

STUDENT GUIDE

ISG – International Business School

2018-2019



ISG. Make the world yours.

www.isg.fr

EDITORIAL

Founded in 1967, ISG is one of the first business schools in Paris to offer International Bachelor and MBA Programs taught in English in Paris.

ISG has over 20 000 alumni, including 2 500 from international programs, working in top positions in some of the largest multinational firms in over 60 countries.

I wish to thank all participants from our partner universities for choosing our institution. Through the engagement in various learning activities including classroom lectures, company visits and excursion trips, friendships are established which will last for a lifetime. It is a truly rewarding learning experience for students and I hope all participants will have an enjoyable and memorable stay with us.

We have designed this student guide for you and I truly hope you will find all the information you may need to have an amazing stay in Paris.

May you need any advice, information or help, be sure the international team is here for you on the 5th floor "Rue de Lota".

Welcome to the ISG family and have a wonderful semester in Paris!

Juliette Leroy

Director of International Relations



ISG is a member of:



Erasmus+



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INTERNATIONAL TEAM

General information	
Address	8, rue de Lota, 75116 Paris, France 45, rue Spontini, 75116 Paris, France 147, rue Victor Hugo, 75116 Paris, France
Website	www.isg.fr
Number of students	2 250
ERASMUS Code (if applicable)	F PARIS332
International Relations Information	
Juliette Leroy Director of International Relations 8, rue de Lota 75116 Paris France juliette.leroy@isg.fr / Phone : +33 1 56 26 26 28	Elodie Gray International Relations Coordinator 8, rue de Lota 75116 Paris France elodie.gray@isg.fr / Phone : +33 1 56 26 26 24
Academic Information	
Website	http://bba-mba.isg.fr/
Language of Instruction	English
A full semester constitutes	30 ECTS (each subject represents 5 ECTS credits)
Fall Calendar	
Semester 1 – Fall semester	International student have to be present in Paris from the 1 st week of September until the end of December
Orientation week	1 st week of September
Beginning of classes	2 nd week of September
End of classes	1 st week of December
Exam period	2 nd and 3 rd week of December
Nomination and Application deadline	June 1 st and June 15 th
Spring Calendar	
Semester 2 – Spring semester	International student have to be present in Paris from the 3 rd week of January until the end of May
Orientation week	3 rd week of January
Beginning of classes	4 th week of January
End of classes	1 st week of May
Exam period	2 nd and 3 rd week of May
Nomination and Application deadline	November 1 st and November 15 th

In case of an **emergency**, you can contact Juliette Leroy at +33 6 07 17 66 55



REGISTRATION

Administrative Registration

Exchange students are chosen by their university which will then inform ISG by email. Students will apply through a link sent by ISG and documents are to be sent by email. **Students must get information from their home university regarding the exchange procedures and programs.** Upon reception of their file, ISG will send a letter of admission to each exchange student; this letter is mandatory to apply for a student visa.

Academic Registration

Before leaving your university, you will prepare a Learning Agreement with the Dean of your program in your university and will choose your classes with their consent. You will fill out an online document choosing your classes, which can be from any year but there might be a scheduling conflict. There can also be modifications at the start of the school year. ISG will give you a school transcript when final grades have been processed (approx. 5 weeks after final exams) to validate the credits in your home university. A full academic charge for one semester is 30 ECTS. Any changes made to your learning agreement during your semester must also be validated by your home university.

ISG Student Association

The school has different student associations, the largest one being the BDE (Bureau des Elèves), who organizes parties and make sure student life remains lively at school. There is an International section of the BDE who organizes trips and events for the international students; you will most probably meet the students from this association especially at the beginning of your mobility. Then there are also sections for sport, art, humanitarian work...We encourage all exchange students to get involved in the various associations – it really is the best way to make friends and experience student life in France!

ISG Email

An ISG email will be provided to each student following the model name.surname@isg.fr (elodie.gray@isg.fr). The password will be provided during the orientation day. The email address will be used for all ISG communication during the length of your studies.

Please follow this link to connect to your ISG emails: [login/microsoftonline.com/fr](https://login.microsoftonline.com/fr)

To make sure you receive all important information and communication, we suggest making a transfer to your own personal email. Once you are connected:

Click on "Options" on the top right

To the right, click on "transférer votre courrier électronique"

Write your own personal email in "transférer votre courrier électronique"

Click on "Démarrer le transfert"

If you encounter any problems, please contact: sivline.te@isg.fr



Student card

When you are fully registered, ISG will issue a student card for the academic year. You will have to come pick it up at the International Bachelor Office (2nd floor). The card is very important for you as in France you can benefit from many discounts when showing proof of being a student. This is usually called "tarif réduit étudiant" and it exists for the movies, in many museums and exhibitions. You will be given one student ID so be careful not to lose it!!

With your ISG student card, you can have low-cost meals from the Dauphine University food services (CROUS).

Address: 2 boulevard Lannes 75016 Paris

Access: Metro line 2 – Porte Dauphine

Open hours (restaurant): Monday to Friday from 11:20am to 2:15pm

Open hours (cafeteria): Monday to Friday from 8am to 5:30pm

ACADEMIC INFORMATION

Dates

Fall Calendar	
Semester 1 – Fall semester	International student have to be present in Paris from the 1 st week of September until the end of December
Orientation week	1 st week of September
Beginning of classes	2 nd week of September
End of classes	1 st week of December
Exam period	2 nd and 3 rd week of December
Nomination and Application deadline	June 1 st and June 15 th
Spring Calendar	
Semester 2 – Spring semester	International student have to be present in Paris from the 3 rd week of January until the end of May
Orientation week	3 rd week of January
Beginning of classes	4 th week of January
End of classes	1 st week of May
Exam period	2 nd and 3 rd week of May
Nomination and Application deadline	November 1 st and November 15 th

Orientation

There will be an orientation day each semester on the Thursday before the first day of class. You will receive the dates along with your admission letter.

Courses

International Bachelor Program

You will receive a link in order to select the courses that you will follow at ISG. If you are staying one year, you will be able to select your courses before arriving. Each course is worth 5 ECTS, so you should follow 6 courses per semester, however we ask you to choose 8 courses per semester in case of a scheduling conflict as you are allowed to take courses for each year of the International Bachelor.

International Master Program

You will receive a link in order to select the courses that you will follow at ISG. You will be able to select the courses for the academic year.



Exams

Students will be graded through a mid-term, a final and their participation in class. Some teachers may also include grades of projects. Details can be found in the syllabus.

Grades

The grading system at ISG is based on the European Credit Transfer System (ECTS) of letter grades.

PREPARING YOUR ARRIVAL

Checklist

Below is a checklist to make sure that you have all the documents required for your arrival in Paris.

Documents	European Countries	Non-European Countries
European Health Insurance Card	X	
Medical Insurance		X
Civil Liability Insurance	X	X
Repatriation Insurance	X	X
Proof of financial resources (in French)		X
Visa for more than 3 month stays		X
1 photos (with blank background) - jpeg	X	X
Vaccination Book, or proof that you are up-to-date with vaccines	X	X
Prescriptions, if you're taking a special treatment	X	X
Several Official birth certificates (+ official translation in French)	X	X

Most of these documents are necessary in order to get the French Resident Permit. Only original copies will be accepted and you should also bring duplicates of all documents.

Social Security card

Insurance for Non-European Students

Students coming from non-European countries and studying in France for over 3 months have to subscribe to the French health insurance policy for 1 year. This insurance is mandatory and additional to the repatriation and civil liability coverage. It covers only the medical part and costs around 217€. Subscription to this insurance will be done upon arrival during orientation week.

This insurance covers only a small part of medical and dental treatments, it is strongly recommended to subscribe to an additional coverage. You can do so in 2 different ways:

- You can subscribe to an additional insurance policy in your country before departure
- You can take out complimentary health insurance (more info upon arrival in France)

During registration you will have to fill out a Social Security form in order to be covered by the French Student Health Coverage (which is compulsory). If you were born outside of France (and even if you have the French nationality) you will have to provide a birth certificate. You will also need information such as your “carte de séjour” number or visa number if you have one. Then you will receive your carte vitale (social security card) that you will need each time you go to the doctor's or buy medicine.

Insurance for European Students

Students from the European Union must arrive in Paris with a “European Health Insurance Card” (former E111/128).

This card insures minimal coverage during their stay in France. It is strongly recommended to subscribe to an additional coverage.



Visa

If you are a native of an EEA State (28 EU Member States + Switzerland, Norway and Liechtenstein), no entry visa is required. You need a valid passport/ID card for the duration of your stay in France.

Non-European students

You are required to obtain a student visa before your arrival in France. You must request the visa form at the French consular services in your country of residence at least 3 months before your departure, you need a valid passport and apply for a visa “**valant titre de séjour**” (VLS-TS) OR a “**Short-stay Visa**” is staying less than 90 days.

The documents required for the visa application vary depending on your country of origin, for more information please contact the nearest French consulate in your country of residence.



The main documents required for the Visa application will be:

Passport: validation at least 6 months after you leave France

Letter of admission: sent by ISG

Proof of sufficient income to live in France during your exchange: minimum monthly income of 615€. In case you possess a scholarship, a certificate of the amount and the duration will be asked.

For further information:

- <http://www.diplomatie.gouv.fr/fr/venir-en-france/etudier-en-france/demarches-administratives/article/visas-etudiants>
- <http://www.campusfrance.org/fr/page/les-visas-de-court-s%C3%A9jour-moins-de-90-jours>
- <http://www.campusfrance.org/fr/page/le-visa-de-long-sejour-pour-etudes-titre-de-sejour-vls-ts>
- <http://www.campusfrance.org/fr/page/la-validation-du-vls-ts>

To check if you need a visa: <http://www.diplomatie.gouv.fr>

Attention:

Please note that with a tourist visa you cannot study in France and it is impossible to change this in to a student visa! It is also impossible to extend a visa when you are in France, consequently, you will have to return to home country and apply for another visa.

OFII

Students coming from outside the EU must obtain a long term visa, and will not need to get a residency permit. Instead of the residency permit, some students will need to get a stamp from the OFII ([French Office for Immigration and Integration](#)) in the weeks following their arrival in France. The procedure will be sent to you by the French Embassy officials in your country of residence, they will provide you with a form that you will need to fill out and send to the OFII office upon arrival in Paris, along with the following documents:

- Form given by the consulate bearing the stamp of the consulate + students signature
- Copy of the passport
- Copy of the visa
- Copy of the page of the passport that will be stamped by immigration upon arrival in Europe

Students will then receive a notification to attend a medical visit, students are strongly advised to keep the date as it is difficult to rearrange. Students will need to bring the following documents to the visit:

- Passport
- Proof of residence (electricity bill, rental contract, certificate from residence)
- ID Photo
- Printout of the 58 euros stamp that will be bought on the OFII Website, information about this will be send with the medical notification.

Housing

Finding a place to stay in Paris can sometimes be quite difficult so we strongly recommend that you start looking before you leave your country. Housing will cost you between 800 and 1200 Euro/month for a student (first months are more expensive because of agency fees, deposits...) and home insurance is mandatory (around 100€ a year).

ISG does not have on or off campus housing however we work with a housing platform where you can find rentals, flat shares and homestay offers.

More information on the following link: <http://logement.isg.fr>

You will also find a list of temporary housing at the end of this guide.



**All ISG
HOUSING SERVICE
on a single
PLATFORM**

➤ **logement.isg.fr/en**

**Find different offers such as
rentals, colocations and homestay accommodations
among a large choice of private landlords, agencies and
student residences !**

A multilingual support team (French, English, Spanish, Italian, Mandarin) is available 6 days a week to accompany you in your housing research.
Do not hesitate to contact the team at +33 1 80 92 64 01 or booking@studapart.com

Here is a range of housing costs:

- Temporary: A night in a 2 star hotel is around 100 Euro, but you can find a hostel for 30 Euro/night.
- Private residence: Students have to pay the entire stay right away. Prices go from 600 to 1000 Euro/month.
- Cité Universitaire Internationale: 400 Euro/month.
- Apartments for rent: between 600 and 1000 Euro/month for a studio.
- Room: from 500 and 1000 Euro/month.
- Apartment sharing: from 400 to 800 Euro/month.

Housing Insurance

Most host families, residences and owners require students to take out a comprehensive housing insurance policy. You can ask information in several insurance companies upon arrival.

Living Costs

The average monthly budget in Paris would be around 1200 €. Fortunately, the student status gives right to many discounts in transportation, libraries, sports, cinemas, museums, university cafeterias etc.

Here is list of prices to give you a general idea of what the living cost in Paris are.

Average monthly budget	
Housing	600€ - 1100€
Food	200€
Transportation	40€ - 75€
Material for school	45€
Leisure	100€
Various	100€

Housing subsidy

Students are allowed to request a housing subsidy from the CAF ([Caisse d'Allocations Familiales](#)), this organization will decide if the students are eligible.

You will find the application procedure at the end of this guide. You must have your housing contract and a French bank account before starting the procedure.

ARRIVING IN PARIS

Getting to Paris

You will most certainly arrive in one of the two main Paris airports: [Roissy Charles de Gaulle](#) or [Orly](#). In order to get information about the airports and how to reach the city, please go to the following website: [Aéroports de Paris](#)

If you have heavy luggage with you, we recommend you take a cab or a bus because the RER and metro can sometimes be difficult with big suitcases.

If you want to come by RER, you'll find the itinerary [here](#).

If you want to come by taxi, it will cost around 50 to 55€ to Paris from Charles de Gaulle and 30 to 35€ from Orly.

Transportation in Paris (More information www.ratp.fr)

Metro

The "Métro" in Paris has been in existence since 1898, and although it is one of the oldest subway systems, you will find that it is an efficient way of transport. The system has 16 metro lines that reaches 302 metro stations. Trains run between 5:30am and 0:30pm during the week and up to 1:30am on Fridays and Saturdays. You will be able to get a free map of the metro at any station.



Tickets can be purchased at the booths where you can choose to buy a single trip (un ticket), a booklet of 10 tickets (un carnet) or a monthly and year pass (Carte Navigo or Imagine R). The annual pass is the cheapest option if you use the transportation system on a regular basis, this pass can be used in the metro, but also RER, buses and trams.



Ticket	Price	Conditions
Single Ticket	1.90€	Metro, bus, certain RER, can be used once
Booklet 10 tickets	14.90€	Metro, bus, certain RER, each ticket can be used once
Navigo year	75.20€/month for 12 months	Metro, bus, RER, unlimited number of trips
Navigo month	75.20€/month	Metro, bus, RER, unlimited number of trips
Navigo week	22.80€/week	Metro, bus, RER, unlimited number of trips
Imagine R	342€/year	Students under 26 years, possible to request in September, October, November, December and January. Metro, bus, RER, unlimited number of trips

Please note that should you purchase any of the above tickets, make sure that you carry it with you at all times even after you have entered the train since you may be asked to present it once you exit from the train. If you get caught without possessing a ticket, you will have to pay a fine.

RER

The RER (Réseau Express Régional) is a high speed subway system which runs from the city to the suburbs. There are five lines (A, B, C, D, E) which connect to the metro lines. The key junction stations for the RER are Châtelet/Les Halles, Nation, Etoile and Auber. Be careful not to confuse Charles de Gaulle – Etoile (where the Arc de Triomphe is located) with Charles de Gaulle - Roissy (the main airport of Paris).

When you use the RER, you will note that there are fixed signs over the platforms indicating the destinations, times and names of the trains, the sign will also indicate whether the train is short (train court) or long (train long), this is important when it arrives, if it is a short train, you might be 100 meters behind.

A word of caution: in the places outside of Paris, stations in the evenings are normally deserted and can be unsafe for a single traveler.

Bus

Should you decide to use the bus in Paris, it is advisable to consult the various bus routes inside the metro, at bus stops or on your transport map.



Bank Account

We strongly recommend students to open a bank account in France, especially for those staying more than a semester, you will also need a bank account to receive the housing subsidy.

You can open your account in any bank, but you will find below 2 banks close to ISG:

- [Société Générale](#), 172 avenue Victor Hugo
- [BNP Paribas](#), 39 avenue Victor Hugo

Telephones

You may want to get a sim card when you arrive in Paris in order to make local calls and connect to the internet. You can go into any telephone shop and buy a card for around 10€ and pay as you go, you just need to make sure that your phone is not blocked by your home operator.

PRACTICAL INFORMATION

Useful apps

RATP	Public transport in Paris	Free
City Mapper	Transportation in Paris	Free
Uber	Chauffeured vehicle	Free
Time Out	What to do in Paris	Free
My City Highlight Paris	Discover the highlights of Paris	Free
My Airport	Airport Information	Free
The Fork	Restaurant selection	Free
AlloCine	Cinema information	Free
XE Currency	Currency exchange	Free

Useful phone numbers

Anti-poison centre	01 40 05 48 48
Charles de Gaulle airport	01 70 36 39 50
Drug crisis hotline (free)	08 00 23 13 13
Emergency medical assistance	15
European emergency number	112
Fire department	18
Lost objects (RATP)	3246
Orly airport	08 92 56 39 50
Rape crisis hotline (free)	08 00 05 95 95
SOS doctor	3624
SOS dentist	01 43 37 51 00
Police department	17

Hospitals & pharmacies

If you wish to see a doctor in your native language, please contact your embassy.

English speaking hospitals

Hopital Franco-Britannique, [4 rue Kleber, 92300 Levallois](#) / 01 47 59 59 59

Hopital Américain, [63 boulevard Victor Hugo, 92200 Neuilly sur Seine](#) / 01 46 41 25 25

French public hospitals

Bichat – Claude Bernard, [46 rue Henri-Huchard, 75018 Paris](#) / 01 40 25 80 80

Georges Pompidou, [20 rue Leblanc, 75015 Paris](#) / 01 56 09 20 00

Pitié-Salpêtrière, [47-83 boulevard de l'Hopital, 75013 Paris](#) / 01 42 16 00 00

Pharmacies

British & American Pharmacy, [1 rue Auber, 75009 Paris](#) / 01 42 65 88 29 – open 7/7
 Grande Pharmacie Daumesnil, [6 place Félix Eboué, 75012 Paris](#) / 01 43 43 19 03 – open 7/7
 Grande Pharmacie de la Nation, [13 place de la Nation, 75011 Paris](#) / 01 43 73 87 52 – open 7/7
 Les Champs-Élysées, [84 avenue des Champs-Élysées, 75008 Paris](#) / 01 45 62 02 41

Public Holidays in France

Jour de l'An	New Year's Day	1 st of January
Lundi de Pâques	Easter Monday	22 nd of April 2019
Fête du Travail	Labor Day	1 st of May
Armistice	Victory Day	8 th of May
Jeudi de l'Ascension	Ascension Day	30 th of May 2019
Lundi de Pentecôte	Whit Monday	10 th of June 2019
Fête Nationale	National Day / Bastille Day	14 th of July
Assomption	Assumption	15 th of August
La Toussaint	All Saint's Day	1 st of November
Armistice	Armistice Day – End of WW1	11 th of November
Noël	Christmas	25 th of December

Time Zone

France is on a GMT+1 time zone. The clocks change twice a year. When the Summer period begins, the clocks go forward one hour (30th of March 2019) and when the Winter period begins, the clocks go backward one hour (27th of October 2018).

Currency

The currency in France is the euro (€). There are bank notes of 5, 10, 20, 50, 100, 200 and 500 euros, and coins of 1, 2, 5, 10, 20 and 50 cent along with 1 and 2 euros.

Smoking in France

Smoking in France is prohibited in public places (schools, railway stations, metro stations, airports, government buildings, offices, restaurants, clubs, cafes etc). As for e-cigarettes, they are prohibited in school buildings, in public transport and in offices.

Electricity

Around the world, electrical plugs and sockets are male and female, in France, plugs and outlets are both, meaning that they have prongs and receptacles.

Make sure you buy an adaptor in order to use your appliances in France.



Lexicon

Hello	Bonjour
Good morning / Good afternoon	Bonjour
Good evening	Bonsoir
Hi / Bye	Salut
Goodbye	Au revoir
See you later	A tout à l'heure
See you soon	A bientôt
See you tomorrow	A demain
Yes	Oui
Non	No
Please	S'il te / vous plaît
Thank you	Merci
No thank you	Non merci
Sorry	Pardon
I am sorry	Je suis désolé(e)
My name is	Je m'appelle
I don't understand	Je ne comprends pas
I only speak a little French	Je parle un petit peu Français
Can I ask a question?	Je peux vous poser une question?
Congratulations	Félicitations
Well done	Bravo
Enjoy your meal	Bon appétit
Merry Christmas	Joyeux Noël
Happy New Year	Bonne année



STUDENT LIFE

Cultural life

Most national monuments and museums are free to Europeans between the ages of 18 and 25. You will just need to present an official document with your date of birth at the entrance. To check what activities are happening in Paris, you can check out the following websites:

- en.parisinfo.com
- sortiraparis.fr

There are many places to visit in Paris during your semester at ISG. Why not visit the Louvre Museum, go up the Eiffel Tower, walk around the numerous districts which all have a different history.

- thetouristinparis.com

For an evening out, why not discover one of the many plays or events taking place.

- kiosqueculture.com

Travelling

Why not take the opportunity to discover France and Europe during your semester in Paris. There are various low-cost transportation services:

- Train with [Oui SNCF](http://Oui.SNCF)
- Bus with Oui Bus
- Flights with EasyJet, Vueling, among many more...



BEFORE LEAVING

A few months before leaving Paris, you will need to complete a few procedures.

Housing

Préavis (departure notice): you will need to inform your residence or landlord before you leave, depending on the contract, this needs to be done 1 to 3 months before.

Etats des lieux (inventory): before leaving your housing, you will need to do an inventory with your landlord or residence, if anything is missing or has been deteriorated, they can retain part of your deposit.

Caution (deposit): make sure to ask for your deposit, the landlord/residence have 1 to 2 months to give it back.

Housing subsidy, bank, contracts

You will need to cancel your subscriptions or contracts, including electricity, internet, phone, insurance etc.

Concerning the housing subsidy and bank, you will need to contact them and give them your new contacts, either in France or back home.

APPENDIX

Housing

You will find below a list of housing solutions other than the ISG housing platform.

Temporary housing

Youth Hostels (http://www.fuaj.org/)			
Bureau des voyages de la jeunesse	20 rue Jean-Jacques Rousseau, 75001 Paris	01 53 00 90 90	
Maison internationale des jeunes	4 rue Titon, 75011 Paris	01 43 71 99 21	Mij.cp@wanadoo.fr
Résidence internationale	30 rue Cabanis, 75014 Paris	01 43 13 17 00	
Centre international de résidence à Paris			www.cisp.asso.fr
Cheap hostels			
Hotel Le Village	20 rue d'Orsel, 75018 Paris	01 42 64 22 02	bonjour@villagehostel.fr
Young & Happy	80 rue Mouffetard, 75005 Paris	01 47 07 47 07	www.youngandhappy.fr

Long term housing

University Residences			
CROUS			www.crous-paris.fr
ADELE	34 rue Camille Pelletan, 92300 Levallois-Perret	08 92 35 03 70	www.adele.org
Les Lauréades			www.laureades.com
Cité Internationale Universitaire de Paris	17 boulevard Jourdan, 75014 Paris	01 44 16 64 00	www.ciup.fr
OSE	11-13 rue Serpente, 75006 Paris	01 55 42 80 80	www.leclubetudiant.com
Résidences Estudines			www.estudines.fr
Real Estate agencies			
www.parisattitude.com			
www.nyhabitat.com/paris-apartment.html			



Ads on internet & in newspapers

www.fusac.fr

www.pap.fr

www.foncia.com

www.locaflat.com

www.seloger.com

www.immostreet.com

www.appartager.com

www.recherche-colocation.com

www.cherchecoloc.com

Families

Atome	24 rue le Regrattier, 75004 Paris	09 52 15 72 94	www.atomeparis.com contact@atomeparis.com
American Church	65 quai d'Orsay, 75007 Paris	01 40 62 05 00	
Séjours France Famille	21 rue des Etats Généraux, 78000 Versailles	01 30 21 68 28	www.sejoursfrancefamille.fr contact@sejoursfrancefamille.fr
Host families			www.hostfamiliesinparis.com



Housing subsidy application

For private rentals

http://www.caf.fr/sites/default/files/cnaf/Documents/DCom/Accueil/Actu/ALE-2017/GB_2017_SecteurLocatif.pdf

For CROUS residences

http://www.caf.fr/sites/default/files/cnaf/Documents/DCom/Accueil/Actu/ALE-2017/GB_2017_Crous.pdf

For student residences

http://www.caf.fr/sites/default/files/cnaf/Documents/DCom/Accueil/Actu/ALE-2017/GB_2017_FoyerHorsCrous.pdf