- Copy
- Print
- Scan and send by email
From your Word, Excel, PowerPoint, or web page; you need to go to “fichier”, then click on “imprimer”, and choose the printers finishing by 0A or 0B.
You can use A4 or A3 paper, color or black/white, recto or recto/verso.
The cost is 0.02€/page for A4 paper in black/white and 0.06€/page for A4 in color (the price is doubled for recto/verso and also for A3 paper). You will need to have your student ID in order to print.

12.2.5 Internet Access:
You have an Internet access (through the computer in the computer labs and through the WiFi). Access is primarily dedicated to educational uses.
The different websites you visit through Internet is recorded on our servers in accordance with the French law. An IT charter will be submitted to you, and it will indicate all points.

12.3 What is the Learning Center?
• A physical space with comfortable sofas
• A physical space covered by wifi
• A digital library for students and teachers
• A website which offers an access to many resources on line
• A professional in information
  • To help you in your researches,
  • To help you to use efficiently each database and find information you need
Website: http://learningcenter.esce.fr
To access the contents of the website, you need to login with your codes that you use to access your webmail esce.
(Login: 1st letter of your name + 7 letters of your surname)

12.3.1 Resources

**ABI Inform / Proquest** : information from commercial & economic publications, professional or academic: industry reports, companies reports, working papers, market research, .... (Publications from Emerald, Economist Intelligence Unit, Financial Times Group...)
**Proquest asian business**: asian business & financial information from international publications
12.3.2 Contact

Website: [http://learningcenter.esce.fr](http://learningcenter.esce.fr)

Access with login and password: if you have a problem with your codes: send an email to sysadm@esce.fr

Questions about a database, electronic resources:

send an email to learningcenter@esce.fr

12.4 Library

There is different library in Paris that you can access:

  Annual card : 20€ per student
  One of the biggest library in Paris with free access to students. Open from 12PM to 10PM except Tuesdays.
  Library encyclopaedic and intervarsity. Free access after mandatory subscription.
- Le Centre de Documentation de la Documentation Française, 75007 [http://www.ladocumentationfrancaise.fr/](http://www.ladocumentationfrancaise.fr/)
  Free access

Eiffel 1 you have a media center where you can study and have access to the learning center.

12.5 Bookstores

12.5.1 English and French books/electronics/CDs

**Darty (Electronics)**

Inside 4 Temps – Shopping Centre at La Défense (1st Floor)

[![Darty](image1.png)](image1.png)

**FNAC (books, CDs, electronics)**

Inside the CNIT centre in La Défense

[![FNAC](image2.png)](image2.png)

12.5.2 English Bookstores

**Brentano’s**

37, avenue de l’Opéra
75002 Paris
Tel: 01 42 61 52 50
Metro : Opéra (Lines 7, 8 OR RER A)
Or Metro: Pyramid (Line 7)

**Shakespeare & Company**

37, rue de la Bucherie
75005 Paris
Tel: 01 43 25 40 93

**W.H.Smith**

248, rue de Rivoli
75001 Paris
Tel: 01 44 77 88 99
Metro: Concord (Lines 1, 8)

**Galignani**

224, rue de Rivoli
75001 Paris
Tel: 01 42 60 76 07
Metro: Concord (Lines 1 & 8)
13. Registration Procedures

13.1 Before arriving, remember you did:

**STEP 1**: Registration on-line for ESCE

**STEP 2**: Housing application if required

**STEP 3**: French test on-line

**STEP 4**: Courses selection on-line

13.2 Upon arrival

**STEP 5**: Sign your housing contract (if you are staying more than 3 months)
Open an electricity account with EDF for your room by calling at 01 42 23 30 10
Open a French Bank Account (if you are staying more than 3 months)

**STEP 6**: During the orientation, session will be organized to assist you for:
Apply for housing subsidy (CAF).
Apply for the French health coverage (Non-European students only)
Apply for temporary residence permit and OFII procedure (carte de séjour) if required

**STEP 7**: Confirm your address and phone number in France on MyESCE/international

14. Student’s Associations, On-Campus Facilities and what to do in Paris

14.1 Student Associations
There are a number of student associations like Buddy, Café des Langues, International Clubs Discovery or Event in which you are inviting to join and participate to make your integration with local students easier
Cost per semester: 70€ (prices are subject to change).

14.2 Sports Facilities
You have different options around campus.

**Forest Hill Aquaboulevard**
4 rue Louis Armand
01 53 78 10 90

**Front de Seine**
44 Rue Emeriau
01 45 78 88 00

**Piscine Keller (swimming pool)**
14 Rue de l'Ingénieur Robert Keller
01 45 71 81 00

**Squash Front de Seine**
22 Rue du Théâtre
01 45 78 88 00

**Salle de fitness Neoness (gym)**
18 Rue Juge
01 80 48 02 88

14.3 Cafeteria – lunch only
We have a cafeteria for you to enjoy your lunch on campus. You can use the cafeterias between Mondays and Fridays on campus.

14.4 Restaurants Universitaires
You can also have access to the “Restaurants Universitaires” around Paris. To access it you need to:
- Be a student
- Have a student ID card
- Have a CROUS card, which costs 2€. You need to ask for that card at the reception of one of the “Restaurant Universitaire”. You can charge it with money (cash or credit cards are accepted) at the entrance of each “Restaurant Universitaire”.

A meal (to stay or to go) costs between 3 and 10€.

You can invite a friend, but he or she needs to have his or her own student ID card.

You have 15 “Restaurants Universitaires” around Paris. You have the list below or on the following website:

http://www.crous-paris.fr/article.asp?idcat=AAAB&idart

<table>
<thead>
<tr>
<th>RESTAURANTS</th>
<th>ADRESSES</th>
<th>METRO</th>
<th>MIDI</th>
<th>SOIR</th>
<th>CAFÉTERIAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BICHAT</td>
<td>15, rue Henri Huchard - 19ème</td>
<td>Porte de St Ouen</td>
<td>11h30 à 14h15</td>
<td>18h-15 à 20h00</td>
<td>8h30 à 18h40</td>
</tr>
<tr>
<td>BOULOGNE</td>
<td>71, avenue E. Vaillant - 92100 Boulogne</td>
<td>Marcel-Sembat</td>
<td>11h30 à 14h00</td>
<td>19h-00 à 18h00</td>
<td>8h30 à 16h00</td>
</tr>
<tr>
<td>BULLIER</td>
<td>39, avenue G. Bernanos - 5ème</td>
<td>Port Royal</td>
<td>11h30 à 14h00</td>
<td>18h15 à 20h00</td>
<td>7h00 à 16h00</td>
</tr>
<tr>
<td>CENSIER</td>
<td>31, rue G. St Hilaire - 6ème</td>
<td>Censier Daubenton</td>
<td>11h00 à 14h30</td>
<td>11h30 à 14h00</td>
<td>8h30 à 16h00</td>
</tr>
<tr>
<td>CHATELET</td>
<td>10, rue Jean Calvin - 8ème</td>
<td>Censier Daubenton</td>
<td>11h30 à 14h00</td>
<td>18h00 à 20h00</td>
<td>7h30 à 16h00</td>
</tr>
<tr>
<td>CITEAUX</td>
<td>45, boulevard Diderot - 12ème</td>
<td>Gare de Lyon</td>
<td>11h30 à 14h00</td>
<td>18h15 à 20h00</td>
<td>7h30 à 16h00</td>
</tr>
<tr>
<td>COUVIER</td>
<td>8 bis, rue Couvier - 5ème</td>
<td>Jussieu</td>
<td>11h30 à 14h00</td>
<td>18h00 à 20h00</td>
<td>7h30 à 16h00</td>
</tr>
<tr>
<td>DAUPHINE</td>
<td>2, boulevard Lannes - 16ème</td>
<td>Porte Dauphine</td>
<td>11h20 à 14h15</td>
<td>18h00 à 17h45</td>
<td>8h00 à 16h00</td>
</tr>
<tr>
<td>HALLE-AUX-PARIS</td>
<td>Université Paris 7 - Denis Diderot - 13ème</td>
<td>Bibliothèque François Mitterrand</td>
<td>11h30 à 14h00</td>
<td>18h00 à 20h00</td>
<td>8h30 à 16h45</td>
</tr>
<tr>
<td>HUT DISCARNES</td>
<td>143, avenue de Versailles - 16ème</td>
<td>Boulevard Victor oumin</td>
<td>11h00 à 18h45</td>
<td>18h00 à 20h00</td>
<td>7h30 à 16h00</td>
</tr>
<tr>
<td>MACINON</td>
<td>3, rue Macinon - 6ème</td>
<td>Maillot</td>
<td>11h30 à 14h00</td>
<td>18h00 à 20h00</td>
<td>7h30 à 16h00</td>
</tr>
<tr>
<td>MAZET</td>
<td>5-5 bis, rue Mazet - 9ème</td>
<td>Odéon</td>
<td>11h30 à 14h00</td>
<td>18h00 à 20h00</td>
<td>7h30 à 16h00</td>
</tr>
<tr>
<td>RASBIAUX</td>
<td>2, avenue Porte de Clignancourt - 18ème</td>
<td>Clignancourt</td>
<td>11h30 à 14h00</td>
<td>18h00 à 20h00</td>
<td>7h30 à 16h00</td>
</tr>
<tr>
<td>TOULBAC</td>
<td>17, rue de Tolbiac - 13ème</td>
<td>Bibliothèque François Mitterrand</td>
<td>11h30 à 14h00</td>
<td>18h00 à 20h00</td>
<td>7h30 à 16h00</td>
</tr>
</tbody>
</table>

### 14.5 Where to eat around campus

#### Between 5 and 12€

- **Mc Donalds**
  - Address: 1 rue du commerce
  - Phone: 01 45 75 98 01
- **A la petite chocolatière**
  - Address: 66, Avenue de la Motte Piquet
  - Phone: 01 47 83 32 87
- **Il Bocancino (Italian restaurant)**
  - Address: 19 rue michel sextius
  - Phone: 01 53 95 07 33
- **Pistache et chocolat**
  - Address: 33/35 rue de lourmel
  - Phone: 01 45 75 56 03

- **Boulangerie café : Le Fournil de Pierre**
  - Address: 10, rue du commerce
  - Phone: 01 45 75 16 48
- **Boulangerie Poilâne**
  - Address: 49, Boulevard de Grenelle
  - Phone: 01 45 79 11 49
- **New thai pacific (Thai restaurant)**
  - Address: 110 boulevard de Grenelle
  - Phone: 01 45 78 87 88
- **Okito (Japanese Restaurant)**
  - Address: 27 quai de grenelle
  - Phone: 01 40 59 86 51

#### Above 12 €

- **Darai (Korean Restaurant)**
  - Address: 4 rue violet
  - Phone: 01 45 77 36 77

---

**Bullier:**

Samedi midi Még pizza

**Mazet:**

Dimanche midi brunch
### Restaurants

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mario e lillo (Italian restaurant)</td>
<td>98, Rue du Théâtre</td>
<td>01 45 77 76 68</td>
</tr>
<tr>
<td>Matchan (Japanese Restaurant)</td>
<td>55 rue du théâtre</td>
<td>01 45 77 03 50</td>
</tr>
<tr>
<td>Brasserie Le Pont De Seine</td>
<td>1, Boulevard de Grenelle</td>
<td>01 45 79 38 05</td>
</tr>
<tr>
<td>Around 15€</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L’Atome (aveyronnais)</td>
<td>29, Boulevard de Grenelle</td>
<td>01 45 78 72 6</td>
</tr>
<tr>
<td>Bistrot dupleix</td>
<td>62, Boulevard de Grenelle</td>
<td>01 45 77 00 96</td>
</tr>
<tr>
<td>Samaya (Lebanese Restaurant)</td>
<td>21, Boulevard de Grenelle</td>
<td>01 45 77 44 44</td>
</tr>
<tr>
<td>Tipaza (Eastern Cuisine)</td>
<td>150, Avenue Emile Zola</td>
<td>01 45 79 22 25</td>
</tr>
<tr>
<td>Chez Darius Tiam (Iranian Restaurant)</td>
<td>81 rue du théâtre</td>
<td>01 45 79 41 22</td>
</tr>
<tr>
<td>Pastapapa</td>
<td>7 rue lourmel</td>
<td>01 45 77 66 47</td>
</tr>
<tr>
<td>Ferouz (Lebanese Restaurant)</td>
<td>8-10 rue de lourmel</td>
<td>01 45 78 07 02</td>
</tr>
<tr>
<td>Taki (Japanese Restaurant)</td>
<td>54 rue du docteur finlay</td>
<td>01 45 79 42 28</td>
</tr>
<tr>
<td>More than 20€</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tagawa (Japanese Restaurant)</td>
<td>37, bis rue Rouelle</td>
<td>01 45 75 93 21</td>
</tr>
<tr>
<td>Le concert de cuisine (Japanese Restaurant)</td>
<td>14 rue nélaton</td>
<td>01 45 58 10 15</td>
</tr>
<tr>
<td>Brasserie Le Pont De Seine</td>
<td>1, Boulevard de Grenelle</td>
<td>01 45 79 38 05</td>
</tr>
</tbody>
</table>

### 8.3 Museums

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musée d’Orsay</td>
<td>62, rue de Lille 75003</td>
<td><a href="http://www.musee-orsay.fr">www.musee-orsay.fr</a></td>
</tr>
<tr>
<td>Musée du Louvre</td>
<td>(Mona Lisa, Venus de Milo, and many more)</td>
<td><a href="http://www.louvre.fr">http://www.louvre.fr</a></td>
</tr>
<tr>
<td>La Maison Européenne de la Photographie</td>
<td>5/7 rue de Fourcy – 75004</td>
<td><a href="http://www.mep-fr.org">www.mep-fr.org</a></td>
</tr>
<tr>
<td>Musée Rodin</td>
<td>77, rue de Varenne 75007</td>
<td><a href="http://www.musee-rodin.fr">www.musee-rodin.fr</a></td>
</tr>
</tbody>
</table>
8.4 Shopping Districts

Galeries Lafayette HAUSSMANN
40, bd Haussmann, 75009 PARIS
Tel : 01.42.82.34.56
http://www.galerieslafayette.com

Le Marais (Art and creation)
Metro: Line 1 – St. Paul
Metro: Line 1 - Bastille

Champs Elysées
Metro: Line 1 – Charles de Gaulle Etoile

St. Germain area
Metro: Lines 10, 12 or 4 – Odéon, Sevres Babylon, Rue Rennes

Rue du Commerce
Metro: Lines 6, 8 or 10 – La Motte Piquet Grenelle

8.5 Movie Theatres

UGC Cinécity la Défense
Quatre Temps - La défense
Movies are shown in VO

MK2 Bercy Village
Metro : Line 14 - Cour St. Emilion

8.6 Stage and Musical Theatres

Opéra Garnier (National Opéra de Paris)
8 rue Scribe, 75009 Paris
Tel : 01 40 01 17 89
http://www.operadeparis.fr/

Olympia (concert hall)
18 r Caumartin, 75009 Paris
Tel : 01 55 27 10 00
http://www.olympiahall.com/

Opéra Bastille (National Opéra de Paris)
120 rue Lyon, 75012 Paris
Tel : 01 40 01 17 89
http://www.operadeparis.fr/

Théatre Mogador
25 rue de Mogador
75009 Paris, France
Tel : 01 53 32 32 32
http://www.mogador.net/

For tickets for any stage shows, please either visit the direct websites of the theatres or visit FNAC stores. These are just a selection of Theatres in Paris. There are many more.
15. Transportation in Paris

15.1 Metro
The Metro system in Paris is quite extensive and is the best way to get around. The Metro consists of 14 lines and covers Paris central region and extends to some suburbs. Upon arrival, you should get a monthly pass called « Navigo » for the week or month you will be in Paris. It is more effective to get a monthly pass instead of buying a ticket each time you take the Metro. Metro system stays within the first 2 zones. You only need a Zone 2 ticket to take the Metro. ESCE campus is located at the “Bir-Hakeim” or “Dupleix” on “Line 6. All Metro and RER lines are color coded and to download a Metro Map, please visit the following website: http://www.ratp.fr (English version available).

15.2 RER
The RER are the fast suburban trains which also cross Paris. You will have to purchase a ticket which has a different cost depending on where you are going and the zone. RER is a larger fast train compared to the Metro and goes through the city and its suburbs. RER lines are in alphabets from A to E. You will have to buy a special RER ticket if you chose to travel with this transportation system.

15.3 Bus
Buses are also convenient to take for short distances however for longer distances, more than 6 city blocks, it is better to take the Metro or the RER. Please also find a bus map on the website above.

15.4 Fare and tickets
15.4.1 Tickets T+
- One ticket (for zone 1 and 2): 1.70€
- Book of 10 tickets (for zone 1 and 2): 13.30€
- One ticket in a bus: 2€

15.4.2 Tickets origin-destination
The origin-destination ticket allows you to travel between two stations in the region “Île-de-France” on the RER lines. It is used in one way or another, for example: Paris – la Défense and la Défense – Paris. The one way ticket from or to Paris from or to la Défense is 2.70€. Tickets to or from Paris can use correspondence metro and RER in Paris. For more information visit: http://www.ratp.fr/en/ratp/c_21187/billet-origine-destination/

15.4.3 Navigo Pass
The other option is to get a Navigo Pass. It is available immediately at the counter in metro stations and in authorized shops without having to complete a record, it costs 5€. It is open to all (no obligation to reside or work in the Ile de France). It goes along with a name card with photo (25x30mm format). For a weekly pass that runs from Monday to Sunday – 19.80€ for Zones 1 and 2. It is valid on Metro, buses and the RER within Paris. We highly recommend you to purchase a monthly transportation pass for an unlimited number of journeys upon your arrival. With this pass, you will be able to use the Metro, the bus and the RER for up to 2 or 3 Zones. Currently, the cost for 2 Zones monthly pass is 65.10€ and the cost for 3 Zone monthly pass is around 84.10€ per person. Since September 1st 2012, there is “no zones” during weekends and holidays with the month Navigo pass. Saturdays, Sundays and public holidays, it is used in the entire region of “Île-de-France”, regardless of the number of areas of your month Navigo pass. To get more information about the monthly transportation passes, please visit the following website: www.ratp.fr (English version available)

Please be advised that most Metro stations do not have elevators or escalators. If you have heavy luggage to carry, you may have to carry up the stairs. ****And all costs are subject to change in July and in January***
15.4.4 Imagin’R Card
This is a transportation card valid for a year for students under 26 and for an unlimited number of journeys for the zones previously chosen. This card offers discounts up to 50% compared to Carte Navigo. Whichever zones you have chosen, you will be able to travel in the whole “Ile de France” (Paris’ region) during weekends, bank holidays, holidays and from July 1st to August 31st. The first day of validity of this card can be September 1st, October 1st, November 1st, December 1st and January 1st. For prices and more information, you can connect on the following webpage:
www.imagine-r.com/gestion/

15.5 Taxi
French taxis are licensed by the local prefecture, which imposes strict rules on roadworthiness, passenger capacity (a maximum 3) and working hours. Private minicabs do not really exist and all cabs operate in the same manner and to the same costs in each region. They do tend to charge more depending on the hour of the day (ie. Early mornings and late at nights). Taxis in Paris can be hailed in the streets, at the numerous taxi stations found in the every district or booked by phone.
The main taxi company in Paris:
G7 (G sept) – Tel: 01 47 39 47 39

15.6 Transportation within Europe and other information
If you plan to travel around France or Europe in general after or during the program, the following websites might be useful for you:
Transportation from Airport:
http://www.airport-shuttle.com/ (English version available)
http://www.aeroportsdeparis.fr/ADP/en-GB/Passagers/home/ (English version)

Transportation (train) within France:
http://www.sncf.fr (cross country train)
http://www.ratp.fr Metro, Bus & RER (English version available)

Transportation (train) within Europe:

Useful links:

15.7 Tours
Different Tour companies you are able to contact to take tours to such places as: Versailles Palace, Mt. St. Michel, Giverny Monet’s Garden, Loire Valley Castles, etc...

A few sightseeing suggestions are: visiting the Museums (please see museum list), a tour of the Loire Valley and its Castles (day trip), a tour of the Abby of Mt. St. Michel (day-trip), visit the Versailles palace RER C (day-trip) or go on a Bike tour around Paris. All tours can be arranged through the different companies below. The information can be found on the following websites.
http://www.parisvision.com
http://www.francetourisme.fr
http://www.fattirebiketoursparis.com (Bike tours around Paris)
http://www.parisinfo.com (Paris visitors’ bureau, English version)
http://www.4roues-sous-1parapluie.com/index.php (original and authentic way of visiting Paris)
16. Currency and Banking in France

16.1 Currency
To find out the latest currency exchange rates, you should contact your local financial institution. The exchange rate varies from store to store. Euro coins are available in denominations of 1 cent, 5 cents, 10 cents, 25 cents, 50 cents, 1€, 2€. Euro notes (paper bills) are available in denominations of 5€, 10€, 20€, 50€, 100€ and so on. The 50€ and 100€ bills may not be widely accepted and it is better to have smaller bills in hand.

16.2 Banks for money withdrawals (ATMs or Cash points)
There are many ATMs for money withdrawals all around Paris however the exchange rate varies depending on the bank. Please note that all around Europe, most ATMs take 4 digit codes only. Please ensure that your bank card has a confidential code of 4 digits before leaving your country. They do not accept letter codes.

16.3 Traveler’s Checks
Traveler’s checks (in Euros) can also be used in the largest stores and restaurants however you must present official picture identification (passport or citizenship card) at the time of its use. You will not be able to use your regular bank checks. Traveler’s checks must be in Euros and cannot be in any other currencies. You must go to large banks to cash traveler’s check and must show your ID (Passport) when cashing them.

16.4 Master Cards/ VISA/ American Express
The most widely used credit cards are Master Cards and Visa cards. The American Express cards are less used in Europe. Please note that some smaller restaurants may not be equipped to process North American Credit cards due to a different system used in France. Therefore, it is always a good idea to have some cash or traveler’s checks in hand when you need it.

17. Other Useful Information

17.1 The French Electrical System – voltage difference
The French electrical system, like most European countries is 220 volts at 50 cycles. Plugs take a standardized two or three round-pin format. Hair dryers, battery chargers, electric shavers and all other electric devices will require an adapter and a voltage converter. Most can be adapted with relative ease, but ask for advice and make sure you purchase an adapter and converter before leaving your home country especially for expensive equipment. The Residence or the school does not have any adapters or voltage converters.

17.2 Cell phone connection
If you would like to have a cell phone connection while you are in Paris, you have several options. You can get an international connection from your home country or buy a “pay as you go” card in France. Make sure your phone accepts international Sim cards.

17.3 Payphones in Paris
Most payphones inside Paris do not accept coins. You will have to buy a phone card specially made to use at payphones. You are able to buy these cards at any “Tabac” stores (smoke shops), any newsstands, or any large departmental stores. They are called ‘carte téléphonique pour les cabines’. You can also use directly your debit card.

17.4 Grocery Stores
Around the school you have different grocery stores. You also have a market on Wednesday on boulevard de Grenelle between rue Lourmel and rue du commerce.

<table>
<thead>
<tr>
<th>Biocoop</th>
<th>Carrefour City</th>
<th>Super halle 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>44, Boulevard de Grenelle</td>
<td>33, Rue Frémicourt</td>
<td>45, rue du Commerce</td>
</tr>
<tr>
<td>01 45 77 70 14</td>
<td>01 44 49 04 89</td>
<td>01 45 77 25 76</td>
</tr>
<tr>
<td>Oliviers&amp;Co</td>
<td>Maison Gosselin</td>
<td>Marché Franprix</td>
</tr>
<tr>
<td>85, rue du Commerce</td>
<td>1, rue de Lourmel</td>
<td>23, Boulevard de Grenelle</td>
</tr>
<tr>
<td>01 55 76 42 26</td>
<td>01 45 78 70 06</td>
<td>01 45 79 19 34</td>
</tr>
<tr>
<td>Monop'</td>
<td>Monoprix</td>
<td>Dia</td>
</tr>
<tr>
<td>27, Boulevard de Grenelle</td>
<td>111, Boulevard de Grenelle</td>
<td>97, Boulevard de Grenelle</td>
</tr>
</tbody>
</table>
17.5 Sunday Store closures
Most regular clothing, pharmacies and grocery stores are closed on Sundays in France. Most restaurants and bakeries are open on Sundays but are closed on Monday. Most banks are closed on Monday as well.

17.6 What to pack for your trip
Paris is a beautiful city, and it’s a temperate weather. Always be prepared with an umbrella or a rain jacket, because you never know when it is going to rain. Although Paris can have very hot summers, it can also have very cold winters. Always bring a thick jacket for all weather conditions.

Average temperatures in Paris are shown below in Celsius and Fahrenheit

<table>
<thead>
<tr>
<th>Month</th>
<th>Avg. high °C/°F</th>
<th>Avg. low °C/°F</th>
<th>Month</th>
<th>Avg. high °C/°F</th>
<th>Avg. low °C/°F</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN.</td>
<td>10/53</td>
<td>0/32</td>
<td>JULY</td>
<td>32/90</td>
<td>16/61</td>
</tr>
<tr>
<td>FEB.</td>
<td>12/54</td>
<td>2/35</td>
<td>AUG.</td>
<td>32/90</td>
<td>16/61</td>
</tr>
<tr>
<td>MAR.</td>
<td>15/60</td>
<td>3/38</td>
<td>SEP.</td>
<td>27/82</td>
<td>13/55</td>
</tr>
<tr>
<td>APRIL</td>
<td>17/63</td>
<td>6/42</td>
<td>OCT.</td>
<td>20/68</td>
<td>8/47</td>
</tr>
<tr>
<td>MAY</td>
<td>22/71</td>
<td>9/48</td>
<td>NOV.</td>
<td>14/58</td>
<td>4/39</td>
</tr>
<tr>
<td>JUNE</td>
<td>27/82</td>
<td>13/56</td>
<td>DEC.</td>
<td>11/52</td>
<td>2/35</td>
</tr>
</tbody>
</table>
Estimated Cost of Living

<table>
<thead>
<tr>
<th></th>
<th>Minimum 800 €/ per month + utilities (varies on location &amp; size of housing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>120 €/ per month (will vary on your personal spending habits)</td>
</tr>
<tr>
<td>Food (groceries)</td>
<td>200 €/ per month (will vary)</td>
</tr>
<tr>
<td>Transportation</td>
<td>62.90 € - 81.50 €/ per month (within Paris only)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>100 €/ per month (varies on your spending habits)</td>
</tr>
<tr>
<td>Social Security for Non-EU</td>
<td>207 €</td>
</tr>
</tbody>
</table>

*PLEASE, NOTE THAT THOSE PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

In Paris Information

ESCE School Contact Information: Karine Gautier 0033 6 38 25 68 12

FRANCE EMERGENCY NUMBERS:
http://www.prefecturedepolice.interieur.gouv.fr/Pied-de-page/English/Publications/Paris-in-complete-safety

Paris is statistically one of the safest major metropolitan areas in Europe. Violent crime rates are fairly low here. Following these basic Paris safety tips can go a long way in ensuring you avoid danger on your trip to Paris.

Paris community police has about a hundred public reception points scattered all over the capital. Among them, the 20 district (arrondissement) central police stations are open 24/7, in order to attend to victims and provide help and assistance.

Foreign visitors can speak to bilingual police officers. The latter, either at the reception desk in police stations or patrolling the streets, throughout the summer, wear badges indicating, by means of a flag, the language(s) they can speak. They can answer simple questions such as basic information (geographic direction or tourist sites) as well as more sensitive questions, regarding theft or assault, and may thus bring valuable assistance to tourists who do not command the French language.

When recording a complaint, the (Système d’Accueil des Victimes Etrangères - Reception System for Foreign Victims) software, available in twenty languages, now allows any police civil servant to record the complaint from a foreign tourist and provide him/her with a receipt in its original language, thus simplifying the visitor’s forthcoming procedures at the embassy or in his/her own country.

To avoid becoming a victim, follow these tips

**Be careful in the street:**
- Preferably use a small bag or a waist-bag / fanny-pack rather than a backpack;
- Take little cash with you;
- Do not put your wallet in your back pockets;
- If an assailant tries to snatch your bag, do not resist, or you may be injured;
- Beware of individuals who may divert your attention in order to steal your personal belongings.
- Some swindlers may impersonate police officers and ask for your identification and money. First of all, bear in mind that a real police officer will never ask for money. Ask for their white plastic three-color card indicating "Police" in the center, diagonally crossed in blue, white and red and bearing markings on both sides.

**Be careful in public transport:**
- Do not leave your luggage unattended;
- Do not let any individual go through the turnstile / gate directly behind you;
- Never buy tickets from scalpers who will charge you extra (up to ten times their value). Use ticket counters or ticket-issuing machines in (train / bus / subway) stations.

Never accept rides from someone who may offer their transport services in airports or in the street: this could be a "bogus/illegal" taxi, a crime punished by the French Labor Code.
**In public places:**
- Do not handle money in public and never change currencies in the street, use bureau de change / currency exchange offices instead;
- Use small denominations, bank cards or checks (of course if they can be cleared in France) for any purchases;
- Do not leave your methods of payment in cloakrooms or in your coat on a chair (at restaurant or in cafés for instance), a pickpocket could sit behind you and steal your belongings;
- Never lay your bag at your feet and do not leave your mobile phone or your wallet on the table in a café or a restaurant;
- Do not put your phone in an outside pocket of your bag or garments;
- Do not lend it to a stranger;
- In restaurants and bars, do not hesitate to ask for the menu and pricelist, so as to avoid any unpleasant

**Loss or theft of your identification papers:**
- Remember to photocopy all your identification papers and keep the copies in your hotel or your temporary place of residence;
- In case of loss, contact the consulate and in case of theft, also declare it to the police.

**What to do if you become the victim of a theft or an assault?**
- Should you become a victim of an assault, try to make the attacker go away by making as much noise as possible (shouting / screaming);
- Take refuge in the nearest shop and get someone to call the police;
- Give a description of your attacker: - sex, supposed age, hair color and cut, height and weight, distinctive features (beard, scars, tattoos, glasses, etc.).
- Indicate how and the direction in which they fled. In the case of a vehicle, specify the color, brand and, if possible, the license plate number (even partially).

Police officers will take you to the nearest police station so as to record your complaint. If you do not speak French, the S.A.V.E. (Système d’Accueil des Victimes Etrangères - Reception System for Foreign Victims) available in twenty languages allows officers to record your complaint and provide you with a receipt in your language.

In the case of physical assault, the officer shall also provide you with a written document allowing you to get examined at the medical-legal emergency unit (1, place du Parvis Notre-Dame, 75004 Paris - M° Cité, RER St-Michel -Notre-Dame - 01 42 34 82 85/29 -24/7) which shall issue an official certificate to be added to your file. An investigation will then be opened to look for the assailant(s).

**Usefull numbers:**
- Police emergency : 17
- Emergency number from a mobile phone : 112
- Fire brigade / ambulance : 18
- Emergency medical assistance service (SAMU): 15
- Lost or stolen credit card : 0 892 705 705 - 7j./7 (0,34€/min)
- American Express : 01 47 77 72 00
- Diner’s Club : 0 810 31 41 59
- Lost and found service : 0 892 68 32 08 - 7j./7 (0,337€/min) 36, rue des Morillons, 75015 Paris 0 821 00 25 25 (0,12€/min)
Please leave this information with your family and/or your friends at home or with anyone you wish.

ESCE – Ecole Supérieure du commerce extérieur
10 Rue Sextius Michel
75015 Paris
France

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Paris is divided into 20 districts called “arrondissements” and its suburbs surround the arrondissements. The arrondissements are numbered accordingly. Below is a quick overview of Paris for your information. You can easily see where most of the landmarks are relative to the rest of the city. We will also provide you with a detailed Map of Paris upon your arrival.
If you plan to go out and explore the true life of a Parisian or the French, you may want to carry a little French word or two in your head. Most Parisians speak English, especially at the major shopping areas, airports and train or metro stations. But nonetheless, the French appreciate you at least trying to speak French. There may be less people who can speak English outside of Paris but in Paris, most people speak English. Here are some words as a quick introduction:

<table>
<thead>
<tr>
<th>English</th>
<th>French</th>
<th>Phonetics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication Essentials</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>Oui/Non</td>
<td>Wee/noñ</td>
</tr>
<tr>
<td>Please</td>
<td>S’il vous plait</td>
<td>Seel voo play</td>
</tr>
<tr>
<td>Thank you</td>
<td>Merci</td>
<td>Mer-see</td>
</tr>
<tr>
<td>Excuse me</td>
<td>Excusez-moi</td>
<td>Exkoo-zay mwah</td>
</tr>
<tr>
<td>Hello</td>
<td>Bonjour</td>
<td>Boñzhoor</td>
</tr>
<tr>
<td>Goodbye</td>
<td>Aurevoir</td>
<td>Oh ruh-vwar</td>
</tr>
<tr>
<td>What?</td>
<td>Quel, quelle?</td>
<td>Kel, kel</td>
</tr>
<tr>
<td>When?</td>
<td>Quand?</td>
<td>Koñ</td>
</tr>
<tr>
<td>Where?</td>
<td>Où?</td>
<td>Oo</td>
</tr>
<tr>
<td><strong>In Emergency</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help!</td>
<td>Au secours!</td>
<td>Oh sekoor</td>
</tr>
<tr>
<td>Stop!</td>
<td>Arrêtez!</td>
<td>Aret-ay</td>
</tr>
<tr>
<td>Call a Ambulance!</td>
<td>Appelez un Ambulance!</td>
<td>Apuh-lay uñ</td>
</tr>
<tr>
<td>Call the Police!</td>
<td>Appelez la Police!</td>
<td>Apuh-lay lah</td>
</tr>
<tr>
<td>Call the fire fighters</td>
<td>Appelez les pompiers</td>
<td>Apuh-lay leh poñ-peeyay</td>
</tr>
<tr>
<td><strong>Shopping</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How much does this cost?</td>
<td>C’est combien s’il vous plait ?</td>
<td>Say kom-byañ seel voo play</td>
</tr>
<tr>
<td>I would like….</td>
<td>Je voudrais…</td>
<td>Zhuh voo-dray</td>
</tr>
<tr>
<td>Do you have?</td>
<td>Est-ce que vous avez?</td>
<td>Es-kuh voo zavyay</td>
</tr>
<tr>
<td>What time do you open?</td>
<td>A quelle heure êtes-vous ouvert?</td>
<td>Ah kel urr voo zet oo-ver</td>
</tr>
<tr>
<td>Expensive</td>
<td>Cher</td>
<td>Shehr</td>
</tr>
<tr>
<td>Cheap</td>
<td>Pas cher OR bon marché</td>
<td>Pah shehr, boñ mar-shay</td>
</tr>
<tr>
<td>Grocery store</td>
<td>L’alimentation</td>
<td>Alee-moñita-syoñ</td>
</tr>
<tr>
<td>Supermarket</td>
<td>Le supermarché</td>
<td>Soo pehr-marshay</td>
</tr>
<tr>
<td><strong>General Signs and Directions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit</td>
<td>Sortie</td>
<td>Sor-tee</td>
</tr>
<tr>
<td>Entrance</td>
<td>Entrée</td>
<td>On-tray</td>
</tr>
<tr>
<td>Right side</td>
<td>Droit</td>
<td>Dwah</td>
</tr>
<tr>
<td>Left</td>
<td>Gauche</td>
<td>Goach</td>
</tr>
</tbody>
</table>