invites you to
PARIS
Welcome to Paris

The information below should be checked for updates with the French consulate of your residence at least 3 months before departure.

1. Students from the European Union and the European Economic Area do not need a visa.

2. Students who need a visa can apply for one of these below:
   2.1. “visa de court séjour” (short-stay visa) - valid for less than 90 days. It applies to you only if you come to ESCP Europe for the summer semester. Other semesters are longer than 90 days. This visa entitles you to enter and to stay for up to 90 days without a residence permit. It cannot be extended. This visa can be used in the Schengen area and allows you to travel in the “Schengen countries” with multiple entrances.
   2.2. “visa de long séjour pour études” (extended-stay student visa with residence permit VLS-TS) - valid from 91 days to 1 year. This visa is the one you need if you will be in France for one semester or one academic year. Upon your arrival in France, you will have to complete some formalities with the immigration office OFII (Office français de l’Immigration et de l’Intégration):
      - You will have to send by registered letter the form that was given by the school if the student’s residence is within Paris.
      - The OFII office will then invite you for a medical visit (a tax of 55 € will be required) before delivering a stamp for the validation of the “residence permit”.

3. To apply for a long stay study visa in a country where a CEF (Centre pour les Etudes en France) is in force, you need to go through the CEF procedure, also known as Pastel. Students going on an exchange can normally get a waiver (50% or 100%) of the CEF fee. You can also ask for a waiver of the interview. After the CEF procedure is completed, a visa is issued by the French Consulate (a visa fee applies).
Finding a flat/room in Paris is not easy. Here are the different options you may consider.

ESCP Europe has a hall of residence called “Le Vivaldi,” which is reserved for its students. It is located in the 12th arrondissement in Paris. Studios are allocated on a first come first served basis.

In these countries, you should apply online on the CampusFrance website specific to your country.

3.1. If your country does not have a CEF procedure, or if you are applying for a short stay study visa, please apply to the French consulate of your residence.

3.2. In all cases, you should insist on getting an extended stay student visa even though this type of visa may not be clearly offered on the documentation provided.

3.3. There is positively no possibility of extension for a tourist visa or for a type 1 visa above. Exchange students should not enter France on a tourist visa.

TEMPORARY ACCOMMODATION

Many hotels around the School (see on the website: Paris Campus / Accommodation in Paris).

If you decide to search for a place to live by yourself, the following websites could help you in your research:

- http://www.adele.org: this site includes information about how to rent a flat when you are a student, which documents you need to present, what a bail (lease) is, and a lot more information about the steps to follow.
- http://www.location-etudiant.fr/
- http://www.mapiule.com
- http://www.pap.fr: this website is updated quite often and proposes a lot of offers. But be careful! You need to act proactively, and landlords are often reluctant to rent their place to you. They always ask for a guarantee from the parents or someone from your family (called caution in French), and it is really hard to get it when your parents are living abroad.

Remember that you will need the following documents:

- residence permit (valid for 4 months and more)
- 1 photocopy of your ID (both sides) or passeport and your “caution” (usually the ID of your parents)
- photocopy of your last 3 payslips (or your parents’)
- photocopy of the last “avis d’imposition” (tax receipt of yours or your parents’)

Another solution that is well-known by you in Paris is la colocation (flat share). If you decide to search for a flat share, try the following website: www.appartager.com, www.chercheleloc.com/, www.colocation.fr

You can also find some useful information and accommodation at the Cité Universitaire, also known as Cité U (RER B). It was created to facilitate exchange between students from all over the world. It counts 40 houses (some of them representing a country) and 130 nationalities. Further information on: http://www.ciup.fr
How to get to PARIS?

Paris is well connected to the other parts of the world by air, rail and road. You can take one of the numerous flights that come to Paris if you live in a far off place.

Or, if you live within Europe, you can take one of the numerous trains that arrives in Paris.

For more information visit:
- www.raileurope.com
- www.tgv-europe.com
- www.eurorailways.com
- http://www.voyages-sncf.com

Paris is also well connected by buses. There are many different bus services operating throughout Europe. Buses offer a cheap way to travel from place to place and can allow you to cover large distances easily. If you prefer travelling in buses, which however takes more time but is cheap, visit
- www.eurolines.com
- http://www.busabout.com/

Estimated COST OF LIVING

Transport (within Paris)........... 60.40 € per month
("Navigo pass" for the metro, buses, RER)

Health insurance................. 200 €
(once per academic year)

Accommodation .................... Between 600 € and 1000 € per month
(depending on the choice of accommodation for a single occupancy)

Food.................. around 300 €
(Meals at the school canteen cost around 70 € per month)

Mobile phone...................... around 40 € for a monthly contract

Orientation in Paris

Paris is divided into 20 ARRONDISSEMENTS (areas/districts). The “arrondissements” are arranged in the form of a clockwise spiral or a “snail”, starting from the 1st arrondissement in the middle of the city on the right bank of the Seine River.

The number of the “arrondissement” is indicated by the last two digits of Parisian postal codes (75001 up to 75020). ESCP EUROPE is located in the 11th arrondissement.

TRANSPORTATION

> on your arrival in Paris (from the airports/train stations)

There are 2 main airports in Paris
- Orly Airport
- Roissy-CDG (Charles De Gaulle)
Orly Airport

is situated in the South of Paris. When leaving the airport by public transport, you can either take:

### THE RER B

- Go to the Orlyval station of your arrival terminal:
  - Orly-Sud: Gate J
  - Orly-Ouest: Gate W - Departure level
- And stop at Antony.
- Then take the RER B from the station Antony, direction Mitry-Claye or Aéroport CDG (Charles de Gaulle) to go to Paris.

Below: the first and last departures from Orly to Antony station (RER B)

<table>
<thead>
<tr>
<th>Direction Antony</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orly Sud</td>
<td>6:00 am</td>
<td>11:00 pm</td>
</tr>
<tr>
<td>Orly Ouest</td>
<td>6:02 am</td>
<td>11:02 pm</td>
</tr>
<tr>
<td>Antony</td>
<td>6:08 am</td>
<td>11:08 pm</td>
</tr>
</tbody>
</table>

**Fare:** 7€90 for an Orly to Antony transfer / 10€25 for an Orly to Paris transfer.

Another option: go to the Orly-bus station (Orly Ouest or Sud) in order to take the shuttle.

It will take you to the Denfert-Rochereau station in Paris (RER B / lines 4 and 6)

<table>
<thead>
<tr>
<th>Direction Denfert-Rochereau</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Orly Sud</td>
<td>6:00 am</td>
<td>11:30 pm</td>
</tr>
<tr>
<td>Airport Orly Ouest</td>
<td>6:02 am</td>
<td>11:32 pm</td>
</tr>
<tr>
<td>Jourdan - Tombe Issoire</td>
<td>6:15 am</td>
<td>11:45 pm</td>
</tr>
<tr>
<td>Parc Montsouris</td>
<td>6:16 am</td>
<td>11:47 pm</td>
</tr>
<tr>
<td>Aléaia - René Coty</td>
<td>6:17 am</td>
<td>11:49 pm</td>
</tr>
<tr>
<td>Denfert-Rochereau</td>
<td>6:18 am</td>
<td>11:50 pm</td>
</tr>
</tbody>
</table>

**Fare:** 6€60 from the airport to Paris.

### THE BUS

- Go to the "Pont de Rungis-Aéroport d’Orly" station from your arrival terminal:
  - Orly-Sud: take “Aéroports de Paris” Shuttle Buses gate G - platform 1
  - Orly-Ouest: take "Aéroports de Paris" Shuttle Buses - arrival level

Below: the first and last departures from Orly to some stations in Paris (RER C)

<table>
<thead>
<tr>
<th>Direction Invalides</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pont de Rungis - Aéroport d’Orly</td>
<td>5:01 am</td>
<td>11:30 pm</td>
</tr>
<tr>
<td>Gare d'Austerlitz</td>
<td>5:25 am</td>
<td>11:55 pm</td>
</tr>
<tr>
<td>Saint-Michel-Notre-Dame</td>
<td>5:30 am</td>
<td>11:59 pm</td>
</tr>
<tr>
<td>Invalides</td>
<td>5:36 am</td>
<td>00:05 pm</td>
</tr>
</tbody>
</table>

**Fare:** 3€80 for a transfer from the airport to Paris.

Roissy-Cdg (Charles De Gaulle) Airport

is situated in the north of the city.

Follow the directions to go to the shuttle (train). It will take you to the RER B. Take the RER B in the direction of Denfert-Rochereau (Paris).

Be careful: there is a station on line 4 called Charles de Gaulle-Etoile. It has absolutely nothing to do with the station situated on the RER B! It will not take you to the airport but to the Arc-de-Triomphe!

Below: the first and last departures from Roissy-CDG to some stations in Paris (RER B)

<table>
<thead>
<tr>
<th>Direction Denfert-Rochereau</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Charles de Gaulle 2 - TGV</td>
<td>4:56 am</td>
<td>11:56 pm</td>
</tr>
<tr>
<td>Airport Charles de Gaulle 1</td>
<td>4:58 am</td>
<td>11:58 pm</td>
</tr>
<tr>
<td>Gare du Nord</td>
<td>5:26 am</td>
<td>00:26 pm</td>
</tr>
<tr>
<td>Châtelet - Les Halles</td>
<td>5:29 am</td>
<td>00:29 pm</td>
</tr>
<tr>
<td>Saint-Michel-Notre-dame</td>
<td>5:31 am</td>
<td>00:31 pm</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>5:33 am</td>
<td>00:33 pm</td>
</tr>
<tr>
<td>Port-Royal</td>
<td>5:35 am</td>
<td>00:34 pm</td>
</tr>
<tr>
<td>Denfert-Rochereau</td>
<td>5:37 am</td>
<td>00:37 pm</td>
</tr>
</tbody>
</table>

**Fare:** 8€70 for a transfer from the airport to Paris.

If you take a Ryanair flight (Ryanair is a low cost airline), you would arrive at Beauvais-Tille Airport from which you can take a bus to Paris. The buses leave Beauvais airport 15 to 30 minutes after the flight’s arrival. You board the bus right outside the airport arrival hall. The transfer takes about 1:15 and will cost you 13€ one way. You will arrive at Paris-Porte Maillot (16th arrondissement), from which you can take the metro (inside the Palais des congrès).

For more information:
http://www.aeroportsdeparis.fr
http://www.aeroportbeauvais.com
In Paris, there are two main public transportation companies: the SNCF (national railway company) and the RATP (for métro, buses and RER in Paris and in some parts of the suburbs).

The métro (the underground) network is quite complex. There are 14 different métro lines, 5 RER, 4 Tramways and many buses. Paris and its suburbs are divided into 6 areas, called zones in French. The city of Paris intra-muros (i.e., inside the ring) is zone 1-2. To find your way in the métro, look at the métro map to locate the correct métro station and the line you will need to take to get there. Then, look at the number and the colour of the line, as well as the direction (i.e., check the last station of the line to know if you want to go east or west, south or north).

Inside the city of Paris, you can travel on the RER as you would on a métro line and with the same ticket. The RER is also a “rapid transit system” to the suburbs. To find your way in the RER, look at the métro/RER map to know on which line the station you want to go to is. Then look at the letter and the colour of the line, as well as the direction (i.e., check the last station of the line to know if you want to go east or west, south or north). RER trains are labelled with letters (A, B, C, D, E). Once you are in an RER station, check the information board for the letter of the RER train you need to take. The board will also indicate the stations at which the specific train will stop. You can buy tickets in the automatic ticket machines or at the ticket counters in the stations.

For maps of the métro, RER and buses networks, please check the website [http://www.ratp.fr](http://www.ratp.fr) or ask at the counters in the stations.

All information about RATP services (maps, itinerary, traffic and so on): [www.ratp.fr](http://www.ratp.fr)
All information about the Transilien (trains for suburbs): [www.transilien.com](http://www.transilien.com)
If you want to travel by train on the national network: [www.voyages-sncf.com](http://www.voyages-sncf.com)

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### Opening hours

The métro stops running at 1:20am and starts again at 5:20am. On Fridays and Saturdays, the métro runs until 2:30am. From 00:30am to 5:30am you can use the Noctilien: night buses (42 lines). They go to different places in Paris and in the suburbs closest to Paris.

### Which ticket to buy?

You will quickly find out that there are many different kinds of transport tickets. Here is some useful information:

1. **Métro ticket T+**
   - It can be used in the métro (and for the Montmartre funicular), in the RER (inside Paris) and on buses. You can use the same ticket as long as you make:
     - bus to bus connections
     - bus to tramway connections
     - métro to métro connections
   - Cost per unit: 1€70
   - Cost for 10 tickets (carnet de 10): 12€
   - Warning: “tarif réduit” means reduced cost for children only!

2. **Billet Ile de France**
   - You need to buy one of these only if you are going to the suburbs. The fare increases according to the distance from your departure station to your arrival. This ticket enables you to take the RER or Transilien (pretty much like the RER), and even the métro if your journey is via Paris.
   - Cost: from 2€35

3. **Ticket Jeune**
   - If you are under 26 and you wish to wander in Paris all day long, this is the ticket to buy. It is usable either on Saturdays, on Sundays or on public holidays. It is valid for a whole day. You can use RATP, SNCF and OPTILE services. **Cost: 3€40 (zones 1-3)**
   - Don’t forget to write your name and the date on the ticket.

4. **Mobilis**
   - It’s almost the same as the Ticket Jeune. It can be used any day of the week and is valid for the whole day. **Cost: 6€10 (zones 1-2)**
5. Passe Navigo
This pass allows unlimited metro, bus or RER travel in Paris. You can either buy a weekly ticket (carte hebdomadaire or à la semaine) or a monthly ticket (mensuel or au mois). Whatever you choose, you will always have to carry both the ticket and the card with you. The orange card will have your name on it and a number, which you will have to write down on the ticket.

The Passe Navigo enables you to travel as much as you want within the zones you have chosen. With the “Navigo pass” comes another card (Good deals card). This one will give you discounts when shown at some places: Gaumont, Pathé and MK2 cinemas, Mc Donald’s, Célio and NaNaf (clothes), Jean-Louis David (hairdresser) etc.

Cost (zones 1-2): 18€35 (weekly) / 60€40 (monthly)

Be careful: when buying your ticket, you have to take into consideration not only your departure and arrival stations but also every zone you are crossing.

You can order your passe Navigo online (www.ratp.fr) or at certain metro stations and charge it for a week or for one month at the Navigo (purple) vending machines.

6. Imagin’R (for use with the Passe Navigo)

It is THE card to have if you are staying in Paris for the entire academic year or longer and if you are under 26 years old. It was created especially for you and it offers good deals! You still have to choose your zones, as for the tickets mentioned above. During the week-end, public holidays and holidays, this card enables you to travel wherever you want and as much as you want. You need to ask for the subscription form at a ticket office in metro or train stations. Make sure you ask for the form “après le Bac” (after Baccalaureate).

You will need a certificate from the school (certificat de scolarité) or the photocopy of your student card. If you decide to go for this option, remember to subscribe well ahead as it takes about 3 weeks to receive your card.

Cost: 298€70 for zones 1-2 or 32€30 to pay each month (during 9 months).

For more information: www.imagine-r.com

MAIN TRAIN STATIONS

There are 6 main stations in Paris where you can take trains to the suburbs (RER, Transilien) and to the rest of France or abroad:

• Gare Saint-Lazare: for trains to North-western France (Normandie).
• Gare du Nord: for trains to Northern France, Northern Europe (The Netherlands, Belgium, Germany, Great Britain, etc).
• Gare de l’Est: for trains to Eastern France, Eastern Europe (Southern Germany, Luxembourg, Austria).
• Gare d’Austerlitz: for trains to South-western France and Spain.
• Gare de Lyon: for trains to the Southern and South-eastern regions of France, Switzerland and Italy.
• Gare Montparnasse: for trains to the Western and South-western regions of France.
**Procedure for the OFII Form**
(The next step in the visa process).

Upon your arrival in France (officially, no later than 3 months after your arrival, but please do this right away), you must fill-out the form "Demande d'Attestation OFII" that you received from the French Consulate in your home country along with your visa, to the French Office of Immigration and Integration and send it by registered mail. When you go to the post office to mail the form, ask for a "recommandé avec avis de reception", which is a confirmation form that the recipient must sign upon receiving the registered envelope.

Be sure to include the following documents in the registered envelope:
- The "Demande d'Attestation OFII" form with the stamp from the French consulate of your home country and with the following rubrics of the form filled out: your visa number, the date of your arrival in France or in the Schengen space and your address in France.
- A photocopy of the ID pages of your passport and of your visa and of the stamp in your passport showing your arrival in France or in the Schengen space.

Upon receiving these documents, the OFII will register your file and send you a confirmation letter and a summons to complete your medical visit and to validate your visa. You will also receive a letter stamp on which you must stick an OMI (or ANAEM) stamp. You can purchase this stamp for 55€ at a tobacconist shop or at a tax centre (centre d’impôts).

On the day of your medical/visa validation appointment, please bring the following documents:
- Your passport with the appropriate visa
- A proof of residence/housing in France
- A passport photo (head must be uncovered)

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**MANDATORY ADMINISTRATIVE FORMALITIES**

**RESIDENCE PERMIT**

**Mandatory documents**
**to submit upon arrival**

For submitting documents related to:
- Medical Coverage « Sécurité sociale »
- Individual insurance

**Your contact is**
Sophia Ait Yahia,
in Office 4106.

For submitting documents related to:
- Personal data
- Housing rules
- Transfer of Image reproduction rights

Please fill out these forms, read, approve and sign them, and give them back to your scolarité office.

**Vélib’**

Vélib’ is a Self Service “bike hire” system available 24 hours a day, 7 days a week. There are different locations in Paris where you can pick up or drop off a bike. This rental bike is very useful for the week-ends, or during public transportation strikes, or even if you enjoy travelling by bike like many Parisians do.

Vélib’ is the contraction of vélo (bicycle) and lib’ for liberté (freedom).

**How to use them**:
Go to a vélib’ station (there are 750 of them in Paris located on the following map: [http://www.velib.paris.fr/plan_des_stations/le_plan_des_stations](http://www.velib.paris.fr/plan_des_stations/le_plan_des_stations), go to the Velib machine and use your credit card to hire a bike, take a bike and off you go!
There you are, wandering in the streets. It is a lot more pleasant than being stuck in the métro, isn’t it? Once you arrive at your destination, you just leave the bike at the nearest Vélib’ station.

**Rental rates**:
<table>
<thead>
<tr>
<th>Time</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 min</td>
<td>free</td>
</tr>
<tr>
<td>1 h</td>
<td>1€</td>
</tr>
<tr>
<td>1h30</td>
<td>3€</td>
</tr>
<tr>
<td>2h</td>
<td>7€</td>
</tr>
<tr>
<td>5h</td>
<td>31€</td>
</tr>
<tr>
<td>10h</td>
<td>71€</td>
</tr>
<tr>
<td>20h</td>
<td>151€</td>
</tr>
</tbody>
</table>

Tip: rent a Vélib’ and drop it off at another station before the 30 minutes are over. Wait for 5 minutes before taking another Velib’. And then, off you go again.
Do not worry if a message appears on the screen, saying that you need to have 150€ on your account. This is not what it is going to cost you (unless you don’t give back the Vélib’ in the next 24 hours). It is just a warning.
The letter stamp and the OMI (or ANEM) stamp for 55€

**Keep in mind** that those of you living in the Paris city limits (département 75) should submit their Demande d’Attestation OFII form to ESCP Europe [office 4106]. Students living outside the Paris city limits [i.e. in the suburbs of Paris] must send the form directly to the prefecture office nearest to their place of residence. A list of prefectures and their addresses is included with the sample Demande d’Attestation OFII form in this packet.

For more information, please consult the OFII website:

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**Sample Demande d’Attestation de l’OFII form with explanations in English**

**REPUBLIC FRANCAISE**

**VISA DE LONG SEJOUR - DEMANDE D’ATTESTATION OFII**

(Article R 311-3 du code de l’entrée et du séjour des étrangers et du droit d’asile)

> à adresser à l’Office français de l’immigration et de l’intégration (voir adresses au verso) dès l’arrivée en France

**Rubric to fill out at the same time as your visa application**

<table>
<thead>
<tr>
<th>Field</th>
<th>Example Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOM DE NAISSANCE [Surname/Maiden Name]</td>
<td></td>
</tr>
<tr>
<td>NOM D’ÉPOUSE [Married Name]</td>
<td></td>
</tr>
<tr>
<td>PRÉNOM [First Name]</td>
<td></td>
</tr>
<tr>
<td>SEXE : MASCULIN □ ; FEMININ □</td>
<td></td>
</tr>
<tr>
<td>NÉ(E) LE [Date of Birth]</td>
<td></td>
</tr>
<tr>
<td>À [City/Place of birth as stated on your passport] :</td>
<td></td>
</tr>
<tr>
<td>PAYS [Country in which you were born]</td>
<td></td>
</tr>
<tr>
<td>NATIONALITÉ [Nationality]</td>
<td></td>
</tr>
<tr>
<td>SITUATION FAMILIALE [Marital status]</td>
<td>CÉLIBATAIRE □ ; MARIÉ [Married] □ ; VEUF [Widowed] □ ; DIVORCÉ [Divorced] □ ; SEPARÉ [Separated] □</td>
</tr>
<tr>
<td>FILIATION [Parentage]</td>
<td></td>
</tr>
<tr>
<td>PÈRE [Father’s Surname]</td>
<td></td>
</tr>
<tr>
<td>NOM [Father’s Surname]</td>
<td></td>
</tr>
<tr>
<td>PRÉNOM [Father’s First Name]</td>
<td></td>
</tr>
<tr>
<td>MÈRE [Mother’s Maiden Name]</td>
<td></td>
</tr>
<tr>
<td>NOM DE NAISSANCE [Mother’s Maiden Name]</td>
<td></td>
</tr>
<tr>
<td>PRÉNOM [Mother’s First Name]</td>
<td></td>
</tr>
<tr>
<td>PASSEPORT - NUMÉRO [Passport Number]</td>
<td></td>
</tr>
<tr>
<td>DÉLIVRE LE [Date of issue]</td>
<td></td>
</tr>
<tr>
<td>À [Location at which passport was issued]</td>
<td></td>
</tr>
</tbody>
</table>

**CADRE RÉSERVÉ AU CONSULAT**

Cachet :

[These boxes are reserved for the Consulate. Do not fill out]

Motif de l’entrée :

CONJOINT DE FRANCAIS □ ; ÉTUDIANT □ ; VISITEUR □

MENTION SALARIÉ □ ; MENTION TRAVAILLEUR TEMPORAIRE □
List of PREFECTURES and contact information

RUBRIQUES A COMPLÉTER DES L’ENTRÉE EN FRANCE ET AVANT L’ENVOI À L’OFII
joindre à votre envoi photocopies of the ID page of your passport, your visa, and the stamp of the French border patrol

ADRESSE EN FRANCE (Address in France)
CHEZ (At the house of) Put this if you are living with a host family or subletting an apartment:
BÂTIMENT (Building name):
NUMÉRO (Building Number or house number):
RUE (street):
CODE POSTAL (Postal Code):
VILLE (City):
TELÉPHONE FIXE (Landline telephone number):
Portable (Cellphone / Mobile number):
ADRESSE INTERNET (e-mail address):

La loi 78-17 du 6 janvier 1978 relative à l’informatique, aux fichiers et aux libertés, s’applique aux réponses faites à ce formulaire. Elle garantit un droit d’accès et de rectification, auprès du siège de l’OFII, pour les données vous concernant.

La date de validité :
La date sur laquelle vous avez rempli le second formulaire :

Attention: Vous devez accomplir les formalités dans les 3 mois suivant votre entrée en France.

Attention: Vous devez accomplir les formalités dans les 3 mois suivant votre entrée en France.
**SOCIAL SECURITY**

**Medical coverage is mandatory in France.**
All students are required to provide ESCP EUROPE with proof of their medical coverage and proof of their insurance for civil liability, repatriation, individual accident.

**All students have to register with the French Student social security (200 euros*), except if:**
- they are EU nationals: they can benefit from the French Social Security by providing their European Health coverage card, which they must obtain from their Social Security before leaving their home country. They will be required to show a copy of this form upon arrival.
- they have a French government scholarship, such as a bourse Eiffel or Bourse CROUS
- they are over 28 years old. They cannot register for French Student medical coverage. They must show proof of medical coverage from their country.

French student medical coverage covers sickness, hospital and accident costs. It reimburses 70% of expenses (however, dental and optical care are minimally covered).

You will be asked to show proof of insurance, covering them for the risks of civil liability, repatriation and individual accident.

* Price is subject to change.

**CIVIL LIABILITY INSURANCES**

As long as you are a student, you must have an insurance [valid for your studies, internships, exchanges or your apprenticeship contract] to be covered for:

- Civil liability (for the damages which you could cause to somebody)
- Repatriation assistance (if you have an accident during scholar or other activities in France or abroad)
- Individual accident (if you are hurted during an accident)
- Medical expenses following an accident (in case you would be hurted during a scholar travel or internship, this guarantee is applied after the refunds of the French Social coverage).

You must subscribe an insurance contract for all these guarantees.

CCIP proposes civil liability insurance contracts. You can subscribe on line: [http://www.assistance-etudiants.com/](http://www.assistance-etudiants.com/)

**BANK ACCOUNT**

It is quite simple to open a bank account, and it is probably one of the first things you should do once you arrive in France. Not only will it enable you to have a French debit card and a cheque book, but you will also be able to withdraw some money at ATM machines with no extra fees, to pay for your rent, to get some money back from your medical coverage or for your accommodation, etc.

La Banque Postale
[www.labanquepostale.fr](http://www.labanquepostale.fr)

Le Crédit Lyonnais
[www.lcl.fr](http://www.lcl.fr)

BNP Paribas
[www.bnpparibas.net](http://www.bnpparibas.net)

Société Générale
[www.societegenerale.fr/](http://www.societegenerale.fr/)

Caisse d’Épargne
[www.caisse-epargne.fr/](http://www.caisse-epargne.fr/)

Crédit Agricole
[www.credit-agricole.fr/](http://www.credit-agricole.fr/)

**OTHER ADVISED FORMALITIES**

**Opening a BANK ACCOUNT**

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**SOCIAL SECURITY**

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- Civil liability (for the damages which you could cause to somebody)
- Repatriation assistance (if you have an accident during scholar or other activities in France or abroad)
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Taking a MOBILE PHONE

Whether you are in Paris for a semester or a year, you may find it handy to have a French cell phone. Choosing your operator could be tricky... Here is some information to help you make the right choice.

Vocabulary
Two words you need to get familiar with are “forfait”, that stands for a monthly subscription and “carte pré-payée” that stands for a pre-paid top-up card.

Mobile phone companies (opérateurs)
There are 3 main suppliers:
Orange belongs to France Télécom, which is the main telecommunications company in France. SFR is the second mobile phone company. Bouygues Télécom is the third mobile phone company in France.

Once you have your SIM card, you can buy top ups in shops, tobacconist’s, internet-cafés, or mobile shops... You can get top ups from 5€ to 100€.

Whatever operator you choose, we would advise you to take a pre-paid card, that you can top up. Basically, it is a “pay as you go” card. It can be called SFR la carte. Mobicarte or la carte Bouygues Telecom. If you wish to use your cell phone from home, you can buy a kit (package) for 15€ which contains only the “SIM card”.

If you wish to subscribe for a “forfait” (cell phone operators usually require you to sign a 2-year contract!) you will have to go to one of the mobile shops listed above or to the Phone House shop. You will need to have a French bank account and a bank details statement (RIB). Sometimes, they may ask for a document proving you are living in France (rent receipts “quittance de loyer”, electricity bill...). Further information on the following websites:
www.sfr.fr
www.orange.fr
www.bouyguesfr.com

Subscribing for an INTERNET CONNECTION

There are a lot of internet providers (ISP) on the market. In French, they are called FAI (fournisseur d’accès internet).
The main ones are Orange (by France Telecom), Free, Alice, Télé 2, Numéricable and SFR.
The best offer they propose is the triple play offer (ADSL “Broadband”+TV+phone) called “une box”. Orange’s triple play offer is Orange box, Free’s is Free Box and so on. Usually, you can have the “box” (router) for a subscription of 30€ a month. But you can still choose the options you want, and get, for example, ADSL and TV only.

Here are their websites for further information:
www.aliceadsl.fr
www.bouyguesfr.com
www.dartybox.com
www.free.fr
www.numerable.fr
www.orange.fr
www.tele2.fr

Request a housing allowance CAF

To apply for a housing allowance, log on to https://www.caf.fr/ and fill up the form. To claim financial assistance:
① You need to be a student
② You need to rent an accommodation and have your name on the rental agreement (if you’re sharing a flat with housemates, each person who is mentioned in the rental agreement can claim financial assistance).
**Open an ELECTRICITY/ GAS CONNECTION**

**Electricity**
Electricity in France is generally provided by EDF (Electricité de France), which is state owned, although households are free to choose their own electricity supplier. Details on installing electricity or moving home relevant to residential customers (particuliers) and businesses (professionnels) are available in French on [http://france.edf.com](http://france.edf.com).

There is also an English-language information service by telephone for foreigners in France. EDF English-language Information: Tel: 05 56 17 40 70.

**Gas**
The supplier of gas in France is GDF (Gaz de France), which is an arm of EDF. To open an account, or to connect to GDF, contact the supplier by telephone on the day of the move or as soon as possible afterwards. If a property is not connected but is situated in a town where there is a main gas supply, it can be easily arranged. Tel: 09 69 32 43 24

**Buy some equipment for YOUR ACCOMMODATION**
Buying equipment in Paris can be quite a tricky task. There are numerous stores that stock equipments like DARTY, Carrefour, etc. But be sure to compare prices before buying something right away, since you can always find better deals at different places.

You can also head to one of the many neighbourhood supermarkets which sometimes stocks equipments like hairdriers, coffee machines, etc.

**USUAL LETTERS**

**Terminating a subscription**
It is advisable to terminate contracts by registered letter with acknowledgement of receipt (available in all post offices).

Madame, Monsieur,
Par la présente, je vous demande de bien vouloir mettre fin au contrat No [contract number]. La possibilité de résilier ce contrat m’est offerte car la durée de mon contrat est terminée. Aussi, je souhaiterais recevoir une confirmation écrite m’indiquant la date effective de résiliation.
Il vous est rappelé que conformément aux disposition de l’article L. 121-84-2 du code de la consommation le préavis de résiliation ne saurait prendre effet plus de dix jours à compter de la réception par vos soins de ma demande de résiliation.
Vous remerciant par avance de prendre les dispositions nécessaires à cette résiliation, je vous prie de croire, Madame, Monsieur, en l’assurance de mes sentiments les meilleurs.

**Proof of accommodation**
If you are either renting or staying rent-free in private accommodation, ask your host or landlord for a letter. This proof of address will be needed by many different administrative organisations. A model letter is provided.

**CERTIFICAT D’HEBERGEMENT**

Je soussigné(e) [Family Name, First Name], né(e) le [Date and place of birth] et demeurant au [Current Address],

Certifie sur l’honneur héberger à mon domicile ci-dessus mentionné :
Mme, Melle, M. [Family Name, First Name] né(e) le [Date and place of birth] et de nationalité [Nationality].

Je suis conscient(e) que cette attestation pourra être produite en justice et que toute fausse déclaration de ma part m’expose à des sanctions pénales.

Fait pour servir et valoir ce que de droit

Fait à [Location] le [Date]

Signature
Notice of leaving (accommodation)

Objet : préavis

Madame, Monsieur,

Conformément aux dispositions de l’article 12 de la loi du 6 juillet 1989, j’ai l’honneur de vous donner congé du logement situé au (full address)………………………….. et que j’occupe depuis le ……/……/……

Cette résiliation sera effective en date du …/…. /….. (Date you are moving out) respectant ainsi le délai de trois mois auquel je suis tenu.

Je vous remercie par avance de nous proposer une date en vue de l’établissement de l’état des lieux de sortie.

Dans cette attente, veuillez agréer, Madame, Monsieur, l’assurance de mes respectueuses salutations.
List of HOSPITALS

Hôpital Hôtel Dieu
1, place du Parvis Notre-Dame
75004 Paris
Phone: 01 42 34 82 34

Hôpital Rothschild
33, boulevard de Picpus
75012 Paris
Phone: 01 40 19 30 00

Hôpital Saint Antoine
184, rue du Faubourg Saint-Antoine 75012 Paris
Phone: 01 49 28 20 20

Hôpital Saint Vincent de Paul
74, avenue Denfert Rochereau
75014 Paris
Phone: 01 40 48 81 11

Hôpital Lariboisière
2 rue Ambroise Paré
75010 Paris
Phone: 01 49 95 65 65

Hôpital Armand Trousseau
26, rue du Docteur Arnold Netter 75012 Paris
Phone: 01 44 73 74 75

Hôpital Pitié Salpêtrière
47-83 boulevard de l’Hôpital
75013 Paris
Phone: 01 42 16 00 00

Hôpital Tenon
4, rue de la Chine
75020 Paris
Phone: 01 56 01 70 00

List of CENTERS

For medical centers with many specialties:

Centre de Santé Réaumur
106, rue de Réaumur
75002 Paris
Phone: 01 55 80 56 60

Centre médical et dentaire Miromesnil
63-65 rue de Miromesnil
75008 Paris
Phone: 08 20 82 04 08

Centre médical de Rome
15, rue de Rome
75008 Paris
Phone: 08 21 23 00 40

INSURANCES centers

LMDE (La Mutuelle Des Étudiants)
Office in Luxembourg: 6 rue des Fossés Saint Jacques - 75005 Paris (RER B Luxembourg)
Office in Jussieu: 10 rue Linné - 75005 Paris (métro Jussieu - Lignes 7 or 10)
Office in Marcadet: 161 rue Marcadet - 75018 Paris (Métro Lamarck Caulaincourt - Ligne 12)
www.lmde.fr

SMEREP
54, boulevard Saint Michel – 75006 Paris (RER B Luxembourg or Métro Cluny-La Sorbonne or Métro St-Michel).
www.smerep.fr

MEDICAL AND DENTAL CARE centre “Etudes & Santé”

You can visit this centre with or without an appointment:
12 rue Viala - 75015 Paris (Métro Dupleix - line 6)
Monday to Thursday: 8:15 am to 06:00 pm
Friday: 8:00 am to 05:00 pm
Saturday: 8:15 am to 12:00
Phone (medical centre): 01 53 95 30 00 or 01 53 95 30 01
Phone (dental centre): 01 53 95 30 21
You have forgotten your carte Vitale? Your medical practitioner does not have SESAM-Vitale? In either case, you will be given a medical form to be completed and sent to your Health Insurance Centre in order to be reimbursed.

**How to complete the form?**

If you are the patient and have state insurance, simply fill in your social security number.

If you are the patient but are not insured, complete:

1. Your surname and first name
2. Your social security number if you have one
3. Your date of birth
4. The surname and first name of the person whose insurance covers you, with their address and social security number
5. Your address
6. Sign

### PHARMACIES

List of Pharmacies that are open 24 hours a day/7 days a week

**Pharmacie des Champs-Élysées**
84, Avenue des Champs-Élysées
75008 Paris
Phone: 01 45 79 53 19 or 01 45 62 02 41
Métro George V (line 1)

**Pharmacie Clichy**
6, Place de Clichy Paris
75009 Paris
Phone: 01 48 74 65 18
Métro Place Clichy (lines 2,13)

**Pharmacie Félix Éboué**
6, Place Félix Eboué
75012 Paris
Phone: 01 43 43 19 03
Métro Daumesnil (lines 6,8)

### FAMILY PLANNING CENTRES

These centres are specialized in welcoming and helping young people with diverse problems or worries. They are usually frequented by women, couples, families and especially teenage girls as they propose and give all necessary information about sexuality, contraception methods, STDs (sexually transmitted diseases), AIDS, pregnancy and so on.

**Centre de Planification**
27 rue Curnonsky
75017 Paris
Phone: 01 48 88 07 28
Métro Porte de Champerret (line 3)

**Mouvement français pour le planning familial**
94 boulevard Massena
75013 Paris
Phone: 01 45 84 28 25
Métro Porte de Choisy
The métro stops running at 1:20am and starts again at 5:20am. On Fridays and Saturdays, the métro runs until 2:30am. From 00:30am to 5:30am you can use the Noctilien: night buses (42 lines). They go to different places in Paris and in the suburbs closest to Paris.

Shops usually open from 9:30 am to 7:00 pm from Monday to Saturday. However, some shops open later.

Banks usually open from 9:00 am to 5:00 pm.

Post offices open from 8:00 am to 7:00 pm (from Monday to Friday) and from 8am to midday on Saturday.

**USEFUL PHONE NUMBERS**

(Taxi, Hospitals...)

- Phone inquiry
  - Directory Inquiries / Information: 118 008
- International 32 12
- EDF (Electricity company): 0800 123 333 (free call) or 0810 010 333
  - www.edf.fr
- GDF (Gaz company): 0810 800 801
  - www.gazdefrance.fr
- France Télécom (National phone company): 3000 (from a landline)
  - www.francetelecom.com
- Taxi
  - Taxis G7: 3607 / 01 49 39 47 39
  - Taxis bleus: 0 891 70 10 10
  - Taxis parisiens: 01 45 30 30 30

> You can call one of these taxi companies to pick you up wherever you are in Paris. Please note that the taxi will charge you a set amount for picking you up.
<table>
<thead>
<tr>
<th>Country</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Website</th>
<th>E-mail</th>
<th>Metro</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFRIQUE DU SUD</td>
<td>59, quai d'Orsay - 75343 Paris Cedex 07</td>
<td>01 53 59 23 23</td>
<td>01 47 53 99 70</td>
<td><a href="http://www.afriquesud.net">www.afriquesud.net</a></td>
<td><a href="mailto:info@afriquesud.net">info@afriquesud.net</a></td>
<td>Invalides or Alma/Marceau or Franklin D. Roosevelt</td>
<td>8.30 am to 5.15 pm from Monday to Friday</td>
</tr>
<tr>
<td>CANADA</td>
<td>35-37, avenue de Montaigne - 75008 PARIS</td>
<td>01 44 43 29 16</td>
<td>01 44 43 29 93</td>
<td><a href="http://www.amb-canada.fr">www.amb-canada.fr</a></td>
<td><a href="mailto:paris@international.gc.ca">paris@international.gc.ca</a></td>
<td>Franklin D. Roosevelt or Alma</td>
<td>8.30 am to 11.00 am from Monday to Friday (without appointment)</td>
</tr>
<tr>
<td>CHILE</td>
<td>64, bd de la Tour Maubourg - 75007 Paris</td>
<td>01 47 05 46 61</td>
<td>01 45 51 16 27</td>
<td><a href="http://www.amb-chili.fr">www.amb-chili.fr</a></td>
<td><a href="mailto:consularmex@wanadoo.fr">consularmex@wanadoo.fr</a></td>
<td>Bourse</td>
<td>9.00 am to 12.00 am from Monday to Friday</td>
</tr>
<tr>
<td>ARGENTINE</td>
<td>6, rue Cimarosa - 75116 Paris</td>
<td>01 44 34 22 00</td>
<td>01.44.34.22.09</td>
<td><a href="http://consuladoargentino.fr">http://consuladoargentino.fr</a></td>
<td><a href="mailto:consulat.argentine@noos.fr">consulat.argentine@noos.fr</a></td>
<td>La Muette</td>
<td>9.00 am to 1.00 pm and 2.00 pm to 5.30 pm from Monday to Friday</td>
</tr>
<tr>
<td>FINLANDE</td>
<td>2, rue Fabert - 75007 Paris</td>
<td>01 44 18 19 28/29</td>
<td>01 44 18 19 32</td>
<td><a href="http://www.amb-finlande.fr">www.amb-finlande.fr</a></td>
<td><a href="mailto:konsulaatti.par@formin.fi">konsulaatti.par@formin.fi</a></td>
<td>George V</td>
<td>9.30 am to 12.00 am from Monday to Friday (visas)</td>
</tr>
<tr>
<td>ITALIE</td>
<td>5, bd Emile Augier - 75116 Paris</td>
<td>01 44 30 47 00</td>
<td>01 45 25 87 50</td>
<td><a href="http://www.italconsulparigi.org">www.italconsulparigi.org</a></td>
<td><a href="mailto:informazioni.parigi@esteri.it">informazioni.parigi@esteri.it</a></td>
<td>Varenne</td>
<td>9.00 am to 5.00 pm from Monday to Friday</td>
</tr>
<tr>
<td>IRLANDE</td>
<td>4, rue Rude - 75116 Paris</td>
<td>01 44 17 67 00</td>
<td>01 44 17 67 50</td>
<td><a href="http://www.embassyofirelandparis.com">www.embassyofirelandparis.com</a></td>
<td><a href="mailto:paris@dfa.ie">paris@dfa.ie</a></td>
<td>La Muette</td>
<td>9.00 am to 1.00 pm and 2.00 pm to 5.30 pm from Monday to Friday</td>
</tr>
<tr>
<td>ISLANDE</td>
<td>8, avenue Kléber - 75116 Paris</td>
<td>01 44 17 32 85</td>
<td>01 40 67 99 96</td>
<td><a href="http://www.iceland.org">www.iceland.org</a></td>
<td><a href="mailto:icemb.paris@utn.stjr.is">icemb.paris@utn.stjr.is</a></td>
<td>Invalides (Ligne 12)</td>
<td>9.30 am to 1.00 pm and 2.00 pm to 5.00 pm from Monday to Friday</td>
</tr>
<tr>
<td>NORVÈGE</td>
<td>28, rue Bayard - 75008 Paris</td>
<td>01 53 67 04 00</td>
<td>01 53 67 04 40</td>
<td><a href="http://www.norvege.no">http://www.norvege.no</a></td>
<td><a href="mailto:emb.paris@mfa.no">emb.paris@mfa.no</a></td>
<td>Alma Marceau (Ligne 9)</td>
<td>9.00 am to 12.00 am from Monday to Friday (except Thursday)</td>
</tr>
<tr>
<td>PORTUGAL</td>
<td>6/8, rue Georges Berger - 75017 Paris</td>
<td>01 56 33 81 00</td>
<td>01 47 66 93 35</td>
<td><a href="http://www.ambaixadaportugal-fr.org">http://www.ambaixadaportugal-fr.org</a></td>
<td><a href="mailto:cgpar@cgpar.dgaccp.pt">cgpar@cgpar.dgaccp.pt</a></td>
<td>Alma-Marceau (Ligne 9)</td>
<td>9.00 am to 12.00 am</td>
</tr>
<tr>
<td>BRÉSIL</td>
<td>34, bis cours Albert 1er - 75008 Paris</td>
<td>01 45 61 63 00</td>
<td>01 43 59 03 26</td>
<td><a href="http://www.consulta-bresil.org">www.consulta-bresil.org</a></td>
<td></td>
<td>Marceau (Ligne 9)</td>
<td>9.00 am to 3.00 pm from Monday to Friday</td>
</tr>
<tr>
<td>PÉROU</td>
<td>25, rue de l’Arcade - 75008 Paris</td>
<td>01 42 65 25 10</td>
<td>01 42 65 02 54</td>
<td><a href="http://www.amb-perou.fr">www.amb-perou.fr</a></td>
<td><a href="mailto:conperparis@wanadoo.fr">conperparis@wanadoo.fr</a></td>
<td>Art教育部 (Ligne 12)</td>
<td>9.00 am to 3.00 pm from Monday to Friday</td>
</tr>
<tr>
<td>AUSTRALIE</td>
<td>4, rue Jean Rey - 75015 Paris</td>
<td>01 40 59 33 06</td>
<td>01 40 59 35 38</td>
<td><a href="http://www.france.embassy.gov.au">www.france.embassy.gov.au</a></td>
<td><a href="mailto:info.paris@dfat.gov.au">info.paris@dfat.gov.au</a></td>
<td>Bir-Hakeim ou RER Champs de Mars</td>
<td>9.00 am to 5.00 pm from Monday to Friday</td>
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<tr>
<td>CHINE</td>
<td>18-20 Rue Washington - 75008 Paris</td>
<td>01 47 36 02 58/01 53 75 89 25</td>
<td></td>
<td><a href="http://www.amb-chine.fr">http://www.amb-chine.fr</a></td>
<td></td>
<td>George V</td>
<td>9.30 am to 12.00 am from Monday to Friday (visas)</td>
</tr>
<tr>
<td>CORÉE</td>
<td>125, rue de Grenelle - 75007 Paris</td>
<td>01 47 53 69 89</td>
<td>01 47 53 66 77</td>
<td><a href="http://www.amb-coreesud.fr">www.amb-coreesud.fr</a></td>
<td><a href="mailto:con-fr@mofat.go.kr">con-fr@mofat.go.kr</a> / <a href="mailto:gen-fr@mofat.go.kr">gen-fr@mofat.go.kr</a> / <a href="mailto:koreemb-fr@mofat.go.kr">koreemb-fr@mofat.go.kr</a></td>
<td></td>
<td>9.30 am to 12.00 am from Monday to Friday (visas)</td>
</tr>
<tr>
<td>INDE</td>
<td>20, rue Albéric Magnard – 75016 Paris</td>
<td>01 40 50 71 71</td>
<td>01 42 24 71 41</td>
<td><a href="http://www.amb-inde.fr">www.amb-inde.fr</a></td>
<td><a href="mailto:eiparis.admin@wanadoo.fr">eiparis.admin@wanadoo.fr</a></td>
<td>La Muette</td>
<td>9.00 am to 1.00 pm and 2.00 pm to 5.30 pm from Monday to Friday</td>
</tr>
<tr>
<td>Country</td>
<td>Address</td>
<td>Phone</td>
<td>Fax</td>
<td>Website</td>
<td>Email</td>
<td>Opening Hours</td>
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</tr>
<tr>
<td>POLOGNE</td>
<td>1, rue du Talleyrand - 75007 Paris</td>
<td>01 43 17 34 22 / 01 43 17 34 34</td>
<td>01 43 17 34 34</td>
<td><a href="http://www.ambassade.pologne.net">www.ambassade.pologne.net</a></td>
<td></td>
<td>Métro Invalides (line 8, 13) Bus 69, RER C</td>
<td></td>
</tr>
<tr>
<td>RÉPUBLIQUE Tchèque</td>
<td>18, rue Bonaparte - 75006 Paris</td>
<td>01 44 32 02 00 / 01 44 32 02 12</td>
<td></td>
<td><a href="http://www.mzv.cz/zu/paris">www.mzv.cz/zu/paris</a></td>
<td><a href="mailto:consulta.paris@membassy.mzv.cz">consulta.paris@membassy.mzv.cz</a></td>
<td>Métro Invalides (line 8, 13) Bus 69, RER C</td>
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<tr>
<td>RUSSIE</td>
<td>40-50, boulevard Lannes - 75116 Paris</td>
<td>01 45 04 05 01 – 08 36 70 20 44</td>
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<td><a href="http://perso.wanadoo.fr/ambrus">http://perso.wanadoo.fr/ambrus</a></td>
<td><a href="mailto:ambrus@wanadoo.fr">ambrus@wanadoo.fr</a></td>
<td>Opening hours: 9.00 am to 12.00 am from Monday to Friday</td>
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<tr>
<td>SLOVAQUIE</td>
<td>125, rue du Ranelagh - 75016 Paris</td>
<td>01 44 14 56 00 / 51 20</td>
<td>01 42 88 76 53</td>
<td><a href="http://www.amb-slovaquie.fr">www.amb-slovaquie.fr</a></td>
<td><a href="mailto:paris@amb-slovaquie.fr">paris@amb-slovaquie.fr</a></td>
<td>Opening hours: 9.00 am to 12.00 am from Monday to Friday (except Thursday)</td>
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<tr>
<td>SUÈDE</td>
<td>17, rue Barbet de Jouy - 75007 Paris</td>
<td>01 44 18 88 09 / 01 44 18 88 40</td>
<td></td>
<td><a href="http://www.amb-su%C3%A8de.fr">http://www.amb-suède.fr</a></td>
<td>info@amb-suède.fr / <a href="mailto:ambassaden.paris@foreign.ministry.se">ambassaden.paris@foreign.ministry.se</a></td>
<td>Opening hours: 9.00 am to 12.00 am from Monday to Friday (except Thursday)</td>
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<tr>
<td>SUISE</td>
<td>142, rue de Grenelle - 75007 Paris</td>
<td>01 49 55 67 0 / 01 49 55 67 59</td>
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<td><a href="http://www.ema.admin.ch/paris">www.ema.admin.ch/paris</a></td>
<td><a href="mailto:vertretung@par.rep.admin.ch">vertretung@par.rep.admin.ch</a></td>
<td>Opening hours: 9.00 am to 12.00 am from Monday to Friday</td>
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<tr>
<td>JAPON</td>
<td>7, avenue Hoche - 75008 Paris</td>
<td>01 48 88 62 00 / 01 42 67 14 20</td>
<td></td>
<td><a href="http://www.fr.emb-japan.go.jp">www.fr.emb-japan.go.jp</a></td>
<td><a href="mailto:consul@emb-japan.fr">consul@emb-japan.fr</a></td>
<td>Métro Courcelles</td>
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<tr>
<td>ISRAËL</td>
<td>3, rue de Rabelais - 75008 Paris</td>
<td>01 40 76 55 40 / 01 40 76 53 30</td>
<td></td>
<td><a href="http://www.amb-israel.fr">www.amb-israel.fr</a></td>
<td></td>
<td>Phone reception: 9.00 am to 1.00 pm and 2.30 pm to 6.30 pm</td>
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<tr>
<td>ROYAUME-UNI</td>
<td>16, rue d’Anjou - 75008 Paris</td>
<td>01 44 51 31 01 / 01 44 51 31 27</td>
<td></td>
<td><a href="http://www.amb-grandebretagne.fr">www.amb-grandebretagne.fr</a></td>
<td><a href="mailto:visamailparis.visamailpavis@fco.gov.uk">visamailparis.visamailpavis@fco.gov.uk</a></td>
<td>Opening hours: 9.30 am to 12.30 am from Monday to Friday</td>
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<tr>
<td>BELGIQUE</td>
<td>9, rue de Tilsitt - 75840 Paris Cedex 17</td>
<td>01 44 09 39 39 / 01 47 54 07 64</td>
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<td><a href="http://www.diplomatie.be/paris/">www.diplomatie.be/paris/</a></td>
<td><a href="mailto:paris@diplobel.org">paris@diplobel.org</a></td>
<td>Métro Charles de Gaulle/ Etoile ou Kléber ou George V</td>
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<td>Opening hours: 9.00 am to 12.00 am from Monday to Friday - With appointment in the afternoon</td>
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**POLOGNE**
1, rue du Talleyrand - 75007 Paris • Phone: 01 43 17 34 22 • Fax: 01 43 17 34 34
www.ambassade.pologne.net
Métro Invalides (line 8, 13) Bus 69, RER C

**REPUBLICA TCHÈQUE**
18, rue Bonaparte - 75006 Paris • Phone: 01 44 32 02 00 • Fax: 01 44 32 02 12
www.mzv.cz/zu/paris • E-Mail: consulta.paris@membassy.mzv.cz

**RUSSIE**
40-50, boulevard Lannes - 75116 Paris • Phone: 01 45 04 05 01 – 08 36 70 20 44
http://perso.wanadoo.fr/ambrus • E-Mail: ambrus@wanadoo.fr
Opening hours: 9.00 am to 12.00 am from Monday to Friday

**SLOVAQUIE**
125, rue du Ranelagh - 75016 Paris • Phone: 01 44 14 56 00 / 51 20 • Fax: 01 42 88 76 53
www.amb-slovaquie.fr • E-Mail: paris@amb-slovaquie.fr
Opening hours: 9.00 am to 12.00 am from Monday to Friday (except Thursday)

**SUÈDE**
17, rue Barbet de Jouy - 75007 Paris • Phone: 01 44 18 88 09 • Fax: 01 44 18 88 40
http://www.amb-suède.fr / E-Mail: info@amb-suède.fr / ambassaden.paris@foreign.ministry.se
Opening hours: 9.00 am to 12.00 am from Monday to Friday (except Thursday)

**SUISE**
142, rue de Grenelle - 75007 Paris • Phone: 01 49 55 67 0 • Fax: 01 49 55 67 59
http://www.ema.admin.ch/paris • E-Mail: vertretung@par.rep.admin.ch
Opening hours: 9.00 am to 12.00 am from Monday to Friday

**JAPON**
7, avenue Hoche - 75008 Paris • Phone: 01 48 88 62 00 • Fax: 01 42 67 14 20
Métro Courcelles
Phone reception: 9.00 am to 1.00 pm and 2.30 pm to 6.30 pm
Visa application: 9.30 am to 12.00 am

**ISRAEL**
3, rue de Rabelais - 75008 Paris • Phone: 01 40 76 55 40 / 13 • Fax: 01 40 76 53 30
Opening hours: 9.30 am to 12.30 am from Monday to Friday

**ROYAUME-UNI**
16, rue d’Anjou - 75008 Paris • Phone: 01 44 51 31 01 • Fax: 01 44 51 31 27
http://www.amb-grandebretagne.fr / E-Mail: visamailparis.visamailpavis@fco.gov.uk
Métro Concorde or Madeleine

**BELGIQUE**
9, rue de Tilsitt - 75840 Paris Cedex 17 • Phone: 01 44 09 39 39 • Fax: 01 47 54 07 64
http://www.diplomatie.be/paris/ • E-Mail: paris@diplobel.org
Métro Charles de Gaulle/ Etoile
1, avenue Mac Mahon - 75017 Paris
Opening hours: 9.00 am to 12.30 am from Monday to Friday - With appointment in the afternoon

**ESPAGNE**
165, boulevard Malesherbes - 75017 Paris • Phone: 01 44 29 40 00 • Fax: 01 40 54 04 74
http://www.amb-espagne.fr • E-Mail: infor@cgesparis

**THAILANDE**
8, rue Greuze - 75116 Paris • Phone: 01 56 26 50 50 • Fax: 01 56 26 04 45
www.thailand-online.com/ • E-Mail: thapar@wanadoo.fr
renseignements/ambassade-consulats.htm

**ALLEMAGNE**
28, rue Marbeau - 75116 PARIS • Phone: 01 53 83 46 40 / 01 53 83 46 70
[For visas] except tuesday afternoon • Fax: 01 53 83 46 50
www.amb-allemagne.fr • E-Mail: service-consulaire@amb-allemagne.fr
Opening hours: 9.00 am to 12.00 am from Monday to Friday
Wednesday 1.30 pm to 3.30 pm

**AUTRICHE**
17, avenue de Villars - 75007 Paris • Phone: 01 40 63 30 90
http://www.amb-autriche.fr • E-Mail: paris-ob@bmeia.gv.at
Métro 13 ou bus 28, 82, 87, 92 arrêt St-François-Xavier
Opening hours: 9.00 am to 12.00 am from Monday to Friday
Hotline: 2.00 pm to 5.00 pm

**DANEMARK**
77, Avenue Marceau - 75116 Paris • Phone: 01 44 31 21 21 • Fax: 01 44 31 21 88
http://www.amb-danemark.fr • E-Mail: paramb@um.dk
Métro Charles de Gaulle/ Etoile ou Kléber ou George V
Opening hours: 10.00 am to 12.00 am from Monday to Friday (except Wednesday)
You came to Paris to study. But we hope that you will also take advantage of this beautiful city as a tourist...So here are some tips to enjoy the city. Life in Paris never stops. Paris never sleeps. And as you will undoubtedly want to discover the Parisian life by night. Below are some areas that are worth discovering by night.

**Quartier latin (5th)**
One of the most prestigious arrondissements of Paris. Frequented essentially by students because of all the universities (Sorbonne, Jussieu, Sorbonne Nouvelle, Panthéon Assas), the famous high schools (Henri IV, Ecole Alsacienne, Louis Le Grand, Montaigne) and grandes écoles (ENA, Beaux-Arts, Polytechnique). Some places of this intellectual Paris are not to be missed. The Jardins du Luxembourg and its surroundings, the Place St-Michel and all its little streets (rue de la Huchette, very animated and leading right to Notre-Dame cathedrale) and the Rue Mouffetard, so alive and full of nice restaurants!

**Le Marais (4th)**
Known to be a very chic area of Paris, le Marais is a major centre of Paris Jewish community. It is really easy to find kosher restaurants here. Since the 80's the neighbourhood has experienced a growing gay presence and is now famous for it too. Nightclubs, restaurants, cafés, cabarets, shops...it is without a doubt a place where one can have an awesome evening!

**Montparnasse (14th)**
Rue de Rennes, Boulevard du Montparnasse, Rue de la Gaîté, up in the tower... for sure, Montparnasse is NEVER asleep. Want a steak at 2am? Go to Hippopotamus! Looking for one of the most famous Parisian nightclub? The MixClub is right next to the tower! Bars, cafés, restaurants, shopping, cinemas, all the fun activities are at Montparnasse. Again: NOT TO BE MISSED!

**Champs-Élysées (8th)**
Also known as “les Champs” or by many tourists as “the most beautiful avenue in the world”, you can easily picture how animated this long avenue can get. Not to be missed during Christmas time as it sparkles with Christmas lights. You can even shop at 10pm as everything is still open! Again, you will find a lot of activity and nightclubs: Le Duplex (one of the most prestigious one), le Mandala Ray, le Queen, les Planches and so much more to have fun all night long.

Of course there is a lot more that you will discover on your own and that cannot be listed here. This is part of being a newcomer in such a big city. So get ready for the discovery!
where to find info about restaurants / social activities?

www.fra.cityvox.fr
whether you are looking for a restaurant, a café, a hotel, a shop, cinemas, theatres, cultural events and so on; whether it is in Paris or not, you will find everything on cityvox. Even advice from “cityreporters”.

www.tilllate.com
be careful to type it correctly, there are 3 "l", it is not a mistake! This website is all about nightlife in Paris and important cities in France, but also different capitals in Europe. You will find the complete agendas of events and descriptions of all nightclubs. And when the party is over, you can even have access to the photos taken at the parties.

Culture

Paris, being one of the important seats of Renaissance and a land of art museums, bears evidences of the artistic tastes and qualities of the natives. Several art museums like Louvre, Musée d’Art Moderne de la Ville de Paris, Paris Museum of Modern Art and Picasso Museum have huge reserves of some of the best classical and contemporary paintings of all times. The Parisians are known worldwide as art lovers. The natives love to indulge themselves in paintings, sculptures and architectures.

Different types of festivals form an integral part of Paris traditions and culture. Some of the popular festivals held in Paris are the famous Bastille Day, the Circus of Tomorrow, Journees du Patrimoine and Arrival of the Tour de France.

Free museums / reductions with student cards

Exploring the treasures of the museums in Paris can become quite an expensive adventure. However, there are a lot of good opportunities for students on a low budget. The 23 National Museums in Paris (with the exception of the Grand Palais) allow free admission to their permanent exhibitions on the first Sunday of each month. Among the museums with this policy are such outstanding museums like the Louvre, Orsay, Versailles, and the Quai-Branly. Apart from that, the entry to the numerous museums and galleries maintained by the city of Paris is free to all visitors on all. This applies to the permanent (but not temporary) exhibitions of interesting museums like the Musée Carnavalet, the Musée Zadkine, the Petit Palais, Maison de Balzac, Maison de Victor Hugo and many others. Also, with your student identity card (ISIC card, visit http://www.isicweb.net for more information), you are entitled to receive various discounts and free entries.

A few FRENCH WORDS to survive in France

Hello ! .........................-Bonjour { Boh(n)zhoo  }

Good Evening .......................-Bonsoir { Boh(n)swahr }

Good Night ..............................-Bonne nuit { Bohn nwee }

Thank You .............................-Merci { Mehrsee }

Thank you very much ..........-Merci beaucoup { Mehrsee bohkoo }

You are welcome ...............-De rien { Duh ryeh(n) }

Excuse me ......................-Pardon { Pahrdo(n) }

Goodbye ..............................-Au revoir { Oh rwahr }
How to search for documentations

**Bibliothèque Nationale de France (BNF)**
It is the National Library of France. Its activities are shared between different sites; the main one is Bibliothèque François Mitterrand (line 14). Access is restricted and if you wish to obtain an access badge to the library, you will have to provide certain documents. Go on the website for further information: [www.bnf.fr](http://www.bnf.fr)

**BPI (Bibliothèque Publique d’Informations, Centre Pompidou) or Beaubourg**
Access is free to the library. Be careful as queuing is always very long (especially in the morning). If you intend to arrive when the library opens, be there at least 30 minutes in advance. Beaubourg is closed on Tuesdays (official public holiday for national museums). [www.bpi.fr](http://www.bpi.fr)

**Bibliothèques universitaires**
They are usually open to all you, researchers and professors. Conditions of access can vary according to the library. [http://www.paris.fr/portail/Culture/Portal.lut?page_id=516](http://www.paris.fr/portail/Culture/Portal.lut?page_id=516)

and of course, you can find a lot of information in the school library...

**GOING OUT of Paris (tourism in France/Europe)**

If you wish to travel around France or Europe, you may consider taking the train or a plane. The SNCF (national railway company) proposes a lot of good offers on its website [www.voyages-sncf.com](http://www.voyages-sncf.com) or at its ticketing agencies. If you are under 25, you can even buy a 12-25 card (carte 12-25 ans), which gives you a lot of discounts (from 25% to 50% off your train ticket). This card costs 39€ and will be useful if you intend to travel a lot by train and if you stay in France for the full year.

If you choose to travel by plane, consider these 2 websites before going to check Air France offers: [www.easyjet.com](http://www.easyjet.com) and [www.ryanair.com](http://www.ryanair.com)

Those two low cost companies will take you all over Europe for cheap fares.

Another interesting website for travels all over France and Europe is [www.lastminute.com](http://www.lastminute.com)

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**French BANK HOLIDAYS**

Please note that the following days are Public holidays in France. The school will most likely be closed on those days.

**January 1st**: New Year’s Day

**April 12th (moveable)**: Easter Day (Pâques)
Religious day for Catholics: Observance of the Christian belief that Jesus-Christ rose from the dead two days after his crucifixion.

**April 13th (moveable)**: Easter Monday (Lundi de Pâques)

**May 1st**: Labour Day (Fête du travail)

**May 8th**: Victory in Europe Day (Fête de la Victoire)
It celebrates the end of World War II.

**May 21st**: Ascension
Religious day for Catholics: 40 days after Easter. It celebrates the ascension of Jesus Christ to heaven in the presence of his apostles, forty days following his resurrection.

**June 1st (moveable)**: Pentecost Monday (Lundi de Pentecôte)
Monday after Pentecost
Historically and symbolically related to the Jewish harvest festival of Shavuot, it commemorates the descent of the Holy Spirit upon the Apostles and other followers of Jesus.

**July 14th**: Bastille Day (National day)
French national holiday (Fête nationale). Anniversary of the storming of the Bastille on 14 July 1789, symbol of the uprising of the modern French nation.

**August 15th**: Assumption of Mary (Assomption)
Mary’s ascent into Heaven is celebrated as The Solemnity of the Assumption of the Blessed Virgin Mary by Roman Catholics.

**November 1st**: All Saints Day (Toussaint)
The feast commemorates all those who have attained the beatific vision in heaven. It is celebrated in honour of all saints.

**November 11th**: Armistice Day (Armistice)
Anniversary of the symbolic end of World War I on 11 November 1918.

**December 25th**: Christmas Day (Noël)
Annual holiday that celebrates the birth of Jesus.
For your **SAFETY**

And before letting you enter the wild jungle of the city, here are some more warnings.

- Always watch your belongings!
- Never leave your purse, bag or cell phone unattended!
- Be extremely careful of your belongings when using public transport!
- Never take a taxi which has not the official sign reading “taxi” on it! At the airport, do not accept taxi offers in the terminal but look for the official taxi station!
- Be careful when withdrawing money at ATMs!
- Do not wander alone (especially if you are a girl) by night in the streets!
- Mind the gap between the platform and the train and stay behind the line when waiting for the métro!

Find a **STUDENT JOB**

The snack bar in the campus recruits student workers starting in October.

**LEARN FRENCH!**

> Private Language School very close to ESCP EUROPE

**Ecole PERL**
6, rue Spinoza - 75011 Paris
Phone: +33 1 53 36 16 96
E-mail: info@perl-ecoledesroches.com
www.perl-ecoledesroches.com

*If you say you are coming on behalf of Professor Laurent Habert, you will get a 10% discount.*

**Alliance Francaise**
Alliance Française de Paris
101 boulevard Raspail - F-75270 Paris Cedex 06
Phone: +33 (0)1 42 84 90 00
E-mail : info@alliancefr.org
http://www.alliancefr.org/

**The Sorbonne**
1 rue Victor Cousin - 75005 Paris
It is best to make inquiries in person.

**French courses organized by the MAIRIE (City Hall)**
These courses are inexpensive but very difficult to get into. You need to enrol in September.
http://www.cours-municipal-d-adultes-cma.cma
http://www.paris.org/formation/langues/anglais