

EXCHANGE STUDENT GUIDE 2010-2011



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Bienvenue à l'IÉSEG *Welcome to IÉSEG* *School of Management*

A message *from the Dean*

Dr. Jean -Philippe Ammeux, Dean.

Jean-Philippe Ammeux, Directeur.

Chers étudiants,

Félicitations, tout d'abord, pour l'intérêt que vous témoignez aux études internationales : l'expérience à laquelle vous vous préparez vous sera infiniment bénéfique tant sur le plan de votre développement personnel, que sur celui de votre évolution professionnelle.

L'IÉSEG et la France offrent un cadre idéal à l'expression de votre volonté d'ouverture internationale, et nous serions ravis de vous accueillir parmi nous.

L'IÉSEG, que vous découvrirez mieux à travers ce guide, a pour mission de former les acteurs du développement de l'entreprise dans tous les domaines de l'administration des affaires.

Pour cela, nous avons fait le choix d'une formation complète sur cinq ans qui mène au diplôme de Master of Science in Management, visé par le Ministre de l'Éducation. Notre projet pédagogique allie les approches conceptuelles et les expériences significatives en entreprise, et donne une large place à l'ouverture internationale. Nous disposons des moyens de nos ambitions : une école à taille humaine, des équipements répondant aux meilleurs standards internationaux et un encadrement assuré par des professeurs de grande qualité, issus du monde académique et de l'entreprise.

L'IÉSEG a, en France, la particularité unique d'allier l'exigence académique conférée par son appartenance à la première université privée française, et l'excellence de la formation professionnelle garantie par l'accréditation de la Conférence des Grandes Écoles.

À l'IÉSEG, nous pensons qu'une formation en administration des affaires ne peut être qu'internationale ; aussi nous intégrons la dimension globale à notre cursus et encourageons les échanges internationaux : 80% de nos étudiants passent au moins une année hors de France et nous accueillons chaque année 300 étudiants en plus de 140 universités partenaires.

Par la diversité de leurs expériences, méthodes et points de vue, les étudiants internationaux nourrissent la vie à l'IÉSEG d'interactions indispensables, en même temps qu'ils acquièrent une expérience irremplaçable.

Choisir l'IÉSEG, c'est donc choisir une logique de formation à la fois exigeante et proche de l'entreprise, des enseignants de qualité et accessibles, et une dimension internationale très marquée.

Choisir l'IÉSEG, c'est également choisir une vie sociale intense, facilitée par la taille humaine de l'école et son esprit de corps, et le dynamisme de la première université privée de France.

Choisir l'IÉSEG, c'est aussi choisir Lille, une grande ville universitaire idéalement placée au cœur de la région la plus développée d'Europe, c'est aussi choisir la France et ses trésors naturels et culturels.

Nous vous accueillerons avec grand plaisir et mettrons tout en œuvre pour que votre expérience, pédagogique et humaine, soit la plus enrichissante possible. Bienvenue en France, bienvenue à Lille, bienvenue à l'IÉSEG.

Jean-Philippe Ammeux, Directeur

Dear International Student :

Welcome to IÉSEG and congratulations on your choice of international study. We sincerely hope the experience you have here in Lille will be of great benefit to you, both personally and professionally.

Studying in France, at IÉSEG, is an ideal way to broaden your international experience, and we will be delighted to count you as one of our students.

Our school, which you will get to know better thanks to this guide and to the various materials you receive from us or consult on our Website, has its mission to train those who will be the future actors of corporate development, in all the varied fields of business administration.

To achieve this goal, we have adopted a well-structured and complete five-year programme leading to the award of the IÉSEG degree, a Master of Science in Management Degree validated by the French Ministry for Education.

Our pedagogical project blends a conceptual and theoretical approach with significant field experience in corporate environments, and places a strong emphasis on the international dimension. We have the resources we need to achieve our ambitions : a small, friendly school, equipped to the most recent standards, high-quality faculty and tutors from both university and corporate backgrounds.

Among the French Schools of Management, IÉSEG is unusual in offering the virtues of both a university education (we are part of France's largest private university) and a professional orientation, accredited by the "Conférence des Grandes Écoles".

At IÉSEG, we believe that business education must by nature be international : we have integrated this dimension into our curriculum and we encourage international study : 80% of our students spend at least one year outside of France, and we have an annual intake of around 300 exchange students from over 140 partner universities around the world.

International students make a major contribution to IÉSEG through the diversity of their experiences, perceptions and study traditions. Through interaction, they enrich both our student body and their own personal experience.

To choose IÉSEG is to choose a style of education which is both academically rigorous and well-adapted to employers' needs, a faculty which is both high-quality and accessible, and a school which believes strongly in internationalisation.

IÉSEG also offers a well-developed social life: a school of human dimensions, with a strong identity, at the heart of France's leading private university.

IÉSEG is also Lille, one of the three largest student cities in France, ideally situated at the centre of Europe's most densely-populated region, and France in general, with its wealth of natural and cultural treasures.

We will be very happy to welcome you to IÉSEG and we will do our best to make your experience, both academic and personal, as enriching as possible.

Welcome to France. Welcome to Lille. Welcome to IÉSEG.

Dr. Jean-Philippe Ammeux, Dean

L'IESEG, “Grande École” de Management



IESEG School of Management and the “Grande École” concept

Le concept de « Grande École »

En France les formations de management les plus prestigieuses sont celles des « Grandes Écoles ».

Ces institutions d'enseignement supérieur attirent les meilleurs étudiants pour des raisons diverses :

- Une efficacité démontrée à former les managers de premier plan,
- Un enseignement de haute qualité, à la fois généraliste et approfondi,
- Des diplômes visés par le Ministère de l'Enseignement Supérieur et de la Recherche et très appréciés des entreprises,
- Des installations pédagogiques modernes et fonctionnelles, un taux d'encadrement professoral excellent, et une taille humaine, qui contribuent à créer une ambiance de travail agréable.
- Des programmes et méthodes d'enseignement flexibles, et une coopération étroite avec le monde économique, qui permettent aux formations de toujours répondre aux besoins changeants du monde professionnel,
- Une orientation internationale très marquée, et des réseaux de partenaires internationaux bien développés,
- Un choix rigoureux des futurs élèves par des concours d'entrée très sélectifs.

Il existe plus de 200 écoles de commerce en France, mais seulement 28 ont été admises à la « Conférence des Grandes Écoles ». L'IESEG fait partie de ce club restreint.

L'IESEG

La principale formation diplômante offerte par l'IESEG est le Diplôme IESEG (Grande École), délivré après cinq années d'études.

Parmi les “Grandes Écoles”, l'IESEG cultive la spécificité d'un enseignement en profondeur de l'économie et des matières quantitatives appliquées.

L'IESEG est également une des seules “Grandes Écoles” à faire partie d'une université, gage de la qualité académique de son programme et de ses enseignants-chercheurs.

What is a “Grande École”?

In France, the most prestigious management programmes are offered at "Grandes Écoles".

These institutions of higher education attract the best students for a variety of reasons:

- Proven efficiency in the training of first-rate managers,
- High quality, breadth and depth of education,
- Degrees accredited by the French Ministry of Higher Education and Research and highly prized by the corporate world,
- Quality teaching facilities, excellent staff-student ratios and small size, which foster a sociable working atmosphere,
- Flexible curricula and teaching methods, and close interaction with the business world, which keep programmes in tune with the changing needs of employers,
- Strong international orientation and well-developed networks of international partners,
- Careful selection of applicants through highly competitive entrance examinations.

France has over 200 business schools, but only 28 institutions are accredited by the « Conférence des Grandes Écoles ». IESEG School of Management is a member of this exclusive club.

IESEG School of Management

IESEG School of Management's main degree programme is its Master of Science in Management (M.Sc. in Management), awarded after five years of study.

Within the “Grandes Écoles”, IESEG School of Management is particularly well-known for its in-depth study of economics and applied quantitative methods.

IESEG School of Management is also one of the few "Grandes Écoles" to be part of a University, which guarantees the academic excellence of its faculty, research and curriculum.

L'IESEG au coeur de l'université Catholique de Lille



IESEG, a member of the Catholic University of Lille

IESEG, Institut d'Economie Scientifique et de Gestion a été créé en 1964 pour former des spécialistes de l'économie appliquée et de la gestion scientifique.

Membre de l'Université Catholique de Lille, l'IESEG soutient activement les activités d'enseignement et de recherche de l'université à travers son implication humaine et financière dans des projets communs.

L'Université Catholique de Lille, la plus grande université privée de France

Fondée en 1875, l'Université Catholique de Lille s'est imposée comme un centre d'excellence de l'enseignement supérieur français. Ses 21 000 étudiants à temps plein font d'elle la plus grande université privée de France.

L'université propose plus de cinquante filières dans cinq secteurs : théologie, lettres et sciences humaines, droit - économie - administration des entreprises, sciences et technologies, et médecine.

Sa structure fédérative originale associe aux facultés de prestigieuses "Grandes Écoles".

Accent sur l'innovation pédagogique

C'est grâce à un enseignement de haute qualité académique en lien direct avec l'expertise technique, et par des expériences professionnelles intégrées dans les formations que l'Université Catholique de Lille prépare ses étudiants à leur future carrière.

Un aspect essentiel de toutes les formations de l'Université Catholique de Lille est l'importance accordée à la formation humaine : tous les étudiants y suivent des enseignements en philosophie, théologie, culture ou éthique.

Une recherche intense

L'Université Catholique de Lille compte 70 équipes de chercheurs, dont beaucoup sont associées aux principaux organismes nationaux de recherche.

Elle compte 13 bibliothèques dont une bibliothèque centrale (BU Vauban) avec un fonds de 300 000 ouvrages et de 1000 périodiques, ainsi qu'une bibliothèque numérique en réseau. Elle offre également 400 postes de travail intégrés. Vous aurez également accès au centre de documentation IESEG.

IESEG School of Management was created in 1964 to train specialists in applied economics and scientific management. As a member of Lille Catholic University, IESEG School of Management actively supports the University's teaching and research activities through its human and financial involvement in common projects.

Lille Catholic University, France's largest private university

Lille Catholic University, founded in 1875, has become a leading centre for higher education in France. It is the largest private campus in the country with 21,000 full time students.

The University offers over 50 degrees in 5 major areas: Humanities, Law/Economics/Business Administration, Science/Engineering/Technology, Medicine and Theology.

Its originality lies in the fact that degrees are available both in the traditional-style University Faculties and the high-profile "Grandes Écoles".

Highlighting innovation in teaching

The University excels in top-grade teaching linked to vocational expertise, making students fully prepared for their future careers. Work placements and practical internships are integrated into study programmes.

One of the essential characteristics of all teaching on campus is the importance attached to the humanities ; all students take courses in philosophy, religious studies, culture or ethics.

Breeding excellence in research

Lille Catholic University is an important centre for research : it has 70 research teams, many of which collaborate with major research institutes.

The university has 13 libraries including a main library (BU Vauban) which gathers together more than 300,000 specialised books and 1,000 periodicals, as well as a networked online library. It offers 400 study places and integrated work points. You will also have access to the IESEG Documentation Centre.

Découvrez l'Iéseg

Notre Campus

L'IÉSEG se trouve au cœur du plus grand campus privé de France, par le nombre et le dynamisme de ses étudiants. L'IÉSEG est à deux pas des résidences et restaurants universitaires et du centre commerçant et culturel de Lille, deuxième ville universitaire de France et véritable métropole européenne.

L'IÉSEG dispose d'un bâtiment moderne et fonctionnel conçu pour garantir/assurer un cadre de vie et de travail agréable à ses 1200 étudiants.

L'école ne ferme jamais : ses espaces de travail et de convivialité, ses 5 laboratoires informatiques, sont accessibles 24h/24, 7j/7 grâce à un système d'accès électronique.

L'IÉSEG favorise la pratique du sport et dispose d'un complexe sportif moderne où ils peuvent s'adonner à leur discipline : football, rugby, handball, volley-ball, basket-ball, squash, badminton, fitness, etc.

Un encadrement de qualité

Plus de 150 spécialistes, universitaires et professionnels, enseignent à l'Iéseg.

L'enseignement en petit groupes et les innovations pédagogiques intensifient les échanges entre enseignants et élèves et facilitent l'acquisition de connaissances et compétences.

Les professeurs permanents de l'IÉSEG jouent un rôle privilégié d'encadrement et de suivi des étudiants.

Les permanents fournissent aux étudiants une aide méthodologique, les accompagnent dans leurs rapports et mémoires, et les suivent à l'occasion des projets et stages en entreprise.

Discover Iéseg

Our Campus

IÉSEG School of Management is at the heart of France's largest and most dynamic private campus, within easy walking distance from student residences and restaurants and the commercial and cultural centre of Lille, one of France's largest student cities and a European metropolis.

IÉSEG School of Management has its own purpose-built facilities, in a modern and functional building designed to offer a sociable working atmosphere to our 1200 students.

The school never closes : study rooms, cafeterias and the five computer labs remain accessible 24 hours a day, seven days a week thanks to an electronic access system.

IÉSEG School of Management supports physical education ; students have access to a fully equipped gymnasium where they can practice their favourite sports : soccer, rugby, handball, volley-ball, basket-ball, squash, badminton, fitness, etc.

Friendly and accessible staff

More than 150 specialists from the academic and corporate worlds give courses and seminars at IÉSEG.

Small-group classes and innovative teaching intensify interaction between teachers and students and facilitate acquisition of skills and knowledge.

Our staff, friendly and accessible, devotes significant time and resources to the individualised tutoring of students.

Our full-time faculty provide students with assistance, supervise their projects and master's theses, and oversee their projects and internships.



Découvrez
l'Iéseg

Discover
Iéseg

Des programmes rigoureux et exigeants

Le Diplôme de l'IÉSEG est une formation rigoureuse et exigeante sur cinq années, qui allie une formation conceptuelle de haut niveau, et des expériences de terrain significatives.

L'IÉSEG forme de véritables généralistes qui, dans chacun des domaines du management ont abordé les aspects théoriques et acquis une expérience en entreprise. L'Iéseg offre des spécialisations principales et secondaires dans les domaines de l'audit et de la gestion, de la finance, du marketing, des ressources humaines.

L' IÉSEG a toujours affirmé son exigence académique, notamment en accordant une place particulièrement importante à l'enseignement de l'économie indispensable pour la compréhension de l'environnement du décideur, et aux disciplines quantitatives nécessaires à la maîtrise des outils modernes de gestion.

Une vie sociale intense

L'IÉSEG encourage vivement les activités associatives, ce qui garantit à ses étudiants une vie extra-académique intense et enrichissante.

Les nombreuses associations étudiantes offrent aux élèves l'opportunité de réaliser des projets en équipe, de s'initier à la prise de responsabilités, d'aborder le monde professionnel, ou de pratiquer le sport.

Le bureau des élèves anime la vie de l'école, la junior-entreprise permet aux étudiants de travailler en professionnels auprès des entreprises, l'association Restos-Rocks organise un cycle de concerts au profit des Restaurants du Cœur, l'association IÉSEG Trading organise un jeu boursier grandeur nature au cœur de la Bourse de Paris...

L'IÉSEG compte trop de clubs et associations pour tous les décrire. L'Université Catholique de Lille regroupe plus de 200 associations, pour la plupart dans les domaines du sport, de la culture et de l'humanitaire.

Rigorous and demanding curricula

IÉSEG's Master of Science in Management degree is a rigorous and demanding 5-year programme, which combines advanced theoretical training and significant hands-on experience through internships and projects.

The IÉSEG Master in Management programme trains future managers in all the functional areas of management, both through academic study and experience in the workplace. IÉSEG offers majors and minors in the fields of audit and accounting, finance, marketing, human resources management and international management.

The School has always maintained its academic excellence and insists on in-depth knowledge of both economics – to give the manager a better understanding of her/his environment – and quantitative methods, which are required to master modern management tools.

Social life at IÉSEG

IÉSEG School of Management strongly supports student societies and clubs, which guarantees intense and rewarding extra-curricular activities.

The various societies give students opportunities to get involved in team projects, to familiarise themselves with responsibilities and decision making, to discover the business world, or to practise sports.

The student union organises all major events. The School's Junior Enterprise permits students to work as professionals for business clients. "Restos-Rock" coordinates a cycle of concerts to raise funds for the "Restaurants du Cœur" charity. IÉSEG Trading organises a full-scale stock-market simulation at the heart of the Paris Bourse.

These are just some of IÉSEG's organisations. There are over 200 on the Catholic University of Lille's campus, mainly involved in sports, culture and charity work.

Lille, votre portail pour l'Europe



Lille : your gateway to Europe

L'IESEG est située au cœur de la ville de Lille, la capitale traditionnelle des Flandres et une métropole européenne dans la région Française du Nord Pas-de-Calais.

A 1 heure de Paris, 2 heures de Londres, 40 minutes de Bruxelles par le TGV, et avec cinq capitales européennes dans un rayon de 250 kilomètres, Lille est une véritable plaque tournante nord-européenne.

Avec 1.2 million d'habitants, Lille est la troisième ville de France. Plus de 100 000 étudiants font le dynamisme et la jeunesse, d'une ville réputée pour la qualité de son accueil.

Lille, deuxième ville universitaire de France

Lille est le premier centre universitaire français après Paris, par le nombre d'étudiants et la variété de ses universités, instituts supérieurs, et « Grandes Ecoles ». Lille est également un centre de recherche important : 4000 chercheurs répartis dans 340 laboratoires y travaillent. Avec L'institut National de Santé et de Recherche Médicale et l'institut Pasteur de renommée mondiale, Lille est le deuxième pôle de recherche médicale française.

Des prestigieuses « Grandes Ecoles » de commerce, gestion et d'ingénieurs, aux nombreuses facultés qui font la richesse du paysage universitaire Lillois, chacune contribue au potentiel régional de recherche et d'innovation.

La prolifération d'entreprises de pointe au sein des universités, et le nombre croissant de projets communs avec les centres de recherche et développement des plus grandes entreprises internationales, démontrent la synergie entre la recherche fondamentale et la recherche appliquée, entre les ingénieurs et les managers.

L'esprit d'entreprise

Dotée d'une position géographique idéale, la Métropole Lilloise est naturellement devenue une plaque tournante du commerce et de l'investissement internationaux. Lille est la première exportatrice de France après Paris, et la région accueille plus de 500 entreprises à capitaux étrangers avec des leaders mondiaux comme ABN AMRO, Bayer, Bridgestone, Bombardier, BP, Coca Cola, Ferruzzi, ICI, Siemens, Toyota, Unilever, ou Xerox.

La région lilloise est également le berceau et le port d'attache de multinationales françaises comme Auchan, Bonduelle, La Redoute, ou Peaudouce.

C'est la première région économique de France pour les industries ferroviaire et textile, et c'est un centre industriel majeur dans les domaines de l'automobile, de la chimie, de la construction mécanique, et des industries graphiques.

Lille a également une tradition marchande millénaire, jamais démentie. Pionnière en matière d'innovation dans la grande distribution et de la vente par correspondance, elle se situe aujourd'hui au 1er rang européen dans la VPC.

IESEG School of Management is located in the centre of Lille, the traditional capital of Flanders and a European metropolis at the heart of France's Nord Pas-de-Calais Region.

With 5 European capitals within a 250 kilometre radius, Lille is a strategic cross-road in Northern Europe. The high-speed trains (TGV) put downtown Lille at 1 hour from Paris, 2 hours from London and 40 minutes from Brussels.

With 1.2 million inhabitants, the Lille metropolis is the third-largest urban area in France. Lille is renowned for its hospitality and its youthful vitality, thanks to its more than 100,000 students.

Lille, a centre for higher education and research

Lille is one of the largest French centres for higher education, by the number and population of its universities, institutes, schools and "Grandes Ecoles". The city boasts 340 research laboratories and 4,000 researchers. Home to a National Health and Medical Research Institute, and the world famous Pasteur Institute, Lille ranks second for medical research in France.

From the prestigious business, management and engineering "Grandes Ecoles" to the many faculties which constitute the metropolitan university landscape, each possesses numerous laboratories which contribute to the region's potential for research and technological innovation.

The proliferation of leading-edge businesses on university campuses and the increasing number of collaborative ventures with the research and development units of leading international corporations show that fundamental and applied research, engineering and management, work hand in hand.

The entrepreneurial spirit

Endowed with an ideal geographical position, the Lille Metropolis has naturally become a hub of international trade and a magnet for foreign direct investment. The region boasts over 500 foreign funded enterprises, including world leaders and household names like ABN AMRO, Bayer, Bridgestone, BASF, Bombardier, BP, Campbell Soup, Coca Cola, Ferruzzi, GAP, ICI, McCain, Mölnlycke, Pirelli, Siemens, Toyota, Unilever, US Robotics, Xerox.

The region is also the cradle and home base of major French firms such as Auchan, Bonduelle, La Redoute, or Peaudouce.

The region is the heartland of France's textile and rail industries, and a major centre for the automobile, graphic, chemical, mechanical engineering and the food industries.

The Lille Metropolis has also become a centre for the services industry, the best examples being the mail-order and mass distribution giants, which were born in the region and have gained international recognition.

Lille en scène

Une multitude de salles de spectacles et de concerts, une bonne dizaine de troupes professionnelles et un théâtre national, des compagnies de danse et ballets, des formations musicales de toutes les sortes font la richesse et la variété de la scène culturelle lilloise tout au long de l'année.

En matière musicale, l'Orchestre National de Lille et l'Opéra de Lille sont les fiertés de la ville. L'Orchestre National de Lille, un des meilleurs orchestres philharmoniques de France, donne 120 concerts par an et avec 15 productions par an, l'Opéra propose une saison complète.

Que vous soyez un amoureux de théâtre classique, de danse contemporaine, d'art lyrique, de jazz ou de genres musicaux nouveaux, votre seule difficulté sera de choisir parmi l'abondance des spectacles.

Le patrimoine artistique de Lille

De ses dix siècles d'Histoire, Lille a conservé de nombreux édifices civils et religieux : la Citadelle construite par Vauban, la Grand Place, le Vieux Lille n'en sont que quelques exemples.

Le joyau de la collection lilloise de musées et galeries est sans conteste le Musée des Beaux Arts, le deuxième plus grand musée de France. Ce superbe bâtiment du XIX^{ème} siècle abrite de prestigieuses collections de peintures et sculptures européennes.

Aux trésors du Musée des Beaux Arts s'ajoutent le fonds du Musée d'Art Moderne, les extraordinaires collections du Musée d'Histoire Naturelle, les nombreuses galeries d'art et les joyaux architecturaux qui ornent les plus anciens quartiers de Lille.

Lille la nuit

L'ambiance dynamique et chaleureuse de la ville ne disparaît pas à la tombée de nuit. Lille compte des dizaines de bars, cafés, restaurants, salles de cinéma...

Les endroits les plus "branchés" se situent dans le Vieux-Lille et dans le quartier des anciennes Halles qui compte à lui seul une quarantaine d'établissements. Après dîner, visitez les bars, pubs et brasseries qui vous accueillent jusqu'à 2 heures du matin, puis dansez jusqu'à l'aube dans une boîte de nuit et, pourquoi pas, dans l'une des nombreuses discothèques belges très appréciées des Lillois.

Sports et Nature

La région compte plus de 10 000 clubs sportifs, et la Métropole Lilloise, à elle seule, dénombre plus de 350 000 sportifs actifs.

La région a également des équipes de football et de basketball d'envergure européenne, accueille des meetings sportifs internationaux, et est le site de la légendaire course cycliste Paris-Roubaix.

Enfin, avec 120 kilomètres de plages de sable fin, des dizaines de stations balnéaires et de ports, plusieurs parcs naturels régionaux, des marais et rivières, la région ravira tous les amoureux de nature.

Lille and the performing arts

Dozens of theatres and concert halls, over ten professional theatrical companies, ballet, dance and musical formations of all kinds support a cultural abundance which is as continuous as it is varied.

The region's highlights include the Lille National Orchestra, one of France's finest philharmonics, which gives around 120 performances a year, and a noted Opera with fifteen productions per season.

Whether you are a lover of classical theatre or contemporary dance, a jazz fanatic or fascinated by new musical genres, your only difficulty will be in deciding which performance to attend.

Architectural heritage and museums

Lille has kept many civil and religious buildings from its ten centuries of history ; highlights include the Citadelle built by Vauban, the old Bourse, the Grand Place, the Old Town district with its sculptures, pink bricks and white stones, and a 13th century hospital which now serves as a museum and concert hall...

Among its many museums and art galleries, Lille prides itself on having France's second-largest Museum of Fine Arts, a superb 19th century building, home to prestigious collections of European paintings, sculptures and other treasures.

The wealth of the Fine Art Museum is complemented by the collections in the Modern Art Museum, the extraordinary exhibits in the Natural History Museum, several art galleries and many architectural jewels.

Nightlife

The exciting and warm atmosphere of the city does not disappear with nightfall. Lille has a large number of bars, cafés, restaurants and movie theatres.

The coolest hangouts are in the Old Town and the Old Halles districts where there are at least forty places to go. After dinner, check out the various bars and pub, all open until 2.00a.m, then party till dawn at a discotheque, in Lille or across the border in one of Belgium's much appreciated night-clubs.

Sports and Nature

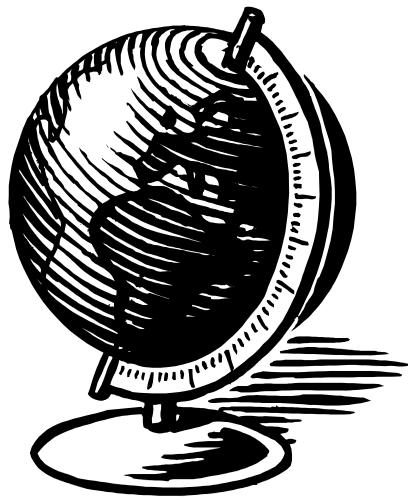
With more than 800,000 members spread over almost 10,000 clubs, the region demonstrates its attachment to the practice of sports. The Lille Metropolis alone has more than 350,000 sports club affiliates.

The region is also home to prominent soccer and basketball teams, it hosts international competitions in athletics, and is the venue for the legendary Paris-Roubaix cycling race.

Last but not least, the region boasts a beautiful natural environment with many seaside resorts and harbours along 120 kilometres of coastline, lovely rivers and several regional parks.



EXCHANGE STUDENT GUIDE



This guide is downloadable from our website:

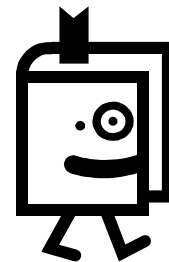
<http://international.ieseg.fr/international/international-students/>

Please choose the English version of our website and go in

“*International*” to find “*Study @ IESEG in exchange*”.

All useful information may be found in this “International” heading.

(Information package, course catalogue, partner universities, exchange programme)



I. BEFORE YOUR DEPARTURE

I.1 *Administrative formalities*

I.1.1 Pre-selection in your school

Before contacting us, you have to fulfil some pre-selection procedures required by your home institution. Contact your school official representative (International Relations Office, Office of Studies Abroad, ERASMUS / SOCRATES Office, etc...).

I.1.2 Preparing your application form

ESSENTIAL DOCUMENTS

After your school pre-selection, you will have to apply online and to fill in a compulsory **① application form** and **② a proposition of course choice** by using the standard documents sent by IÉSEG to your school (Learning Agreement) and add some **③ required documents**. Online application and Learning Agreement are available on the IÉSEG School of Management website under "International > Study @ IESEG". Please note that in order to be accepted at IÉSEG in an exchange programme, **it is compulsory that your application must be validate and signed by your University**.

COURSE CHOICE

We offer more than 200 courses taught in English. At Bachelor level, courses are taught in both French and English; while at Master level (also known as Master of Science in Management); courses are taught entirely in English. Courses are offered on a semester basis.

You may choose courses in:

- years 1, 2 and 3 of the Bachelor of Business Administration
- semester 1 and 2 ONLY from the Master of Science

Course details for prospective exchange students at IESEG can be found on our website (<http://international.ieseg.fr>) under "International > Study @ IESEG", where a "**List of courses available for exchange students**" can be downloaded among other documents. Once you have this list, check "**International > Course Catalogue**" on our website and read the explanation of the ECTS course code first for a better course research.

Our language requirements are the following: a good command of English; notions of French are appreciable for everyday life. No official test is required for partner universities' students (French or English).

IESEG adopted the Catholic University course codes. For example on our online catalogue a course is indicated “0809-IESEG-M-S1-IBS-MA-EI22UE MANAGING KNOWLEDGE STRATEGICALLY”:

- **0809** means that the course was proposed in 2008-2009
- the course is proposed at **IESEG**
- **study year** (list below)

Study Years	Period
BA1 (1 st year of Bachelor)	S1 (semester 1 : only from September to December)
BA2 (2 nd year of Bachelor)	S2 (semester 2 : only from January to May)
BA3 (3 rd year of Bachelor)	Y (year : staggered all over the academic year)
M (Master)	S1S2 (given twice: once each semester)

- **period: S1S2 , S1, S2** (list above)

- The first 3 letters characterize the field of study to which the course is attached. **IBS** means Business Administration. Field of studies / tracks listed below:

ACC :	Accounting	MIS :	Information System
COM :	Communication	MKT :	Marketing
DEV :	Personal Development	NEG :	Negotiation
ECO :	Economics	OPS :	Operations Management
FIN :	Finance	PRO :	Professional Project
IBS :	Business Administration	QMS :	Quantitative Methods
LAN :	Language	RES :	Research Methodology
LAW :	Law	THE :	Thesis / Consulting Project
MGT :	Management		

- 4th and 5th characters of this second part of ECTS code refer to the year in which the course is proposed: **MA** means it is a Master course, **BA** means it is Bachelor of Business Administration course, **BA1** or **BA2** or **BA3** is Bachelor 1st, 2nd or 3rd year, **MB**: course intended for the MIB students (courses unavailable for exchange students), and **TR**: transverse course such as certain options as a third modern language.

- **6th and 7th characters** of the ECTS code (after period) refer to the type and the format of course. In the case of our example, the course is an elective (E) given in intensive format (I)

Type of course (6 th character)	Course format (7 th character)
C (Core course)	I (Intensive : course taught in concentrated shape and with a duration superior to 3 days)
E (Elective)	E (Extensive : course taught in several weeks)
A (Course of English section in 3 rd year of Bachelor)	
X (Course of French section in 3 rd year of Bachelor)	
F (Master core course)	S (Seminar : course taught in concentrated shape and with a duration inferior to 3 days)
O (Optional course)	

- **Final letter:** **F** means that the course is taught in French; **E** meaning English, **G**: German, **C**: Chinese, **I**: Italian, **S**: Spanish and **X**: multilingual.

The online course catalogue also indicates the number of ECTS credits. You can access the course content by clicking the course title. Some courses may be affiliated to two fields of studies (Marketing and Management of Information System).

ECTS credit is a European norm for credits (European Credits Transfer System); more details on http://ec.europa.eu/education/programmes/socrates/ects/index_en.html.

The normal workload is 30 ECTS credits per semester. The number of contact hours varies from the format and the level of the course. Students may have to choose from 10 to 15 courses per semester to get 30 ECTS.

If you need more information or advice about the academic details, you can contact us at academic.advisor@ieseg.fr.

I.1.3 Sending out your application form

ADDRESSEE

Please send all documents of your application form by mail to:

International Relations Office
Pascal AMEYE
IESEG School of Management
3, rue de la Digue
59000 Lille
France

Or by e-mail to: p.ameye@ieseg.fr or by fax to: +33 3 20 57 48 55.



All documents must be sent in original (even if sent by email/fax first).

Please do not send any documents to Paris Campus.

DOCUMENTS TO JOIN

You must send the following documents:

- ❶ **Application form** (online procedure and list of required documents in the document called « IESEG Exchange Programme Information », downloadable online)
- ❷ **European Credit Transfer System (ECTS) Learning Agreement** (course list). This document concerns all the exchange students.
- ❸ **Original transcripts of grades**
- ❹ **Statement of interest** (indicating reasons for applying)
- ❺ **1 electronic photo** (to be uploaded during the online application: it will be used for your IESEG student card and student yearbook)
- ❻ **Signature** from your home university on your application

Non-European students are required to bring a birth certificate translated in French (please keep it with you for the registration to French health insurance, do not send it with your application).

RECEPTION DEADLINE

For a stay starting in August 2010: June 15th 2010

For a stay starting in January 2011: November 15th 2010

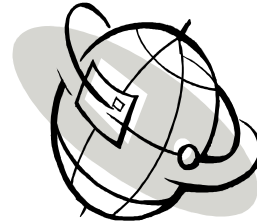
We will confirm receipt of your form by e-mail (to you or your university), and inform your university by posted letter if the IESEG approves or refuses your application. Our policy is to favour exchanges and to accept applications whenever it is possible, taking your French level and your grade average into consideration and comparing it with your proposed set of courses at IESEG.

Once our Academic Coordinator has accepted your application, an acceptance letter will be sent to your home coordinator, and you will receive a copy of it by email, as well as your coordinator.

We do not send you an information package as we already sent them to your university. (information packages are usually sent mid-April). This package is downloadable from <http://international.iese.fr/> (*International > Study @ IESEG in exchange* section). We only send students an acceptance letter.

You are required to read all the information we sent in our information package.

Effectively preparing for your time in France can be extremely important to ensure everything goes smoothly and you have no problems.



I.2 *Housing*

On- and off-campus housing in university and private residences are available in Lille. Please check **housing options** on “*Housing in Lille*”, downloadable on <http://international.ieseg.fr/international/international-students/>.

You are required to make your own booking arrangements in contacting the appropriate agencies and residences listed in “*Housing in Lille*” document, in which you will find a few hints regarding housing.

Please note that it will be difficult to find housing quickly on arrival in September or January, as Lille is the 2nd biggest students’ city in France with 3 public universities and a private one (Lille Catholic University to which we belong). So we greatly advise you to **find housing prior to your arrival, and to apply for accommodation as soon as you have received your acceptance letter.** Proving you have a confirmed housing in France will help some of you getting your student visa (mandatory condition). Securing housing before leaving will also contribute to help you enjoy the Orientation Seminar and your first classes without stress.

We help to find housing prior and on arrival (flats, sharing, etc): please contact h.guinard@ieseg.fr/a.bied@ieseg.fr.

Please do not send any document directly to IESEG.

The approximate **cost of accommodation per month is between 400 and 600 Euros**, depending on the type of housing you’re looking for and the duration of your stay.

Please make sure you are insured for **civil liability** (average cost per year: 40 Euros).

Leaving in a student residence requires a personal commitment of joining and participating to this community life.

- **RENTALS PROPOSED BY PROFESSIONALS**

Professionals (real estate agencies, notary, property managers etc.) collect a big number of offers.

Generally, these professionals require from the tenants: ❶ an income equivalent up to four times the amount of the rent, ❷ payment of one month rent on advance, ❸ a safety deposit (up to several hundred Euros) and ❹ agency fees corresponding to one month rent.

It is very difficult for a student to find a rental through an agency without a financial deposit from his parents.

Please consult this website, which allows you to discover the accommodation and market rates. The “Find an Accommodation” service <http://www.seloger.com> collects the ads of professionals and private sales, and allows a search through zip codes (for Lille, 59000), budget, apartment types (English available).

- **PRIVATE OFFERS**

It is also possible to rent directly from private individuals. You can find location offers in accessible accommodation files, by consulting information notice boards at IESEG and Lille Catholic University, walking around in the neighbourhood, reading the regional daily papers (La Voix du Nord, Nord Eclair) and the free weekly papers (Le Galibot, etc) or through word to mouth.

- **RENTAL MARKET IN LILLE**

There is a very wide rental market in Lille, with monthly rents usually ranging between 300 and 600 Euros without service charges per unit, even if there is a limited offer of bedrooms for less than 250 Euros. For a studio apartment in the Vauban neighbourhood, be prepared to pay about 300 Euros monthly, without service charges.

I.3 *Other administrative procedures*

I.3.1 Immigration procedures

VISA EXEMPTION

Citizens from the EU (Germany, Austria, Belgium, Denmark, Spain, Finland, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, the UK, Sweden, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Czech Republic, Slovakia and Slovenia), from the European Economic region (the 15 countries of the EU plus Island, Liechtenstein and Norway), as well as the students native from Andorra, Monaco, Switzerland, San Marin and from the Vatican are exempted from the visa procedures for all the stays.

VISA

You should check the website of the French Consulate which is the closest to your home: this website will give you the process and the list of required documents to get a visa. The processing time of your visa application can depend on your nationality (**from 1 week to 4 months**). You will have to fill in a visa application form and give the documents required by the concerned French embassy or consulate. One of the required documents is IESEG acceptance letter.

Check <http://www.mfe.org/> > **Annuaire** > **Ambassades et consulats français à l'étranger**: this website is done by our Ministry of Foreign Affairs and gives the contacts of French embassies and consulates abroad.

A tourist visa is not sufficient and you will face being expelled from France after 3 months and **any diplomas or credit obtained will not be recognised**.

The only exception to this is Indian students coming to France for less than 90 days due to the trimester system in India.

One semester at IESEG is 4 months, so you need to get a LONG STAY Visa (student visa). A long stay visa is NOT a Schengen visa; a long stay visa is for France ONLY.

You will be delivered a visa with the mention:

- Either “**carte de séjour à solliciter dès l'arrivée en France**” (you have to apply for a residence permit once in France, with our help);
- Or “**CESEDA R311-3 6° autorise travail limité 60% durée légale**” (you have to apply for a OFII stamp once in France, with our help (new version of the residence permit).
- Or “**dispense temporaire de carte de séjour**” (you are exempted from applying for a residence permit). In this case, you may not be allowed to travel in Schengen countries during your stay in France. Please, inquire at your consulate before your visa is issued.

To note: without “carte de séjour” or OFFI stamp, students can not do salary work or receive the CAF financial help for accommodation.

A long-stay visa is a visa delivered for the number of months you will stay in France and which indicates if you have to apply for a residence permit in France or not . If it is written “dispense temporaire de carte de séjour” you are not allowed to apply for a residence permit.

Visa FRANCE +1 TRANSIT SCHENGEN

The visa “FRANCE +1 TRANSIT SCHENGEN” allows you to come to France through the Schengen area. In case your plane did Mexico – Brussels – Paris, **you already used your +1 transit Schengen** and cannot leave France anymore for Europe, you’ll have to wait for the residence permit.

You cannot travel through Schengen area during your studies period. According to your country of origin, and the agreements signed between your country and France, regulations are different: you may be able to travel as a tourist in Europe before coming, then do your studies period with your visa without going out of France. At the end of your studies period you may travel again as a tourist (sometimes provided that you do not come back to France).

These are legal obligations set by the visa you receive.

Please check with the French Consulate / Embassy in your country what your student visa allows you to do.

Please also contact foreign Consulates / Embassies in France of the countries you want to visit (in order to know if you can enter foreign countries with this visa, and then be allowed to come back to France).

<http://www.mfe.org/index.php/Annuaire/Ambassades-et-consulats-etrangers-en-France>: this website is done by our Ministry of Foreign Affairs and gives the contacts of foreign embassies and consulates in France.

You may have to apply for visas to travel in European countries, after getting your residence permit. Please check the previous website to get the information.

For the students who are required to get a residence permit (Carte de séjour) / OFFI stamp

You are not allowed to travel outside France without your residence permit / OFFI stamp. MULT (multiple entries) on your visa means that you can make as many travels as you wish between France and your home country (direct flights, no transit in Europe) during the length of your visa.. This is available until the expiration date of your visa.

Once you have your residence permit / OFFI stamp you are able to travel in Europe PROVIDED that you fulfil all administrative conditions to enter countries outside France. Please check the previous paragraph.

For the students who are NOT required to get a residence permit (written on the visa)

The French Prefecture cannot transform this visa in any official authorization to leave the country. You cannot leave French territory during your whole stay.

Visa FRANCE (sauf CTOM)

The visa “FRANCE (sauf CTOM)” allows you to come directly to France (no transit through another country). You can go to France, but not to its CTOM (French overseas territories: French Polynesia, Wallis and Futuna, New Caledonia, French austral territories (TAAF), Mayotte and Saint Pierre and Miquelon).

SCHENGEN VISA

A Schengen Visa is only for short stays (less or equal to three months). As one semester at IESEG is 4 months, you will not get a Schengen Visa but a LONG STAY Visa for STUDIES in FRANCE.

The **only exception** to this is Indian students coming to France for **less than 90 days due to the trimester system in India.**

Note: the Schengen agreements aim at instituting free movement / circulation of people between the signatory countries. Ten countries signed the Schengen agreements: Germany, Austria, Belgium, Spain, France, Greece, Italy, Luxembourg, the Netherlands, Portugal, Denmark, Finland and Sweden.

The free circulation measure not only applies to the citizens of the signatory countries, but also applies to all the citizens of the EU and to the non-EU citizens who have a Schengen short stay visa. Since end 1997, all the short stay visas delivered by France are Schengen visas.

APPLICATION FOR A LONG STAY VISA FOR STUDIES

All the persons not exempted from having a visa and wishing to stay more than 3 months in France must seek for a **long stay visa for studies (D visa)** to the French consulate authorities of their home country or their country of residence.

To obtain a visa: you have to fill in a form at the **French embassy or consulate in your home country, or your country of residence**.

This form is downloadable (in French) on <http://www.diplomatie.gouv.fr> > Entrer en France > Formulaire visas > Formulaire Visa long séjour.

Please note that the form is downloadable on the website in its French version only.

The website is available in English and you will find details on: Going to France - Do you need a visa? – What type of visa do I need? - Where do I apply for a visa? – How do I apply for a visa to enter France? - How much a visa cost? – How are visas issued? – Studying in France - etc. .

You can find all the French visa services addresses abroad in the information listed above, or directly check <http://www.mfe.org/> > **Annuaire > Ambassades et consulats français à l'étranger:**

Some Embassies and some Consulates have their own websites.

The list of the documents you must produce will be communicated when you collect your visa application form. The documents usually required are the following ones:

- ❶ a **passport** valid till at least 3 months after the expiration date of the visa you are asking for.
- ❷ **5 passport-size photographs**
- ❸ a **birth certificate**, French translation.
- ❹ a **financial attestation** proving that you have enough resources to live in France during your stay with a minimum of 430 Euros per month (please see model in the appendix).
 - If the student is a grant holder: a certificate specifying the amount and the length of the grant, with headed paper of the organism giving the grant.
 - If the resources are provided by a person living in France: a signed undertaking, a copy of the identity title of the guarantor, a proof of his resources (the last 3 salary advices / pay-slips and last tax notice).
 - If the resources are on a French bank account: a legal document from your French bank testifying that you have 4300 Euros available on your French bank account for the 10 months you'll spend in France (ex: 5 months * 430 Euros = 2150 Euros).

- If the resources come from abroad: the proof from your home bank testifying that they received an order to wire a fixed sum of at least 430 Euros per month on your bank account from August 2010 till May 2011. This document will be translated into French and bear a legalized signature. **OR** a document from your home bank testifying that you have 4300 Euros available on your home bank account for the 10 months you'll spend in France (ex: 5 months * 430 Euros = 2150 Euros) (please see model in the appendix).
- ⑤ a **proof of insurance cover** (see the corresponding paragraph below I.3.3)
 - All the students coming to France must be covered by international insurance (civil liability, repatriation, travel, etc.) Please check details in part I.3.3 below
- ⑥ the **IESEG letter of invitation**

In some cases, you can also be required to give the following documents:

- ⑦ a **repatriation guarantee** (plane return ticket, for example)
- ⑧ a **proof of accommodation in France** : hotel booking, accommodation certificate, invitation, rental lease...
- ⑨ in case your home country was afflicted with an epidemic, particular vaccinations could be required (cholera, yellow fever, etc..)
- ⑩ any other document considered useful by the administration.

Except in case of really exceptional circumstances, you cannot be asked to have a medical examination in your home country. In any case, such a visit wouldn't free yourself from the compulsory medical visit you'll have to have in France in order to obtain your **residence permit / OFFI stamp** if you are not a European citizen.

You should then refuse to have any unjustified medical visit in your home country.

It is highly recommended to start the immigration procedures without waiting for the reception of your IESEG official letter of invitation, if possible.

EXTEND YOUR STAY

Students coming for 2 semesters will come for at least 9 months (End of August - end of May at the soonest). **In case students want to extend their exchange period at IESEG from 1 semester to 2 semesters**, the course period at IESEG will last more than 4 months. Non-European students will not be able to renew the residence authorization. **The only solution will be to return to your home country, apply for a new visa and apply for a new residence permit.**

Please contact the French authority which delivered your visa in your home country.

In case you wish to extend your stay at IESEG, you should ① contact your coordinator at home institution and obtain permission to extend your stay, ② ask your coordinator to email Pascal AMEYE (p.ameye@ieseg.fr) and confirm they accepted your extended stay. IESEG will issue a new acceptance letter for the extended period.

In case your university did not accept an extension of your study period at IESEG, please note that we do not accept free movers.

I.3.2 Practical information on French administration

Directory of *French cooperation and cultural network*, with full contact details for embassies, consulates, *Institut Français* and *Alliance Française* centres, etc. (www.diplomatie.gouv.fr/annuaire)

The Website of *Maison des Français de l'Étranger* (a service run by the French Ministry of Foreign Affairs) includes a directory of French embassies and consulates worldwide and of foreign embassies and consulates in France. (<http://www.mfe.org/index.php/Annuaire>).

The *Service-public.fr* site takes the form of a consumer guide on the rights of French residents and the official procedures they might be concerned by. A section entitled *Étrangers en France* gives information for foreigners wishing to visit France. It includes a regularly updated list of answers to frequently asked questions on administrative issues. It is also possible to ask your own question. (www.service-public.fr ; English, German, Spanish available).

I.3.3 Health insurance

Subscribing to the French health insurance depends from your nationality (European, Non-European or Quebec citizens) and the agreements passed between France and your country. We also encourage students to have an international insurance covering them for travels, lost luggage, repatriation and civil liability.



Non-European students staying more than 3 months are obliged to subscribe to the French health insurance upon arrival. Quebec citizens must ask for the SE401 Q106 in their country. European students must ask for the European Health Insurance Card in their country. If Europeans and Quebec citizens do not have the required documents, they will have to get affiliated to French health insurance.

NON-EUROPEAN CITIZENS

It is **compulsory** for all non-European students staying more than 3 months to purchase the French health insurance upon arrival (around EUR 200), but we also encourage them to have an **international insurance, covering them for travels, lost luggage, expatriation and civil liability**.

This is compulsory, even if you come in France with your own health insurance. This is not an IESEG or Lille Catholic University insurance, it is a French insurance decided by the French Government. The annual premium is to be paid for the entire academic year no matter when students come to France. It is valid from October 1, 2010 to September 30, 2011. It refunds about 70 % of medical costs.

French health insurance is called “Sécurité Sociale” and is represented by different private health insurances such as **LMDE** for the **students**, which we chose for you as it does have promotional documents in English.

You'll find extra useful documents from LMDE French student health insurance in our information package such as “*Foreign students in higher education*”.

We will help you completing the appropriate forms during the integration seminar. **Please bring a birth certificate translated in French for your French health insurance registration.**

Optional: Students have the option of getting a complementary financial cover to obtain better refunds. This cover is distinct from the affiliation to the French health insurance called “Sécurité Sociale”.

QUEBEC CITIZENS

Québécois students who take part in a university exchange must obtain the **SE 401 Q 106** form from the state. This form exempts from the registration to the French students Social Security system. This form must be completed by your Quebec home institution and the “Régie de l’assurance-maladie du Québec” (RAMQ). Students who will continue their studies in France must ask for the SE 401 Q 102 BIS form which provides exemption from registering with the French student Social Security system.

You can find more information on CREPUQ website: <http://echanges-etudiants.crepuq.qc.ca/>

EUROPEAN CITIZENS

The **European Health Insurance Card** (Carte Européenne d'Assurance Maladie CEAM in French) is an individual non electronic plastic card, valid for one year maximum.

You can also use it in the following countries: Germany, Austria, Belgium, Bulgaria, Denmark, Spain, Estonia, Finland, Greece, Hungary, Ireland, island, Italy, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, Norway, The Netherlands, Poland, Portugal, Czech Republic, Romania, the United Kingdom, Slovakia, Slovenia, Sweden, and Switzerland.

You will be requested to give a copy from this card to the International Relations Office during the orientation seminar. Thus, you will be exempted from subscribing to the French health insurance.

You should not travel to another Member State of the European Economic Area or Switzerland without your European health insurance card or a provisional replacement certificate. During your stay, these documents will facilitate access to health care, which will be provided in accordance with the legislation of the host State.

If you have to pay any costs up front, **these documents guarantee reimbursement of health care costs after your return home.** The European health insurance card cannot be used for private sector health care providers. It is obligatory for your health insurance institution to issue a European health insurance card or a provisional replacement certificate at your request.

For more information please check the website from the European Commission on European Health Insurance Card: http://ec.europa.eu/employment_social/healthcard/europoche_en.htm
You may also find EU national Social Security WebPages on the following website: http://ec.europa.eu/employment_social/social_security_schemes/national_social_security_en.htm

STUDENTS AGED MORE THAN 28

Students who are aged more than 28 cannot benefit from the French student health insurance. They must obligatorily take out an insurance to the French CPAM of their principal place of stay (Lille). Failing that, the students will have to pay for the whole amount of the possible medical health care, medicines and hospitalisation fees.

We will help you find the appropriate information regarding this case during the orientation seminar.

I.3.4 Gathering of the other documents necessary for your stay

DOCUMENTS REQUIRED TO OBTAIN THE RESIDENCE PERMIT

All non-European students who receive a long stay visa (student visa, specified by the character D) with the mention “**carte de séjour à solliciter dès l’arrivée en France**” have to apply for a residence permit once in France: please do it as soon as possible.

This residence permit will allow you to complete an application form and get a rent subsidy from the government once in France called CAF.

Here are the required documents you have to bring in France in order to carry out this administrative formality:

1. A **national document of identity, passport and visa**.
2. A **financial attestation** proving that you have enough resources to live in France during your stay, with a minimum of 430 Euros per month (see our standard documents in the appendix; or a letter from your parents assuring they provide them with the necessary financial means to live in France) and your last bank statements.
Be careful: this document must be written in French, and specify a French account number. In case you receive French or foreign scholarships, you should prove the grant with an official document.
3. **Your international birth certificate translated in French**, except in case of English, German, Italian and Spanish, that are accepted.
4. **4 identity pictures**.

The residence permit application form will be completed with our staff during our integration seminar. You should hand them back completed as soon as possible (deadline: end of September for students staying in France for the academic year, and mid-February maximum for the 2nd semester students). In case they are not correctly completed, application forms will be returned to IESEG and the application process for other procedures, such as rent subsidy, will be delayed; sometimes, it will be too late to apply for them.

Other mandatory documents are required, but you will receive them while in France (**IESEG School certificate** by IESEG, **proof of address in France** through your housing contract).

As it is a timely procedure, please make sure you have all the required documents before leaving your home country.

DOCUMENTS REQUIRED TO OBTAIN THE OFII STAMP

All non-European students who receive a long stay visa (student visa) with the mention “**CESEDA R311-3 6° autorise travail limité 60% durée légale**” have to apply for OFII stamp once in France.

This OFII stamp will allow you to complete a rent subsidy application form once in France. This OFII stamp is the new version of the residence permit as the delivery of this visa follows a new law (valid from June 2009).

When you applied for a visa at the French consulate in your home country, **the consulate agent gave you a document called “Demande d’attestation OFFI” to complete**, as well as a note explaining you how to complete the document.

The required documents you have to bring in France in order to carry out this administrative formality are the following ones:

1. A **national document of identity**, passport and visa.
2. The **document called “Demande d’attestation OFFI” completed**

Do not forget to have your passport stamped at the airport or at the frontier when you arrive in France or in the Schengen area. Copy of this entrance stamp is required for OFFI stamp application.

You will complete the OFFI stamp application with our staff during our integration seminar. You should hand them back completed as soon as possible (end of September for students staying in France for the academic year and 2nd semester students for mid-February maximum). In case they are not correctly completed, applications will be returned to IESEG and application for other procedures such as rent subsidy will be delayed, and sometimes it will be too late to apply for them.

Other mandatory documents are required, but you will receive them while in France (**IESEG School certificate** by IESEG, **proof of address in France** through your housing contract). As it is a timely procedure, please be sure you have all the required documents before leaving your home country.

DOCUMENTS REQUIRED FOR A RENT SUBSIDY APPLICATION FORM

CAF is a French institution from the French government which can provide rent subsidies in special cases: Europeans can apply for it, as well as non-Europeans who have a residence permit / OFFI stamp.

You will need:

1. A copy of your current identity card (European citizens) or a copy of a valid residence permit / OFFI stamp for non-European citizens. **Non-European Students without a valid residence permit / OFFI stamp will be excluded from this grant.**
2. A bank account identifier (relevé d'identité bancaire or "RIB") which your French bank will provide you upon request.

Details about the application can be found in part **III.2.4 Application for rent subsidy**.



II. AT YOUR ARRIVAL

II.1 *IN FRANCE: PROCEDURES TO ENTER THE TERRITORY*

II.1.1 Required documents

- Please bring your passport or your national identity card if you are an EU citizen.
- Refer to the paragraph IMMIGRATION PROCEDURES (I.3.1) to check if you will need a visa to enter France.

II.1.2 Declarations of money, titles and values transported

If you're importing money in any form of a total amount equal or superior to 7.622 Euros, you must declare this. This measure aims to facilitating the fight against the laundering of capital coming from illicit traffic.

II.1.2.1 Restricted or forbidden goods

You can import these goods only if you complete specific procedures. Ask for information to the French Customs: <http://www.douane.gouv.fr> (available in English, German and Spanish).

II.1.2.2 Tax and duty

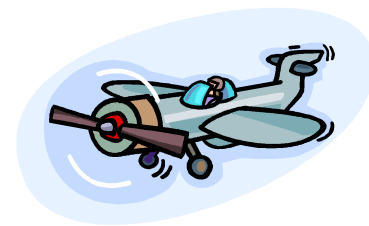
For more information on these particular points, consult our Customs Service : <http://www.douane.gouv.fr> (available in English, German and Spanish).



II.2 *IN LILLE*

II.2.1 Trip planning, access to Lille

II.2.1.1 You arrive by plane



ACCESS TO LILLE FROM A PARISIAN AIRPORT

If you land on Paris Roissy-Charles de Gaulle airport (CDG), you can get to Lille centre in 50 minutes thanks to the TGV (high-speed train) which leaves the airport (from **Terminal 2** – name of Roissy CDG train station is “**AEROPORT CDG 2 TGV**” when using SNCF website).

If you land on Paris Orly airport, you will have to go to Gare du Nord train station in Paris, or to Roissy-Charles de Gaulle airport to take a train to Lille. It is quite easier to land in Roissy – CDG than in Paris – Orly airport.

To get to Gare du Nord

- In order to get to Gare du Nord from Orly, you must use the ORLYVAL line to Antony station, then change for the RER B line and get off at Gare du Nord station. This solution is the quickest one, but also the most expensive.
- You also can use the RER C line (accessible from Orly with a shuttle bus) till Châtelet-les-Halles station and change for the RER B till Gare du Nord.
- You also can take a bus from:
 - ORLYBUS till Denfert-Rocherau, and then RER to Gare du Nord, or
 - Car Air France till Montparnasse, then the Metro line 4 till Gare du Nord.

From Gare du Nord, you can get to Lille in 1 hour thanks to the TGV Nord (high-speed train) link, or take slower and cheaper trains (2 hours). For more information consult the section YOU ARRIVE BY TRAIN (II.2.1.2) and the French Railway national Society (SNCF) at: <http://www.voyages-sncf.com>

To get to Roissy-Charles de Gaulle from Orly

In order to get to Roissy-Charles de Gaulle airport from Orly, the cheapest way of transportation is the Air France shuttle which leaves every 30 minutes between 6a.m and 11p.m from Orly Sud (Exit (sortie) K, platform (quai) 5) and Orly Ouest (Exit D, level of arrival). The trip lasts around 50 minutes and costs 16.50 Euros.

For more information, consult the Parisian airports website <http://www.adp.fr>

Please check the RATP website to get detailed information about Paris transportation network (RER, metro and bus): <http://www.ratp.info/informer/anglais/index.php> . RER are inner city trains.

ACCESS TO LILLE FROM LONDON AIRPORTS (UK) AND BRUSSELS NATIONAL AIRPORT (BELGIUM)

The easiest way to come from London or Brussels National (Zaventem) airport is to take the fast trains that leave from London centre (Eurostar) and Brussels centre (Eurostar; TGV).

For the links between London airports and London city centre, consult <http://www.baa.co.uk/>

For the railway links to Lille, refer to the paragraphs corresponding to the YOU ARRIVE BY TRAIN section (II.2.1.2).

LILLE-LESQUIN AIRPORT

N.B.: Rather than finding a flight arriving in Lille, and if you arrive from another country, we advise you to land in Paris or in another European capital, and to get to Lille by train. It is easier and cheaper.

There is an airport near Lille, (<http://www.lille.aeroport.fr/>), the Lille-Lesquin airport from which the essential links are made up of domestic flights towards about 20 French cities. There are also regular international flights towards Italy, Germany, Poland, Spain and England (by connection), and some charter flights to the European and African tourist destination. Lille-lesquin airport regularly opens new international flight lines.

If you arrive at Lille-Lesquin airport, you will have to take a shuttle to Euralille (Lille commercial centre located between Lille-Europe and Lille-Flandres train stations – 20 minutes ; 4.60 Euros) or a taxi (minimum 22 Euros) to go to Lille Centre. All details on the airport website.

Please notice the high-speed train (TGV) is quick and cheap (if booked in advance). There is no regular flight link between Lille and Paris.

ADVICE FOR TRAVEL BY PLANE

Compare and discuss the fares

We remind you that it is rare that two plane tickets may be sold at the same price, and it is always almost possible to obtain the best fares for the airline companies, in putting travel agencies in competition with each other, or in directly calling the airline companies. Don't be afraid of making counter offers to offers you are suggested, and discover your negotiation power.

Travel light

Your family and friends have certainly already suggested you a list of compulsory souvenirs to bring back from France. During your stay you will probably be asked to bring some items back home... As the excess luggage can cost many Euros (76 Euros or more) per kilogram with certain flight lines, we advise you to travel without much luggage on your outward journey in order not to pay too much, or to be obliged to leave some beloved goods bought in France. Also check the maximum weight authorized for your luggage at your Airline Company or travel agency (between 16 and 32 kg per piece of luggage).

Flight schedules to France

All flights to or from Paris: <http://www.adp.fr/> (English available)

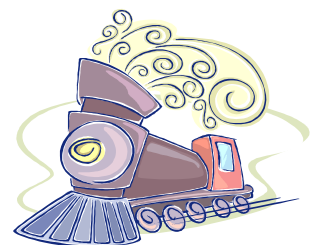
All schedules from French airports: <http://www.aeroport.fr/>

II.2.1.2 You arrive by train

ACCESS TO LILLE FROM PARIS

From Gare du Nord, you can get to Lille in 1 hour thanks to the high-speed train TGV Nord. During the week a TGV Nord leaves Paris every 30 minutes between 6.30 and 9.00a.m, every hour till 1p.m, every 30 minutes between 2.30 and 8.00p.m, then every hour till 11p.m. Week-end trains leave Paris every hour between 7a.m and 1p.m, and then between 3 and 11p.m.

Trains arrive in Lille-Flandres or Lille-Europe train stations; both train stations are very close to each other (800 meters).



From Gare du Nord it is also possible to take less expensive trains to Lille-Flandres train station (TER and Corail trains). These trains aren't very numerous, and the quickest one puts Lille at about 2 hours from Paris.

For more information, refer to the French national railway company (SNCF) website: <http://www.voyages-sncf.com>

ACCESS TO LILLE FROM LONDON

The High-Speed train Eurostar (<http://www.eurostar.com>) sets London City Centre – Saint Pancras International train station – at 1 hour 20 minutes by train from Lille city centre (Lille Europe train station).

There are more than 10 direct trains to Lille from Monday to Saturday between 6a.m and 7.30p.m, and 9 trains on Sundays between 8a.m and 7.30p.m. There are less expensive, but also slower ways to go to Lille from London, as using Eurolines bus company (5 hours travel by bus and ferry <http://www.eurolines.fr>).

ACCESS TO LILLE FROM BRUSSELS

Lille Centre is less than 40 minutes away from Brussels Centre thanks to TGV and Eurostar which link Bruxelles-Midi (Brussel Zuid) train station to Lille-Europe train station. You can arrive directly to Bruxelles-Midi from Brussels airport with a shuttle (special train) in 25 minutes. There are at least 13 departures from Brussels to Lille every day between 7a.m and 9p.m.

It is also possible to take cheaper and longer trains: the Bruxelles Nord (Brussel Noord) or Bruxelles Central (Brussel Centraal) journey to Gand (Gent) – Lille-Flandres lasts around 2 hours. The Bruxelles Nord/Midi/Central (Noord/Zuid/Centraal) to Tournai (Doornik)- Lille-Flandres lasts between 1h30 and 2h30 according to the connections.

It is also possible to get to Brussels to Lille via Mons.

Information:

- Belgian railways: <http://www.b-rail.be/main/E/> (English available)
- French railways: <http://www.voyages-sncf.com>
- Eurostar: <http://www.eurostar.com/> (English available)



II.2.1.3 You arrive by car

Lille metropolis is at the crossroads of the heaviest motorway network in France after the one from Paris and its region. You can get to Lille with the following motorways: A1 (Paris), A27 (Brussels), A23 (Valenciennes, Mons, Aix-la-Chapelle / Aachen), A25 (Calais, Dunkerque, and London), A22 (Gent, Anvers / Antwerpen, Amsterdam), A26 then A1 (London, Lyon, Reims). The Web conceals many free services which help you planning your trip, for example consult the French ITI service: <http://mappy.com>

II.2.2 Choice of arrival day and welcome

CHOICE OF ARRIVAL DAY



IESEG is closed for the last week of July and the first two weeks of August. Please note that nobody will be able to welcome you physically during this period. However, we will answer your email requests. Otherwise the school remains open all year long.

The reception of new students in the school and administrative procedures can only be done from Monday to Friday. IESEG reception is open from 7.45am to 6.30p.m, from Monday to Friday.

The reception of new students in students' residences (IESEG and AEU residences) is done only between Monday and Friday. Thus, we advise you to **avoid arriving during the week-end**.

Pick-up service can be arranged at a train station in Lille (only), on the Monday preceding the orientation seminar only.

If you were to arrive another day, do not hesitate to check the location of your place or the school by googling it www.googlemap.com and check "III.life on campus" for transportation in Lille details.

IESEG is located in "quartier Vauban" (Vauban neighbourhood), not far from the citadel. To access IESEG, take a bus from Lille Flandres train station, line C2 (La Citadine), come off at the Solférino stop on Boulevard Vauban. At the crossroads on Rue Solferino turn right. You are on Rue de la Digue.. You can buy a ticket from the bus driver for 1.30 Euro.

WELCOME AT A TRAIN STATION IN LILLE

If you arrive by train, a student from the International Club will come to welcome you upon arrival in Lille. In order to allow us to be there to welcome you, you should give us all the useful information about your arrival: day and time of arrival, train station of departure and arrival of your train (Lille-Flandres or Lille-Europe).

Send this information to IESEG International Club: clubinterieseg@gmail.com from beginning of August for an arrival in August or from beginning of December for an arrival in January. The International Club will contact you on the emails you gave in your application forms. Please add exchange.coordinator@ieseg.fr to your email when contacting the IESEG International Club.

In case of change or late arrival, please let us know as soon as possible in calling this number:
+ 33 3 20 54 58 92 from abroad or 03 20 54 58 92 from France (school reception – Lille campus).

YOU DON'T ARRIVE BY TRAIN

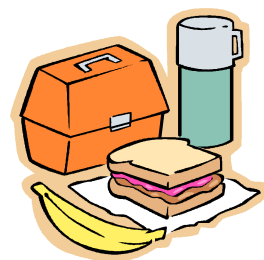
If you arrive in Lille during the week, between 8a.m and 6p.m, meet at IESEG – refer to the following paragraph – so that we can help you discover our school and help you. Administrative procedures (registration, residence permit application, etc) will be done during the mandatory integration seminar (end of August for 1st semester, beginning of January for 2nd semester).

If you arrive in Lille during the week-end, go directly to your landlord, discover the city and its inhabitants, introduce yourself at IESEG on the first working day.

III. LIFE ON CAMPUS

III.1 *At the beginning*

III.1.1 Catering



UNIVERSITY RESTAURANT “LE MEUREIN”

As soon as your student card has been created, or if you show a school certificate, you can benefit from the subsidized meals from the University Restaurants (RU) of Lille metropolis. As a meal costs around 3Euros, RU have an unbeaten quality price ratio (a 10 tickets booklet for 30 Euros). If you cannot prove you are a student, but nevertheless want to have a meal at the RU, you will have to buy a “passenger” ticket at 7 Euros.

The University Restaurant closest to IÉSEG is “Le Meurein” RU managed by the AEU and located 300 metres from school, at crossroads between Boulevard Vauban and rue Meurein. “Le Meurein” serves meals for lunch and dinner in various restaurants (<http://www.aeu.asso.fr>), from Monday to Friday.

CATERING OUTSIDE

IESEG has a cafeteria which sells drinks, pastries, sandwiches during the morning and for lunch, and hot and cold drinks machine (meals between 2 and 6 Euros). The AEU also manages a Cafeteria–Sandwich shop, a snack club, a Flemish Sandwich shop which offer catering at a moderate price, and a restaurant.

Next to the AEU and the school, the IESEG neighbourhood is crammed with sandwiches shops, snacks, pizzerias which allow a quick catering at a limited cost, and with traditional restaurants and brasseries. Allow between 6 and 9 Euros for a meal in a traditional restaurant for lunch during the week, and at least 10 Euros on evening and week-end.

It is possible to find vegetarian meals, but they are not numerous.

FEED ONESELF

The rent in student residences usually includes breakfast.

Student residences, hotel residences, studio flats and apartments include kitchen (in their furniture): it is possible to cook for yourself, generally at an approximate cost of 3.5 Euros per meal. You will find markets, supermarkets and grocery stores near the Vauban neighbourhood (details in our “International Survival Guide” distributed on arrival). You can easily find “exotic” food and spices in our supermarkets or specialised grocery stores; you can also bring some specialities from home, without overloading your luggage.

III.1.2 Transportation

LILLE PUBLIC TRANSPORT NETWORK

Lille metropolis has a heavy, practical, modern and clean public transport network. Three modes of transport are provided: Metro (underground), bus and tramways, all managed by the same company: **Transpole**. One ticket is enough, whatever the mode of transport you chose and the covered distance, and the connections between the various modes of transport are free.

The cost of one ticket is around 1.30 Euro, the 10 tickets booklet is 10.60 Euros. You can also benefit from daily, weekly and monthly tickets, and discount cards.

Do not forget to punch your ticket before climbing in the tramway or metro, or once in the bus.

The **Metro** works from Monday to Saturday from 5.12a.m to 0.12a.m, and on Sunday from 6.24a.m. Its frequency is around one train every 3 minutes. The ZAP ticket costs 0.60 Euros and is available for Metro and tramway only, for trips including 3 stations only)

Bus schedules are variable according to the lines. Bus works from 4.30a.m to 9.00p.m with a bus every 20 minutes, and then from 9.00p.m to 0.30a.m with a bus every hour.

Tramway serves Tourcoing and Roubaix from 5.15a.m to 0.30a.m.

You can find a Metro map on Transpole website, as well as plan your itinerary: <http://www.transpole.fr> (English version available).

SALES OUTLETS FOR TRANSPORT TICKETS

You can buy your Transpole tickets in the Metro stations, the Transpole kiosks and in the tobacconist shops which display the Transpole logo. The closest Transpole sales outlet to IESEG is the Bar-Tabac-Journaux “La Traviata” (2, rue Solferino, about 50 metres from the school). You can also buy your tickets from the bus drivers, but only one (no booklet), which is more expensive (1.3 euro).



DISCOUNTS FOR PEOPLE AGED 25 AND LESS

VIVA card aims at people aged 25 and less and allows them to travel cheaper on the metropolis network thanks to a 25% discount on the weekly ticket (with which you can travel every day of the week).

In order to receive the VIVA card, write to TRANSPOLE / Service Ventes carte VIVA / BP 1009 / 59 701 Marcq-en-Baroeul Cedex and join the following documents to your sending:

- VIVA form completed (to download on Transpole website)
- Copy from your national identity card or passport
- The original of a proof of address of less than 3 months (accommodation or electricity (EDF) receipt) which will be returned to you;
- A recent identity picture (write your name and surname on the back)
- A 2 Euros cheque to **Transpole** order (you can ask a French friend to write one for you);
- A stamped envelope with your name and address in France.

You will receive your card at home within two weeks. As soon as your card is created, it is valid till your next birthday. In case of any problem you can contact Transpole at +33 (0) 3 20 81 43 43, or at contact@transpole.fr

SNCF

SNCF, (Société Nationale des Chemins de Fer) manages the French rail network.

TGV (High-speed trains) leave Lille daily for 60 towns. You should book your ticket well in advance to avoid any too expensive ticket, especially with TGV.

Lille-Paris: 1 hour
Lille-London: 1h45

Lille-Brussels: 38 minutes
Lille-Cologne: 3h15



Cheaper trains are **TER**, which are slower and more appropriate for small journeys in the region, as they access a lot of smaller towns, as well as the seashore.

Lille-Brussels: 1h40
Lille-Dieppe: 3h40

Lille-Valenciennes: between 33 minutes and 1 hour
Lille-Reims: 3h14

The 12-25 card allows young people aged between 12 and 25 to benefit from 25% and 50% reductions on train tickets in France. It may work on international travels. This card is available 1 year, it costs 49 Euros. (<http://www.12-25-sncf.com/>)

Do not forget to punch your ticket before going into the train. Ticket punching machines are in front on train lines.

You can use the following website, <http://www.voyages-sncf.com> , to check train timetables, tariffs and book / buy online.

INTER RAIL

You'll find everything you have always wanted to know about INTER RAIL, **the pass to travel in Europe by train**. The website is in English which makes it easier to keep all information, relevant to your country of residence, up to date: <http://www.interrailnet.com/>

WEBSITES TO TRAVEL MORE

www.opodo.fr to travel at low cost (French only)

www.lastminute.com to travel at low cost (French only)

www.clickbus.com to travel by bus (French, English, German, Italian, Dutch)

www.eurolines.fr to travel by bus in Europe (French, English, Spanish)

www.otu.fr specialist of young and student travels (French only)

www.sante.gouv.fr to know which vaccine is needed for which country (French only)

WEBSITE FOR CITY MAPS AND TRAVEL ITINERARIES

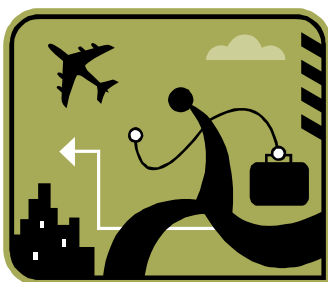
<http://maps.google.fr/maps?hl=fr&tab=wl>

www.mappy.fr

www.viamichelin.com (French, English, German, Italian, Dutch, Polish, Spanish)

TOURISM

Please check part IV TOURISM to get tourist details about Lille, the regions around Lille, Paris, and neighbour countries.



III.2 *Administrative formalities*

III.2.1 Registration at IESEG

REGISTRATION

During the orientation seminar you will be presented the school and your main interlocutors; we will help you with your first formalities (course registration, residence permit application, health insurance, IESEG student card, etc.).

III.2.2 Establishing the residence permit

All non-European students who receive a long stay visa (student visa) with the mention “**carte de séjour à solliciter dès l’arrivée en France**” have to apply for a residence permit once in France. You will complete the residence permit application with our staff during our integration seminar with all **the documents we required you to bring to France in part I.3.4. Gathering of the other documents necessary for your stay.**

You should hand them back completed as soon as possible (end of September for students staying in France for the academic year and mid-February maximum for 2nd semester students). In case they are not correctly completed, applications will be returned to IESEG and application for other procedures such as rent subsidy will be delayed, and sometimes it will be too late to apply for them. This residence permit will allow you to complete a rent subsidy application form once in France.

After IESEG leaves your file at the Prefecture (this is done for you by Lille Catholic University), you will receive a “Justificatif de Demande de Carte de Séjour” valid 45 days, which will be the only official paper issued by the administrative authorities till you obtain your residence permit. You have to wait 60 days before receiving a letter from OMI inviting you for a medical visit. You cannot receive your residence permit sooner.

You cannot leave French territory during this period.

Students will be asked to go for a medical visit at OFII. This free visit is compulsory. You must refuse a medical visit at home before your departure, as it is not recognized by the French administration. However, you will have to pay for the **OFII fiscal stamp of 55 Euros** necessary to validate your residence permit.

The residence permit is valid till the end of the academic year (September for those who stay for the academic year) from the day you enter the French territory and it can be renewed. The residence permit allows you to work up to 20 hours per week. You are also authorized to do an internship linked to your field of studies.



In case you are too late in giving us your application for residence permit, the Prefecture will not edit a residence permit but a “**récépissé de demande de carte de séjour**” showing that you applied for it, but without giving the document. This is an official document which won't allow you to receive the CAF financial help, to work or to leave French territory for tourism. We cannot ask for another document if this one has been edited.

Before travelling abroad in EU you have to contact the French consulate where you received your visa to be sure you can leave France, as well as the consulate of the foreign country you want to visit to know if you will need a visa.

The French Prefecture cannot transform your visa in any official authorization to leave France. It is your responsibility to get information from your consulate before coming in France.

You have to be very quick in completing this application:

- **end of September** maximum for students in France for the academic year and 1st semester;
- **mid-February** maximum for students in France for the 2nd semester.

In case you do not respect these dates, IESEG refuses to accept responsibility for the problems which may occur, but will help you try to solve them.

III.2.3 Establishing the OFII stamp

All non-European students who receive a long stay visa (student visa) with the mention **“CESEDA R311-3 6° autorise travail limité 60% durée légale”** have to apply for OFII stamp once in France. You will complete the required application with our staff during our integration seminar with all **the documents we required you to bring to France in part I.3.4. Gathering of the other documents necessary for your stay.**

You should hand them back completed as soon as possible (end of September for students staying in France for the academic year and 2nd semester students for mid-February maximum). In case they are not correctly completed, applications will be returned to IESEG and application for other procedures such as rent subsidy will be delayed, and sometimes it will be too late to apply for them.

In case you do not respect these dates, IESEG refuses to accept responsibility for the problems which may occur, but will help you try to solve them.

This OFII stamp will allow you to complete a rent subsidy application form once in France.

When you applied for a visa at the French consulate in your home country, **the consulate agent gave you a document called “Demande d’attestation OFFI” to complete**, as well as a note explaining you how to complete the document.

- ① Once in France, you complete the form with your arrival date in France, your address in France and the number of the visa you were delivered.
- ② The completed form must be given to H       GUINARD (office D17; h.guinard@ieseg.fr) with a copy from your passport pages showing: your identity and the stamp with entry date in France or in Schengen area.
- ③ IESEG sends your documents to OFFI in Lille by registered mail with acknowledgement of receipt.
- ④ OFII sends you a letter with a certificate, proving having received your documents.
- ⑤ Within 2 months, OFII sends you a 2nd letter: a notification to come for a medical check to ANAEM. You will bring with you at this visit: Passport; a picture from you (bareheaded); proof of housing in France (rent receipt; electricity, gas, water of phone bill in your name, or, failing that, a housing certificate); possibly, a medical certificate if you had a medical check before leaving home for France; a fiscal stamp of 55 Euros.
- ⑥ At the end of this visit, a seal (vignette) will be stick in your passport. Once this OFII seal is in your passport you are legally authorized to work in France, travel, etc.

You cannot leave French territory during the application period.

Students will be asked to go for a medical visit at ANAEM (Agence Nationale de l'Accueil des Etrangers et des Migrations). This free visit is compulsory. You must refuse a medical visit at home before your departure, as it is not recognized by the French administration. However, you will have to pay for the **OMI fiscal stamp** of 55 Euros necessary to validate your OFII stamp.

The OFII stamp is valid till the end of the academic year (September for those who stay for the academic year) from the day you enter the French territory and it can be renewed. The OFII stamp allows you to work up to 20 hours per week. You are also authorized to do an internship linked to your field of studies.

Before travelling abroad in EU you have to contact the French consulate where you received your visa to be sure you can leave France, as well as the consulate of the foreign country you want to visit to know if you will need a visa.

The French Prefecture cannot transform your visa in any official authorization to leave France. It is your responsibility to get information from your consulate before coming in France.

III.2.4 Establishing the temporary work authorization

It is common place for students to seek some kind of occasional employment to round out their limited resources. Typical student jobs are babysitting, language classes and door-to-door deliveries of advertising material. But before taking on any paid work, you must remember that employment is very strictly regulated in France.

It may be possible to work in France for some of you, provided that you speak good French and that legal conditions regarding your student status allow it. You can work during the academic year.

However, it's important to realize that working half-time in France won't allow you to cover all your expenses -- it can only provide extra income. In France there is a guaranteed minimum salary, the SMIC, which is € 8,71 gross per hour (before the average 20% deduction for social security contributions) (cf. <http://www.campusfrance.org/en/a-etudier/sejour01-6.htm>) .

First of all, any foreign student wishing to work in France must be enrolled at an institution of higher education approved for entitlement under the French standard students' health insurance scheme.

III.2.4.1 Regulations for students from European Economic Area

Foreign students from European Economic Area countries can work without having to apply for special authorization (including Lithuania, Hungary, Poland, Czech Republic, Slovakia and Slovenia since July 1st, 2008).

Even if some countries are now part of the EU, they do not yet benefit from the same work possibilities, because of administrative delays and difficulties: Romania and Bulgaria. Some students from European Economic Area may not be obliged to get a visa and a residence permit anymore to come and study in France, but they may have to ask for a temporary work

authorization (APT). Please check http://www.social.gouv.fr/article.php3?id_article=784 (in French), with the French consulate in your home country or with our local DDTEFP.

III.2.4.2 Regulations for non-European students who apply for a residence permit / OFFI stamp

With a residence permit or with OFFI stamp obtained from the French Prefecture (you are required to have it when mentioned on your visa), a student is not required to apply for a temporary work authorization anymore (« autorisation provisoire de travail »: APT) ONLY in case he does not work over than 964 hours a year.

The employer is required to establish a declaration of hiring to Prefecture.

You may work till 964 Hours per year (60% of a full time job), usually 20 hours maxi per week during courses. You may cumulate all these hours during summer holidays.

In case working time is over 964 hours a year, you require a temporary work authorization (APT).from the DDTE (Direction Départementale du Travail, de l'Emploi)

Please contact : Mrs Marcq – DDTE – 77 rue Léon Gambetta – Lille – Phone: +33 3 20 12 55 29 (Tuesday and Thursday only, from 1.45pm till 4.30pm)

Students applying for authorization are required to produce the following documents:

- **promise of work** signed by the employer
- temporary **residence permit**
- valid **student card**
- written **request** from the student
- stamped envelope
- health insurance or social security proof

III.2.4.3 Regulations for non-European students who are exempted from the residence permit

In case it is written “dispense temporaire de carte de séjour” (“temporary exemption from residence permit”) on your visa you were not required to apply for a residence permit: Without this residence permit, **you cannot work in France**.

You cannot apply for a residence permit if it is not required on your visa. There is no solution to change that.

III.2.4.4 Internships

It may be possible to do an internship in France, provided that:

- you speak **good French**;
- legal conditions regarding your student status allow it;
- you have finished courses to be able to start an internship;
- you are registered as an IESEG student;
- you are covered by the French or European health insurance.

The internship agreement can be the IESEG one or you home university agreement.

Exchange students must have the agreement from their home university.

- In case you come through exchange for the fall semester, you will have little chance to do / find an internship as you are registered as an IESEG student till December 31st.

- In case you come through exchange for the spring semester or for the academic year, you will be able to do an internship from the end of courses till the end of the academic year.

Please contact Louise Perrier (Corporate Relations Department) l.perrier@ieseg.fr if you plan to do an internship. You can find details on internships on our Intranet (once at IESEG), part “projet professionnel” and the “infos stages”.

While every effort is made to ensure the accuracy of the information available at the time this guide is prepared, changes may occur at any time without prior notice.

III.2.5 Application for rent subsidy

If you stay in France in an accommodation which is subject to an agreement between the State and the owner, or in a university residence, you will be able to benefit from financial helps for accommodation (“Allocation Logement à caractère Social, ALS”: rent subsidy with social criteria, and “Aide Personnalisée au Logement, APL”: personalised help for accommodation). These helps are granted by the Caisses d’Allocations Familiales (CAF) and are calculated according to your resources, the accommodation rent, the kind of accommodation (size, furnished or not, etc.) and its geographical location; they vary between 60 and 150 Euros (usually 90 Euros).

IMPORTANT FOR NON EUROPEANS: You cannot apply for this financial help if you do not have a “carte de séjour” (residence permit) / OFFI stamp in France. You cannot apply for a residence permit if “dispense de carte de séjour temporaire” is indicated on your visa.

If you are renting a room for longer than 3 months, it is possible to benefit from this allowance. There are never granted for the 1st month, and can only be paid with a 3-months retroactive measure. The purpose of this allowance is to help students with housing costs and it must be obtained directly from the Caisse d’Allocation Familiale (C.A.F).

You should apply to the CAF as soon as you have signed the lease. The application form (available in French only) can be obtained on <http://www.caf.fr/>.

You will also be required to include the following documents with your application:

1. A copy of your current identity card (European citizens) or a copy of a valid residence permit / OFFI stamp for non-European citizens. **Students without a valid residence permit / OFFI stamp will be excluded from this grant.**
2. A bank account identifier (relevé d’identité bancaire or “RIB”) which your French bank will provide you upon request.

For students staying in AEU residences, the AEU Housing Services can help you complete your ALS application form, however you need to expect at least a one-month delay for application (at least) processing.

Also check <http://www.worldstudent.com/uk/studyabroad/france/index.shtml> for all information you would like to know about studies, student life, moving, practical life, jobs.



III.3 *Everyday life*

III.3.1 Gas and electricity

In France, power is distributed with a **220 volts tension and a 50 Hz frequency**.

Any domestic appliance working with 220/240 volts, 50 Hz will work in France. However, foreign pin will have to be equipped with an adapter, or replaced in some cases. French plugs (male) have 2 round pins of 4 mm in diameter (19 mm “entraxe”) and eventually a female ground socket.

Your electricity bills will depend on your personal consumption, but also on the type of contract you subscribed.

III.3.2 Communications



III.3.2.1 Phone

“To make a phone call”:

All French phones (both fixed and cell phones) are identified thanks to a **10 figures number**. For example, the IESEG reception phone number is 03 20 54 58 92.

In order to call France from abroad, you have to dial the international code of your operator (often “00”), then the country code corresponding to France (33) and the 9 figures identification number : if you want to call IESEG from abroad, you will have to dial the following number **00** (or other international access code) **33 320 54 58 92**.

In order to call abroad from France, you must first dial the international code of your operator (operator number + 0 for the operators who have one figure operator number), then the country code, then your correspondents’ phone number. In order to call the UK with France télécom, dial **00 44**, in order to do the same with Cegetel, dial 7044.

Countries dialling codes: <http://www.countrycallingcodes.com/>

III.3.2.2 Mail

MAIL MARKET IN France

Ordinary mail is forwarded and delivered by “La Poste” which has the monopoly for the mails from individuals. “La Poste” is very successful: usually, any letter mailed in France to another town in France arrives the following day. It has a very dense network of branches. “La Poste” also offers the same financial services as banks. For very urgent letters and parcels, you can ask for the services of many French and foreign companies (Chronopost from la Poste, DHL...)

POSTAGE

The postage rate for a letter changes according to its weight and its destination. In the EEA, the postage is 0,58 Euro for a letter till 20 gr (priority letter) and 0.53 Euro for a postcard (economic letter). (N.B: you can buy booklets containing 10 stamps at 0,58 Euro in tobacconists too). For the countries other than the EEA, the postage is made according to zones. You can find all the postage on the “La Poste” website: <http://laposte.fr> . You will find scales and automatic franking machines in post offices.

III.3.2.3 Internet

You will have a user name and a password for using the IESEG computers, giving you access to your personal account and mailbox. You can access the Internet at any time of the day and night from the IESEG Informatics Labs and Rooms.

If you have a personal computer/laptop and a modem, you can subscribe to an Internet access for a reasonable fare from an Internet access provider. Wireless Internet (Wifi) is available in IESEG buildings.

You'll be required to check IESEG mailbox very regularly as IESEG staff and academics will contact you on this IESEG email address.

III.3.3 Health

HEALTH CARE SYSTEM

There are 2 kinds of doctors in France: general practitioners (GP) and specialists. The GPs deal with all health problems, the others do specialise on a part of the body or a type of illness.



A visit to a GP is charged at least 22 Euros, and costs at least 27 Euros by most specialists. These fees are the ones from agreements signed between the doctors' unions and the French health insurance ("Sécurité sociale"). Beyond these fees, the "Sécurité sociale" doesn't reimburse people. Fees are higher if the doctor has to come to the patient's home, and even higher if he has to come by night, on a Sunday or on holiday.

MEDICATION

Pharmacies have the monopoly of medication sales, and pharmacists are health specialists qualified to advise you. However, only the medication bought on a prescription delivered by the doctor can be reimbursed to the patient.

Pharmacists are usually closed on Sundays and bank holidays, but there is always a pharmacy which stays open, called "**pharmacie de garde**", duty pharmacist.

MEDICAL EXPENSES PAYMENT

For the medical visits, the patient usually pays the cost of the visit and is then reimbursed by the French health insurance, his student "mutuelle", or by any other insurance company according to the solution he has chosen.

Hospitals and some pharmacists apply the "tiers payant" system (direct payment by insurers, for medical treatment): only the part not reimbursed by the social security is charged. There are even agreements between particular hospitals and particular "mutuelle" and insurance companies, in order to charge only the part which is payable by the patient.

MEDICAL EXPENSES REIMBURSEMENT

In order to obtain the reimbursement of medical expenses, students who are exempted from joining French health insurance **should check with their home health insurance what will be the process to be reimbursed.**

They should particularly keep:

- Forms given by the doctor to the patient for forwarding to the social security;
- The price labels on medicines for reimbursement by the social security, to stick on the prescription.

STUDENT MEDICINE

The Higher Education Preventive Medicine (médecine Préventive de l'Enseignement Supérieur) provides a care service in the centres located on university campus.

Lille Catholic University has a specialised service, the **Centre Polyvalent de Santé Universitaire (CPSU)**, which is at your disposal for visits for general medicine, gynaecology, vaccination and nursing care.

III.3.4 Money matters



MEANS OF PAYMENT

- Coins and bank notes:

The currency used in France is the Euro (EUR), the European single currency.

You can convert Euros in your home currency using Oanda website and its FXConverter (choose currencies and date of purchase): <http://www.oanda.com>.

- Cash withdrawal:

You can withdraw cash in going to a counter of a financial institution in which you have a bank account, or in using a cash dispenser (ATM) if you have a withdrawal ward. ATMs are open 24/7.

International foreign banker's cards are accepted by many ATMs, but their use may be expensive. Ask for information to your bank about the cost of such operations (commission, exchange rate).

- Cheque books and banker's card:

If you ask for it when you open a bank account in a French financial institution, you will have a cheque book and/or a banker's card at your disposal within two weeks.

Most of the time cheques are still free: however, the banker's card is charged at an annual rate, according to the bank and the kind of card.

When you use your cheque book you will often be asked to prove your identity. It is usually not necessary for banker's card, but you will be asked to sign your purchase and withdrawals electronically with the secret code given with your banker's card.

It is important to notice that banker's cards from the "Carte Bleue" (debit card) network allow you to withdraw money from most French ATMs, whatever is the financial institution, and without any difference of cost.

In case of loss and thief of your cheque book or banker's card, you will obligatorily have to oppose to your bank in reporting the incident. Your bank will explain you how to oppose at any time of night and day.

FINANCIAL SERVICES

Any person who will stay in France more than three months can open a bank account.

In order to open a bank account, you will have to show the following documents:

- Passport or national identity title,
- Proof of address.

Typical monthly budget for 2010-2011

Accommodation	from 400 to 600 Euros
Food	200 Euros
Books and materials ≡	50 Euros
Transport	80 Euros
Personal	<u>100 Euros</u>
	From 790 to 990 Euros

Don't forget:

French Health insurance for non Europeans: 200 Euros for 2010/11

Residence permit / OFFI fiscal stamp: 55 Euros

Housing deposit

Insurance on accommodation

Electricity

Phone

III.3.5 Learn French

French language courses (FLE) are offered to all international students at IESEG, free of charge. Students will do a French test during the integration seminar and will then be divided in groups according to their level: beginner, intermediate or advanced. Self-learning methods are available in our IESEG library, but cannot be borrowed, as well as some French films with foreign subtitles.

We do not deliver any French language diploma.

Clarife, the university language centre, offers a fee-paying intensive French language course before the Fall semester (only). However, this course is scheduled during our orientation seminar and during our first week of classes (<http://clarife.icl-lille.fr/>).

III.3.6 Religion

France is a State Republic, which clearly stated the separation of the Church and the State in 1901. Since the 18th century, the French Constitution ensures the liberty of religious opinion. Religious freedom is almost total in France. The three main religions practiced in France are, in order of importance, the Catholic religion, the Muslim religion and the Protestant religion.

You will receive an “International Student Survival Guide” during the orientation seminar at IESEG, which will give you more detailed information about daily life at IESEG, Lille and France !

IV. TOURISM

IV.1 *Lille*

In its year as Europe's City of Culture, Lille hosted more than 2000 events in 2004. Its nine million visitors relished a real cultural feast at a European crossroads just 38 minutes from Brussels, 1 hour from Paris and 1h and 40 minutes from London. Visit the different museums: Palais des Beaux-Arts (the biggest museum in France after the Louvre), the Maison Natale Charles de Gaulle (Lille is his birthplace), Museum of the Hospice Comtesse

Lille really deserves its title of City of Heritage and Art. Besides its colourful Flemish architecture and its narrow ornamented facades (of which the Vieille Bourse is a prime example), Lille has a rich and varied heritage.

French classical style houses sit alongside the eclecticism of «grands boulevards" or even the "maisons Folie" - these former factories (textile, brewery) that are experiencing a start as new cultural and meeting centres. Markets and regional food and drink specialities will also represent a delicious part of your stay.

Lille History

The city of Lille appeared in the Middle Ages. The first document - the Great Charter - dates from 1066. The name Lille comes from Insula, and then Isle, as the city was built on the river Deûle.

The County of Flanders, which first appeared in the 9th century, was formed after the Treaties of Verdun (843), with Lille becoming one of its capitals. Charlemagne's grandson, Charles the Bald, inherited the city from his grandfather; he in turn bequeathed it to his daughter, Gisèle. Thus, through a cunning matrimonial policy, the city of Lille experienced the rise in power of the Counts of Flanders until the middle of the 14th century. Louis de Male, the last Count of Flanders, had only one daughter, Marguerite, who married Philippe le Hardi, the first Duke of Burgundy, in 1369. Together with Dijon and Brussels, the city became one of the capitals of the Burgundy states, which, at the peak of their glory, stretched from Holland to the Mâconnais and the Franche-Comté. The tragic death of Charles the Reckless (the last Duke of Burgundy) in 1477 put a sudden end to the splendours of the court. His daughter Marie married Maximilian of Hapsburg. Their grandson was Charles Quint. Lille was thus to share the destiny of the Spanish Low Countries for more than 150 years, becoming part of an empire on which the sun never set. Louis XIV had to use all his power and determination to annex Lille to France in 1667, during the war of devolution. During the French Revolution, the city was besieged by the Austrians (1792) who were on the way to Paris to free the king. Thanks to its gunners, the city succeeded in fighting off the enemy. The Goddess, erected on her pedestal in the middle of the Grand Place, bears testimony to this heroic siege.

In the 19th century, Lille became a major industrial capital; the city expanded rapidly by annexing five towns (Wazemmes, Esquermes, Moulins, Fives and Fbg. Saint Maurice). The surface area of Lille tripled and the number of its inhabitants doubled to 120,000. One century later (in the 1950s), the decline of the textile industry posed serious economic problems for the city, which decided to turn resolutely towards the tertiary sector (banking, insurance, universities, leading schools and administrations). The brand new district of the city, Euralille, which was inaugurated in 1994, is the living example of a highly successful conversion. High speed trains now leave for Brussels, London and Paris - placing Lille at the centre of north Western Europe.

Today, with 220,000 inhabitants, Lille is part of an urban community of 87 towns, with more than 1 million inhabitants, making it the fourth largest city in France. Its huge cultural diversity and its dynamism have contributed to the city's nomination of the 2004 "European Capital of Culture".

Here are a few addresses you can check to get an idea of your stay in our town:

- “**Le Ch’ti**” is a guide published each year in March. It gives you all information needed about shops, restaurants, museums, and services (laundry, supermarkets, photograph, car hiring, cinemas, sports, pubs, Lille agenda...) in Lille and its area: <http://www.lechti.com> ;
- you can contact **Lille Tourist Office** to this address to have some information : Office du Tourisme de Lille / Place Rihour / Palais Rihour / B.P. 205 / 59002 LILLE Cedex / Tel.: (0) 320 21 94 21 / Fax : (0) 320 21 94 20. The Tourist Office also published a very instructive little guide on Lille which costs only 1 Euro (“Le Guide”). Please consult their website at: <http://www.lilletourism.com/>
- After being the European Capital of Culture in 2004, Lille will be the center of great international cultural events every two year. In 2006 **Lille3000** presented India, and it was Eastern Europe’s turn in 2008: <http://www.lille3000.com> .

IV.2 *Around Lille*

France's most youthful region, Two *départements*: Nord, Pas-de-Calais

Nord-Pas-de-Calais is an outward-looking region, with 350 kilometres of frontier with Belgium and 140 kilometres of coastline. Boulogne is one of Europe's most important fishing centres, Dunkirk is France's number-three commercial port, and Calais is the biggest passenger port in continental Europe, a major point of transit with Britain, which is just 36 kilometres over the Channel, or even under the Channel, via the tunnel.

The population of the region is considerably younger than the French average, and there is a very high density of higher education facilities, with seven universities, 24 engineering schools, 8 IUT, 106 *grande école* preparatory classes. The total student population reaches 100,000, and all of the region's larger towns -Lille, Villeneuve-d'Asq, Valenciennes, Arras and Dunkerque- have a university centre.

Nord-Pas-de-Calais is also France's third biggest industrial region, housing major foodstuffs, biotech, automotive, textile (in Roubaix-Tourcoing) and metallurgy companies, and the hub of thriving retail and mail-order businesses like Auchan, La Redoute and Les 3 Suisses.

The regional capital, Lille, intends to play a vital role in the European Union, and its ultra-modern business district, Euralille, was designed with precisely this objective.

You may find information on other French towns and regions on these addresses:

- <http://www.cdt-nord.fr> from the Comité Départemental du Tourisme du **Nord**
- <http://www.crt-nordpasdecalais.fr> from the Comité Régional du Tourisme **Nord Pas de Calais**

The following departments are part of **Picardie** region, close to the Nord Pas de Calais region.

- <http://www.aisne.com/> to visit the department of **Aisne**;
- <http://www.u-picardie.fr/UPIC/Somme/Somme.html> for the department of **Somme**;
- <http://www.cg60.fr/cg60> and <http://www.val-doise-tourisme.com/> for the department of **Oise**.

The **official Tourist Office website for France**:

- <http://www.franceguide.com/prehome.asp> :

IV.3 *Information about Paris*

YOUTH HOSTELS (AUBERGES DE JEUNESSE)

A night in a Youth Hostel in Paris costs between 19 and 20.50 Euros in Paris Centre, and from 10 Euros in the suburbs. In order to have access to these youth hostels, you must be a member of the International Youth Hostels Association. The cheapest solution is to register to your national association, but you can also register in buying the card in the Youth Hostel you are staying in, by applying for an extra cost of about 60%. If you buy this card in a French Youth Hostel, you will pay 20 Euros if you are not French or living in France for over one year.

You can book a Youth Hostel in Paris through their Internet service accessible from <http://www.fuaj.org/>, or through a Youth Hostel abroad. If you arrive in Paris without any booking, you can go to the “Central National de Réservations”, 27 rue Pajol, 75018 Paris (Tel + 33 (0) 144 89 87 27, which will find you an accommodation for that day.

HOTEL CHAINS WITH SMALL PRICES

Some hotel chains offer very interesting rates. They have recently become numerous in France these last years: “Formule 1”, “Première Classe” and “Bonsai Hotel” offer bedrooms from 20Euros in the Parisian region. These hotels are generally established at the outskirts of cities, near the main roads, in not very nice neighbourhoods. They employ staff reduced to the minimum, but their bedrooms are functional, with a simple comfort and equipped with TV sets.

THE OTHER HOTELS

It is reasonable to allow between 53 and 76 Euros for a bedroom in a 2 star Hotel in the centre of Paris. There are also 3 stars Hotels which offer nights around 61 Euros. As regards 2 star Hotels, Ibis Hotels from the Accor group <http://www.accor.com/> can be booked on-line. A bedroom costs around 64 Euros.

You will find all the necessary information for a successful stay in Paris on the following websites:

- <http://www.paris-tourisme.com/>
- <http://www.pariserve.tm.fr/>

IV.4 *Other countries*

Please check which VISA you have before travelling and which visa you will need to travel abroad (please check with the consulate of the foreign country based in France, as well as information on visa and residence permit in this guide).

You may leave France and travel in Europe only if you have a SCHENGEN VISA, or if you received your residence permit for the students who require it. In order to see the most of Europe, please specify your wish to travel in Europe when applying for your visa.

Lille is really close to Belgium, the UK and Germany, so do not hesitate to travel, after checking our academic calendar: **NO exam will be postponed or advanced :**

Please check part III.1.3 “Public Transport” for details on French railway company SNCF, Inter Rail, websites to travel, etc.

- <http://www.eurostar.com> (TGV to **London**)
- <http://www.eurolines.fr> to travel by bus around Europe, <http://www.fuaj.org> to find an accommodation
- to visit **Brussels** : Hôtel de ville de Bruxelles / Grand Place / 1000 Brussels / Tel.: +32 (0)2-513 89 40 / Fax : +32 (0)2 513 83 20 / info@brusselstourism.be / <http://www.bitc.be> for the Tourist Office / <http://www.agenda.be> to know all cultural events in Brussels
- <http://www.brugge.be> to visit **Bruges**, in Belgium
- <http://www.berlin-en-ligne.com/home.htm> to visit **Berlin**, in Germany, etc.



APPENDIX



BANK ATTESTATION (Your HOME bank)

Be careful: This document must be written in **French**, or it won't be accepted. The English translation comes after the French version. Please replace the word in parenthesis by the required information.

Your family needs to arrange a monthly transfer to your French bank account after your arrival in France.

Sur du papier à en-tête de la banque

Attestation

Nous soussignés, « *Nom de la Banque* », Société Anonyme au Capital de XXXX euros, Siège Social à « *Ville et adresse de la banque* », représentée par Monsieur XXX, « *poste au sein de la banque* »,

Certifions par la présente que nous avons enregistré un ordre de virement mensuel pour un montant de 430.00 EUR, soit 4300 EUR pour l'année académique 2010/2011 (10 mois) pour son séjour d'études, soit XXX (*montant total en devise étrangère*) sur une année pour :

Monsieur/Madame « *prénom et nom de l'étudiant* »

En foi de quoi, la présente attestation est établie pour servir et valoir ce que de droit.

Fait à « *ville* », le « *date : jour / mois / année* »

Signature et cachet de la banque

On bank headed paper

Attestation

We, the undersigned, « *Name of the Bank* », Limited Company with a capital of XXXX euros, Registered Office in « *City and address of the Bank* », represented By Mister XXX, « *position within the bank* »,

Hereby certify that we have registered a monthly transfer order for an amount of 430.00 EUR, ie 4300.00 EUR for the academic year 2010/11 (10 months) ie XXX (*total amount in foreign currency*) for one year for:

Mister / Miss « *First Name and Name of the student* »

The present certificate is worth what it stipulates.

Written in « *City* », on « *date: day / month / year* »

Signature et stamp of the bank

BANK ATTESTATION (FRENCH Bank)

That is even better if you can get this document from your French bank once you have opened a bank account in France (in the first days of your stay in France), or specifying the French bank account on which your home bank will transfer the funds.

Nom de la banque en France

Adresse de la Banque

Attestation

Nous, soussignés “*Banque*”, attestons par la présente que Monsieur / Mademoiselle XXXX, résident “*adresse*” est titulaire d’un compte sur nos livres n° XXXXXXXXXXXXXXX/XX

Qui présente à ce jour, sauf erreur ou omission, un solde de XXXX euros, afin de couvrir ses frais dans le cadre de son année universitaire 2010/11 (ou 1^{er} semestre ou 2d semestre).

Fait à la demande de l’intéressé, pour servir et valoir ce que de droit.

Nom et poste de l’employé de la banque

Signature

Fait à « ville », le « date : jour / mois / année » + Cachet de la banque

Name of the bank in France

Address of the bank

Attestation

We, the undersigned “*Bank*”, hereby certify that Mister / Miss XXXX, living at “*address from the student*” is the holder of the bank account n° XXXXXXXXXXXXXXX/XX in our bank,

Which presents, at this date, except mistake or omission, a balance of XXXX Euros, in order to cover his expenses for his academic year 2010/11 (or 1st semester or 2nd semester).

Written on Mr / Miss’s request, the present certificate is worth what it stipulates.

Name and position of the bank employee

Signature

Written in « City », on « date: day / month / year » + bank stamp

WELCOME CHARTER FOR INTERNATIONAL STUDENTS

The Lille Catholic University is committed to pay a detailed attention to their foreign students. This is presented partly or totality by their courses of studies in each of the establishments which makes up the entire university.

In order to reserve them the best possible welcome, to guarantee them a harmonious integration, and to provide the entire university community with a beneficial intercultural climate of exchange, the people of Lille Catholic University commit:

1. To listen to every requests of information from their foreign students, and to quickly answer the questions, in a comprehensible fashion for a person coming from a different cultural context.
2. To ensure a personalized welcome for the foreign students by devoting the time necessary to their physical settlement and their integration within the establishments which receive them.
3. To recognize "all of their duties" to the foreign students:
 - To give them the means to express and share the cultural and spiritual richness that they carry,
 - To associate them with the structures which represent the student/associative life.
4. To accompany the foreign students in order to facilitate their administrative steps with Lille Catholic University, as well as with their exchange partners. Among the faculty/staff and students of the university there are designated "peer facilitators" whose purpose is to help the in coming international students.

In accordance with the human and Christian values which inspire them, the members of Lille Catholic University consider that the foreign students and their rich linguistics, culture, spirits and differences help invite a universal openness to their institution.

This text is the fruit of reflection of the working and animated group from the International Relations Services of Lille Catholic University, composed of international students, representatives of Establishments and services.