



LEONARD DE VINCI INTERNATIONAL STUDENT GUIDE



Dear Foreign Students,

The Pôle Universitaire Léonard de Vinci is the place to go for contacts and exchange where students benefit from academic programs, internationalisation and close relations with the business world.

This guide was created by the International Relations Team to help you to organize your studies and your stay in France.

You will find practical information about the University and life in Paris.

Living in France, having contacts with French students and having French courses will allow you to discover French civilization, culture and language. All this will allow you to become a genuine Léonard de Vinci student !

If any question should arise, do not hesitate to contact us.

Thank you for choosing the Pôle Universitaire Léonard de Vinci for your period of studying abroad. We look forward to welcoming you and we wish you good luck !

The International Team

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1. Le Pôle Universitaire Léonard de Vinci

Address	Contact information
<p>Address Pôle Universitaire Léonard de Vinci Relations Internationales 12 avenue Leonard de Vinci 92400 Courbevoie France</p> <p>Open: Monday-Friday 7:00am – 8:00pm Saturday 7:00am – 1:00pm</p>	<p>Incoming student coordinator Virginie Fourquet / Chris Rouault virginie.fourquet@devinci.fr Phone : 33 1 41 16 72 51 Fax : 33 1 41 16 73 34</p> <p>Cube Building (administration) off. 301 Open: Monday-Friday 8:30am – 5:30pm</p> <p>For online application, please see Part 2.</p>

General Description

Pôle Universitaire Léonard de Vinci was founded in 1995. It is the very first example in France of a higher education institution founded by a local authority – in this case the Conseil Général des Hauts-de-Seine. There are 3 main schools (Léonard de Vinci School of Management, Léonard de Vinci School of Engineers and International Multimedia Institute) and about 10 other autonomous schools.

Pôle Universitaire Léonard de Vinci is located in one of the largest business districts in Europe: La Défense. La Défense hosts many French and international headquarters as well as a shopping mall, a cinema, restaurants, post office etc ...

The premises

- The "Cube" (general administration and senior management departments)
- The IGH (Immeuble de Grande Hauteur or "High Rise Building" – the teaching block, school administration)
- The Infothèque (library)
- The laboratories and amphitheatres (big lecture rooms)

Léonard de Vinci Schools

The three schools run 5 year-programme respectively and the diplomas are validated by the French Ministry of Education: Leonard de Vinci School of Management, Leonard de Vinci School of Engineers, the International Multimedia Institute.

- **Leonard de Vinci School of Management** - <http://www.devinci.fr/emlv>

Director : Elisabeth Laurent
Director of studies : David Sou
5 year-programme
options: commerce/marketing or management/finance
2 company work placements
2 foreign languages

- **Leonard de Vinci School of Engineers** - <http://www.devinci.fr/esilv>

Director : Tanguy Cathelain
Vice-Director : Samir Benchaabane
5 year-programme
options: computer science, scientific computation,
computational mechanics, financial engineering
2 company work placements
foreign language
3 company work placements

- **The International Multimedia Institute** - <http://www.devinci.fr/iim>

Director : Monika Siejka
Director of studies : Jean-Claude Heudin
5 year-programme
Project management and graphic design
foreign language
company work placement

- **The Apprentice Training Centre**

Site resources

- **10 auditoriums** which have a total of 1675 places, 170 classrooms
- **1 colloquium area** offering businesses 1 conference room with 150 places equipped with IT resources and 5 meeting rooms
- **6 scientific research laboratories**, 15 experimental rooms
- **1 Language Resources Center** including 6 multimedia laboratories, 2 audio laboratories, 1 multimedia self training room, 1 audio self training room
- **1 Multimedia Documentary Resource Center: the Infothèque** (Information Library): 3200m² covering 6 floors, 400 seated places, 450 different magazines and journals, 3200 e-newspapers, 16 databases on economics and newspaper articles, 650 on-loan CD-ROMs, 70 free access workstations with Internet connection
- **1 state-of-the-art information system** based on: 500 computer connections, professional software supported by a computer network of 1200 micro computers
- **5 fully-equipped sport rooms** where the following are taught or practiced: classical dancing, modern jazz, fitness, French boxing, judo, karate and weight training. Sport is compulsory for French students: they do athletics, rowing, diving, table tennis, volleyball, climbing, badminton, basketball, English boxing, football, squash, tennis, hockey, horse-riding, golf, rugby, handball, skiing and fencing.
- **4 restaurants**: brasserie, 2 express restaurants, cafeteria.

Ressources details

Infothèque

Véronique Mesguich is the head of the library

Access: 4th floor of the Infothèque

Opening hours: Mondays, Tuesdays, Wednesdays, Fridays: from 9am to 7pm.

Thursdays: from 12pm to 7pm

Saturdays: from 9:30am to 1pm

www.devinci.fr/info

Students can borrow up to 7 documents (including 2 CD-ROMs) for a duration of 15 days (late return penalties: € 0.15 per day and per document). €60 deposit by cash or by check

Sport

Anthony Manchado is the head of the department

- 1 weight-training room
- 1 cardio-training room
- 1 dance room
- 1 martial arts room
- 1 Ping-Pong room

To use the sport facilities you need : 1 medical certificate, 2 photos, €35 for 3 months, €50/semester or €90/year .

Internet access

Wireless connection is available in the common areas of the buildings (foyer, rue haute, rue basse, infothèque...).

Computer labs are available on the 4th floor

A password and login will be given to you. You need to bring you own paper to print your documents.

There is free internet access (no login nor password) available in the infothèque (library)

2. Online Registration and Documents to supply

Registration - ([online application](#))

After the data has been submitted via the internet, the application form will be made available as a PDF document. Please print this document and ask your Erasmus/Socrates coordinator to sign and stamp it. We cannot process your application without the signature and stamp from your coordinator. You can also save the PDF document and print it later.

Applications can only be accepted from students of our partner institutions.

Please note that the online submission is not valid without the paper version of the application form duly signed and received before 15 May for Fall and 01 November for Spring and at:

Pôle universitaire Léonard de Vinci - Relations Internationales - Virginie Fourquet

12 avenue Leonard de Vinci, 92400 Courbevoie, France

Documents to supply before arrival

**These documents must be sent by post by all the students
for registration**

- ✓ **2 Identity Photos** (Important: passport photos, not scanned, good quality please !)
- ✓ **Language Proficiency Report** - to be completed by a teacher (to be [downloaded](#))
- ✓ **Photocopy of your passport** 1st page or identity card
- ✓ **Photocopy of the European health insurance card for European students and copy of the health insurance for non E.U** valid until 3 weeks after the orientation week has started (see obligatory health insurance to take upon arrival for non E.U students)
- ✓ **Last transcripts of records** only if you wish to follow the 4th year at EMLV (management) or ESILV (engineering)

Documents to supply after arrival

Documents to bring with you upon arrival

European students: please read carefully

4. Housing Benefit and Bank Account

Non European students: please read carefully

3. Student Social Security + Visa and Immigration

4. Housing Benefit and Bank Account

3. Important information for Non European Students

Student French Social Security

Non E.U students must sign up to the French student social security = student health insurance. It is compulsory even if you already have personal insurance in your country.

It costs about €205, no discount for one semester. To be paid in cash or check upon arrival, do not send the money ! The student social security will allow you to be reimbursed for medical expenses.

Please get personal insurance that lasts until 15 October for Fall or until 15 February for Spring. This is very important if you have a health problem.

Documents to be supplied during the orientation week by all the Non E.U students for the social security (health insurance)

- ✓ Copy of your passport + copy of the visa page

Later when the social security asks for it:

- ✓ Copy of your Birth Certificate officially translated in French
- ✓ Bank details of your French bank account

Visa and Immigration

You will need a visa to come and study in France.

Once your application is registered (paper version with stamp), we will send you a certificate of admission. It is a proof of acceptance that you need to apply for the visa.

Please contact the closest French Embassy/Consulate in your country. The visa procedure may take time, think about it !

The French consulate will give you a visa + a « demande d'attestation OFII » form. We will help you to fill in this form upon arrival and send it to the closest OFII office* by registered letter.

Then you will be asked by OFII to attend a short medical examination and you will get the OFII approval stamp on your passport. **On arrival at the airport, please check that the entry stamp is clearly visible (keep your boarding pass in case you need it).**

* OFII : Immigration and Integration French Office

Documents to be supplied for OFII

- 1) **when you send the OFII form:** Copy of your passport + Copy of the visa page + Copy of the entry stamp in France
- 2) **when you go to OFII for the examination:** 2 photos + Your passport + Proof of residence in France (electricity invoice or rental lease) + 55€ tax stamp (OMI or ANAEM stamp to be purchased in at tobacconists)

4. Housing Benefit and Bank account

Housing Benefit

What is it ?

The housing subsidy from the French State is given via the C.A.F.

C.A.F : Caisse d'Allocations Familiales (Family allowance fund: the body which allocates social benefits).

Who can get it ?

E.U students who sign a normal rental lease to live in France.

Non E.U if they receive the approval from the OFII (Immigration Office) before leaving France, this can be delayed so there is no guarantee for non E.U students to get the housing benefit.

Payment

The value of the housing benefit is approximately € 130/month.

It becomes payable from the second month after you send your application (not from the beginning of your rental lease).

Incomplete months will not be paid. July and August are not paid unless students notify it to the CAF in writing. Please send a letter to CAF one month before leaving so they know that they have to stop the payment (see on the page [doc to download](#) on the website) otherwise you will have to give the money back after you left).

How can I get it ?

We will help you to fill the forms during the orientation week and send them to the Caisse d'Allocations Familiales (C.A.F).

You will need to open a French bank account.

Documents to be supplied during the orientation week by the students eligible for the Housing Benefit

- ✓ **Copy of your passport** 1st page or identity card
- ✓ **French Student certificate** (we provide it for you)
- ✓ **Birth certificate** (in French if possible, at least in English)
- ✓ **French bank account details (Relevé d'Identité Bancaire = RIB)**
- ✓ **Photocopy of the European health insurance card for European students (copy of the French health insurance for non E.U (we provide it)**
- ✓ **Photocopy of Visa** for non E.U students

+ the application forms we help you to fill in during the orientation week.

Opening a French bank account

You will need to open a French bank account as soon as you arrive in France to be able to apply for housing benefit and then to pay electricity or phone. Many banks are located close to the Pôle, choose the one you want, LCL and BNP have good student offers. To close your bank account after departure (better to leave it open for a while after you left for housing benefit and electricity), ask your bank how to do it. Leaving notice for the bank in [doc to download](#)

Documents to be supplied to open a French bank account

- ✓ **Copy of your passport** and original to show
- ✓ **Student certificate** (we provide it for you)
- ✓ **Proof of residence in France** (*Attestation de Logement* from the landlord or rental lease)

5. Accommodation: residences and other options

The Residences

Please read the accommodation webpage carefully. It provides all the necessary information about residences, instruction on how to apply ! We will do our best to satisfy your request, but there is no guarantee that you will get an apartment even if you send the application. It all depends on what is available.

You should return the application form with the requested documents by email to:
virginie.fourquet@devinci.fr - Any incomplete application will not be processed.

Before arrival, you should inform the residence by email about the day and time of your arrival.

Lamy La Defense : 30 rue des Lilas d'Espagne, 92400 Courbevoie
(see on the map: [here](#)) Open Monday to Friday 7:30am-11:45am / 4:45-7:00pm
Phone: +33 1 46 91 56 00 - email: lilasdespaigne@free.fr

Lamy Cergy I or II: Cergy Université 1: 148 avenue du Centaure 95800 Cergy
(see on the map: [here](#)) Cergy Université 2: 42 avenue des Grenottes 95800 Cergy
Open Monday to Friday 9:00am-12:00 – 2:00pm-6:00pm
Phone : +33 9 60 37 88 92 - email: studea.cergy@gmail.com

Pythagore: 52-54 avenue Puvis de Chavannes, 92400 Courbevoie,
(map: [here](#)) Open Monday to Friday 8:00am-01:00pm / 2:00-7:00pm
Saturday morning 09:00-12:00pm
Phone : +33 1 47 89 12 81 - email: pga@cers-residences.fr

Estudines: 50 rue des Vignes, 92000 Nanterre
(map: [here](#)) Open 7/7 but you should inform them when you arrive
Phone: + 33 1 41 75 00 - email: paris.nanterre@sejours-affaires.com

Rules of the residences

Please observe the rules of the residences:

- cleaning (kitchenette, bathroom..., garbage to take down)
- no noise between 10:00pm and 8:00am
- no smoking in the apartments nor in the building
- watch out for your belongings, the residences are not responsible for them !
- Pay the rent on time please. The residence will inform the Pôle universitaire Leonard de Vinci for any overdue money.

Other housing options

IMPORTANT

It may be difficult to find an apartment: because it is short term rental, because your guarantor is not French or just because it is expensive (€800-1000 for a studio)

It is better to be in France for the ads because you will have to visit the apartments, meet the owners and/or roommates. You will be asked for certain documents: a copy of your passport, certificate of registration at the university, even guarantor's payslips maybe... (same documents as these requested for the residences).

We recommend you not to pay in advance. Please beware of scammers looking for naive readers, and who propose apartments they don't even know, at very low prices which are completely unrealistic, but first tempting for anybody.

Take time to check these websites !

- **housing ad websites:** www.fusac.fr, www.casaswap.com, www.paris-be-a-part-of-it.com, www.glamourapartments.org, www.mykeystoparis.com, www.paristay.com, www.parislocationsmeubles.com, www.parisattitude.com (*there is not only luxury apartments, - around €1000 for a 2 people studio*), www.wg-gesucht.de

For Chinese students : <http://www.xineurope.com/>

Dormitory for girls (900€ own room, half board – habitacion propria con media pension): [foyer San Fernando](#)

- **stay with locals:** www.fac-paris.com, www.atomeparis.com
- **share with roommates – ad websites:** www.colocation.fr, www.compartir.org, www.e-cologis.com, www.appartager.com, www.kelcoloc.com
- **short term stay** for a few days on arrival:

at a local's: <http://www.couchsurfing.com>

Youth hostels:

- 1) Bed & breakfast, 42 rue Poissonnière, +33 1 40 26 83 08 - dormitories 18 EUR/night [website](#)
- 2) Auberge de jeunesse de Paris, 4 rue Jules Ferry, 75011 Paris, +33 1 43 14 82 07
- 3) Auberge Le Dartagnan, 80 rue Vitruve, 75020 Paris, +33 1 40 32 34 56
- 4) BVJ - Paris Louvre or Quartier Latin, 20 rue J.J. Rousseau - +33 1 53 00 90 90 [website](#)
- 5) Luckyyouth : [website](#)
- 6) St Christopher Youth Hostel: [website](#)

Hotel: <http://www.hotel-boissiere.com> (bus 174 to La Défense area)

When you have housing – Arrival and Departure

1) **Room check** (état des lieux) upon arrival and upon departure !

Upon arrival, the residence manager and the renter check the apartment. The check list is used to indicate the possible damage on the walls, floor, bathroom, kitchen etc before you settle into the apartment. It is important to notify everything because the same check will be done again upon departure: you will be charged for all the damage that is not noted on the 1st check list.

2) **Leaving notice**

The residences ask for a notice of 1 to 3 months. This depends on your rental lease, please check it out ! The legal date is when the residence receive your notice, not when you send it. In all cases, you have to send a **registered letter** . It is not enough to just tell the residence about it. The letter can be downloaded on the website from "[doc to download](#)".

Go to the post office with your letter in an envelope and ask to send it "*en recommandé avec accusé de réception*" (around €5)

Think of telling the Housing Benefit (CAF) that you leave !! otherwise you will have to reimburse the money they have transfered on your account. See the letter to send in the "[doc to download](#)".

Any incomplete month will not be paid.

3) **Electricity**

Arrival: if the residence does not do it for you, you may have to open an electricity account upon arrival.

- ask the residence for the former renter's name with the numbers from the meter (in French *compteur électrique*). Prepare your French bank details
- call EDF 0810 010 333 dial *, then 92400 (zip code), then 1 and 1 again

Departure: if the residence does not do it for you, you should close your electricity account before you leave.

On the day you leave the apartment:

- read the numbers on your electrical meter (heures creuses - heures pleines)
- call EDF with your client reference (on your invoice) :
EDF number : 0810 010 333 (or + 33 142 23 30 10 if you call from abroad), dial *, then 92400 (zip code), then 1, then 2
- tell them:
 - the date you wish to close the account = when you wish to leave the apartment
 - the numbers from the meter (in French *compteur électrique*)
 - your permanent address abroad for them to send you the last invoice

Here are the bank details to pay your invoice and make a wire to EDF or ask to pay by credit card on the phone

Account Holder : EDF

IBAN: FR16 3004 1000 0109 1875 8F02049

BIC : PSSTFRTTAR

You should notify your client reference for them to know where the money comes from. Otherwise your payment will NOT be noted !

4) **Internet**

You can connect to the internet via the phone line. Ask the residence. If you are in a private apartment, the best offer should be ORANGE.

Ask the landlord if you phone line is "active". If it is not, you should know the former renter's name and you will have to pay €55 to activate the line.

Go to an ORANGE shop (there is one in La Defense close to Pole Universitaire) and ask a "contrat sans engagement ". The offer will be about €23/month and it will take about 8-10 days to be active. Any month started will be due in full. Do not forget to stop the contract, ask at Orange shop.

6. School : courses, rules, exams

How can you choose the courses ?

Once you are registered online, we will send you a form to fill with the courses you would like to attend. This is to be looked at your university with your academical coordinator.

Please look at the website where you will find information about academic calendar and available courses : 3rd year programme in English or 4th year programme in French.

Make sure to send us the Language Proficiency Report filled in by your teacher so Leonard de Vinci schools can evaluate your ability to attend the courses.

Schedule / Emploi du temps

The schedule ("emploi du temps" in French) will be available upon arrival

Warning: the schedule may change, do not print it in advance but every week and check it online about twice a week. You will not have the same class the same day at the same time every week. As attendance is compulsory, you should not plan to work except on week ends.

Rules : watch out !!!!

→ **attendance is obligatory** for TP, TD and TA courses = courses in groups. It is monitored and recorded by the teacher.

→ the school allows up to 3 absences per course and per semester (no excuse needed)

→ being absent means running the risk of getting a 0/20 at a continuous assessment

→ after 3 absences you will not be able to sit the end of term examination and your final grade will only be based on an exam re-sit session: "one shot" , implying that your mark won't be higher than 10/20 (a re-take exam grade can never be higher than 10/20 so a student who goes to re-take exam cannot have a grade higher than a student who passed at the first session)

→ if you have more than 3 absences and should go to the re-take exam session, you still have to go to class or you will not be able to go to the re-sit exam session.

→ what happens in case of repeated absence due to sickness ? Your illness should be very serious and Pôle doctor is the only person able to decide whether absences should be excused or not.

→ if you arrive late to a class, it is possible that the professor will not accept you.

Exams

The grading system is out of 20. You need a final grade of 10/20 to pass the course (average of the continuous assessment + final exam according to the course percentage – see the course description)

A minimum of 08/20 is required at the final exam. Example if the percentage is 50% continuous assessment and 50% final exam : you got 13/20 for the continuous assessment and 07/20 for the final exam. The average is 10/20 so you are supposed to pass but you haven't reached the minimum of 08/20 for the final exam so you have to go to re-sit exam session for this course.

The exam session is obligatory, you will not be able to take the make-up exams if you have not taken the first exams. During the exam week, you have several exams a day, don't panic. You have to be there in advance for each exam otherwise you will not be able to get in !

The time on the schedule is the time the exam starts ! It is not the time when you have to be present.

No distance make-up exams: please plan to stay till the end of the make-up exams. You will not be able to do Leonard de Vinci re-take exams at your university. If you cannot stay till the make-up exams, see if your university are willing to organize their own exams.

The exams take place during the exam week. Be prepared to have several exams per day.

Important Information :

- A few days before the start of exams, lists of students will be posted up on the 4th floor organized by exam room.
- For each exam you should arrive before the stated time. The time given on the schedule is the time at which the exam starts not the time that you should arrive. If the exam is scheduled at 9:00 am and you arrive at 9:00am, you will not be able to get into the room
- In the exam room, each table has a sticker with a student's name and a number.
- You will be given the exam paper, some coloured draft paper and an answer sheet, on the corner of which you should put your name, fold it over and stick it down (anonymous exam). If you need more paper, you should use the insert sheets on which you will put the number written on the table sticker. Never hand out the coloured paper, it is draft paper ! Don't answer on the subject sheet either.
- Depending on the exam, it is sometimes necessary to write on the exam paper instead of the answer sheet, multiple choice for example. Make sure to read carefully the instructions.
- No dictionary allowed

The transcript of records will be sent to your university and to your permanent address after the re-sit exams.

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

7. Practical Information

Arrival – how to get to Paris La Défense ?

From the Roissy Charles-de Gaulle airport : 3 options

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

Take [Air France Bus](#) for *Porte Maillot* (go till *Etoile* if you go to downtown Paris)

From 5.50 am to 11.00 pm. Every 20 minutes. Duration: around 45 minutes. Fare : € 15

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

On Sundays, take metro line 1 to the last stop: *La Défense Grande Arche* station (€1,60)

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

2) RER Train

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

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

3) Taxis

Around 50€ to downtown Paris, a bit more to La Défense area (can be more during rush hours).

Address of your residence or of the Pôle Universitaire Léonard de Vinci, instructions for taxis: "tunnel A14, première sortie La Garenne Colombes".

Look at the map to see where the residences and the Pôle are [here](#)

From Orly airport : 3 options

1) Air France Bus + metro

Take [Air France Bus](#) for *Charles de Gaulle Etoile*

From 5.50 am to 11.00 pm. Every 10 minutes. Duration: around 45 minutes. Fare : € 11.50

Take metro line 1 to the last stop: *La Défense Grande Arche* station. (La Défense map: [here](#))

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

2) RER Train

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

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

3) Taxis

Around 45€ to Paris downtown, a bit more to La Défense area (can be more during rush hours).

Address of your residence or of the Pôle Universitaire Léonard de Vinci, instructions for taxis: "tunnel A14, première sortie La Garenne Colombes". Look at the map to see where the residences

and the Pôle are [here](#)

From downtown Paris (and railway stations)

Have a look at the metro map. The La Défense area is West of Paris. Get off at La Défense Grande Arche station. If you want to come by taxi, instructions for taxis: "tunnel A14, première sortie La Garenne Colombes".

Look at the map to see where Pôle Universitaire Leonard de Vinci is [here](#)

Transportation

Student Metro Card : Imagine'r

If you live in downtown Paris and have to come to Pôle Universitaire every day, then it may be a good idea to buy a **yearly subscription for students under 26 called Imagine'R card**. You can only subscribe from September to March. But if you subscribe in March you will have to pay from January.

It is around 32 EUR/month with the Imagine'R card for metro zone 1-2 or around 45 EUR/month for zone 1-3: [Imagine'R](#) (in French).

Application can be found in metro stations, ask for Imagine'R "apres bac".

To apply you need to send:

the Imagine'R application (have a look on the exemplary on the website in the [docs to download](#))

- a photo

- one of the school certificates we gave you

- your French bank account details as Imagin'R withdraws the money each month

Warning: 3 weeks wait before receiving the card. (have a look on the exemplary on the website in the [docs to download](#))

To stop the contract: one week before the end of your last month in Paris (or a few days before leaving but you must pay the entire month for every month started), you must send a notice of leaving (see the exemplary on the website in the [docs to download](#)) + your Imagine'r card + a certificate saying that you are leaving France (ask us).

RER (suburban trains), **Métro** (underground/subway trains) and **Bus in Paris**

The Parisian metro network (the "RATP" - Régie Autonome des Transports de Paris : www.ratp.fr) has 16 lines. The RER (Réseau Express Régional) is a suburban train network identified by lines A,B,C, and D, serving Paris and its region. It links up with the urban metro network and certain SNCF train lines.

The first metro is at 5.30 and the last one is at 0:50am, 1:50am on Fridays and Saturdays. Individually, metro tickets cost around € 1.30, and a book of 10 tickets costs around €12

A single metro journey corresponds to one ticket. The bus generally operate from 6.30am to 8.30pm, yet certain lines operate until 1.30am and later. The information displayed on the bus stops will guide you. Metro and bus tickets are identical. They can be purchased from RATP stations and from tobacconists. Beyond zone 2 the RER is subject to special regulations and the ticket prices are different. La Défense is zone 3 for RER train and still in zone 2 for metro.

There are night buses from the very centre of Paris, see on the [RATP website](#). Paris is quite a safe city. However we do not recommend you go back to the residence very late at night by bus as you

will have to cross the La Défense area: it is a business district, so it is very busy during the day and quite empty at night.

By Air

Aéroports de Paris – all flights to Paris : www.adp.fr

Aéroport d'Orly 01.49.75.15.15 / Aéroport Roissy Charles-de-Gaulle 01.48.62.22.80

By Train (SNCF – Société Nationale des Chemins de Fer – <http://www.voyages-sncf.com/>)
SNCF phone : 36.35

Railway stations in Paris :

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

By car

It is compulsory to wear a seatbelt both in the front and in the back. The speed limit is 50 km/h in town, 80 km/h on the ring roads, 90 km/h on the main roads and 130 km/h on the motorways. Don't forget to carry your international insurance card. In most districts of Paris you must pay for parking by using parking meters, limited to a stay of two hours. A large number of public car-parks (paid car-parks) are available in most districts from between € 1.50 and € 3 per hour. The car-park of the Pôle Universitaire: 1 month € 38, 3 months € 76, 10 months € 229

Buses in Europe

Eurolines – main European cities : www.eurolines.fr

Taxis

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

Vélib

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

Velib website : [here](#)

Leisure and useful links !

Leisure

Paris tourist office: <http://www.paris-touristoffice.com>

What's going on in Paris ? : <http://www.evene.fr>

Looking for a phone number ? : <http://www.pagesjaunes.fr>
<http://www.pagesblanches.fr>

Looking for French recipes ? : <http://www.marmiton.org>

Movies: <http://fr.movies.yahoo.com/films>

Student Associations

You will find various student associations but one is particularly dedicated to foreign students: I-Spirit. They have a FaceBook page group every year.

Telephone

Most telephone boxes require you to use phonecards of 50 or 120 units, which can be purchased in all France Télécom sales outlets, post offices or tobacconists, and in the main metro and RER stations. The telephone boxes have a call number to enable you to be called back.

Many phone cards are now available to call abroad.

A cheap way to call abroad is via <http://www.teleraibais.com> . (Only from a fixed phone or telephone booth).

Doctors

You will find two doctors on the map, close to the residences and the Pôle universitaire Leonard de Vinci. A medical examination costs 22 € at a "national fare" doctor.

Dr William Lecouteux, Chemin des écoliers, 92400 Courbevoie, 01 47 88 06 92 - call for appointment . See on the map: [here](#)

Emergency Numbers

Ambulances: 15 / Police: 17 / Fire Brigade: 18 / SOS Doctors: 01.47.07.77.77 / Treatment center for poisoning cases: 01.40.37.04.04 / Burns: 01.42.34.17.58

Cost of Living

- Housing: € 650-1000/month on average
- Social Security for Non European students: €205/year
- Food: € 13/day on average
- Food at the Pôle : from 5 to € 7 for lunch.
- Outside Fast Food / bakery: from 3,50 to € 7
- Restaurant from 11 to € 50
- Supermarket: around € 80 /week
- Movies : from 7 to € 10
- Museums : from 3 to € 11
- Night Clubs : from 12 to € 25

We are looking forward to meeting you at the Pôle Universitaire Léonard de Vinci.
Please send us all the requested documents so we can process your application.

The International Team