



# LEONARD DE VINCI INTERNATIONAL STUDENT GUIDE



Erasmus+

Dear Foreign Students,

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

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

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

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

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

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

The International Team



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## 1. Le Pôle Universitaire Léonard de Vinci

Address	Contact information
<p><b>Address</b> Pôle Universitaire Léonard de Vinci Relations Internationales 12 avenue Leonard de Vinci 92400 Courbevoie France</p> <p>Open: Monday-Friday 7:00am – 8:00pm Saturday 7:00am – 1:00pm</p>	<p><b>Incoming exchange student coordinator</b> Virginie Fourquet virginie.fourquet@devinci.fr Phone : 33 1 41 16 72 51 Fax : 33 1 41 16 73 34</p> <p><b>Library (Infotheque) Building</b> <b>Ground floor - off. C003</b> <b>Open: Monday-Tuesday-Thursday- Friday 9:00am – 5:00pm</b></p> <p><a href="#">For online application, please see Part 2.</a></p>

### General Description

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

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

### The premises

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

### Léonard de Vinci Schools

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

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

Director : François Thérin  
Director of studies : Philippe Wagner  
5 year-programme  
options: commerce/marketing or management/finance  
2 company work placements  
2 foreign languages

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

Director : Pascal Brouaye  
5 year-programme  
options: computer science, new energies, computational mechanics, financial engineering  
2 company work placements  
foreign language  
3 company work placements

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

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

- **The Apprentice Training Centre**

## Site resources

- **10 auditoriums** which have a total of 1675 places, 170 classrooms
- **1 colloquium area** offering businesses 1 conference room with 150 places equipped with IT resources and 5 meeting rooms
- **6 scientific research laboratories**, 15 experimental rooms
- **1 learning center**
- **4 fully-equipped sport rooms**
- **4 restaurants**: brasserie, 2 express restaurants, cafeteria.

## Ressources details

### Learning Center

Valérie Rostowsky is the head of the learning center

Access: 4th floor of the Infothèque

[www.devinci.fr/infotheque](http://www.devinci.fr/infotheque)

### Sport

Anthony Manchado is the head of the department

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

To use the sport facilities you need : 1 medical certificate, 2 photos, €40 for 3 months, €60/semester or €100/year .

**Internet access**

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

Computer labs are available on the 4<sup>th</sup> floor

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

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

## 2. Online Registration and Documents to supply

### Registration - (Online application – see on the website [before 01 June or 01 November](#))

Please prepare the following documents to register online :

- Identity photo
- Copy of passport or ID
- Copy of European health insurance card for European students
- Language Proficiency Report (you can send it later if not ready for application -download it from this page See [Before Coming](#))
- Academic transcripts of records for the 4th year at the School of management and for the School of Engineering

### Documents to supply before arrival

#### These documents must be sent by email by all the students

- ✓ **Language Proficiency Report** - to be completed by a teacher (to be [downloaded](#))
- ✓ **European students: Copy of the European health insurance card (if not uploaded in the online application)**  
**Non European students: Copy of the health insurance** valid until 4 weeks after the orientation week has started for health issues and repatriation insurance for the whole stay (see obligatory health insurance to take upon arrival for non E.U students)
- ✓ **Last transcripts of records** only if you wish to follow the 4th year at EMLV (management) in French or ESILV (engineering)

### Documents to supply after arrival

#### Documents to bring with you upon arrival

**European students: please read carefully**

4. Housing Benefit and Bank Account

**Non European students: please read carefully**

3. Student Social Security + Visa and Immigration
4. Housing Benefit and Bank Account

### 3. Important information for Non European Students

#### Student French Social Security

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

It costs €215 for 2015-2016 year, no discount for one semester. To be paid in cash or check upon arrival, do not send the money ! The student social security will allow you to be reimbursed for medical expenses. For more information see here

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

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

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

Later when the social security asks for it:

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

#### Visa and Immigration

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

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

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

Depending on the countries, the French consulate should give you a visa 1) Type D Mention « dispense temporaire de titre de séjour » (it does not allow to get the housing benefit) or 2) Type D Mention « Etudiant » or 3) Type VLS-TS with a « demande d'attestation OFII » form. We will help you to fill in the OFII form upon arrival and send it to the closest OFII office\* by registered letter.

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

\* OFII : Immigration and Integration French Office

#### Documents to be supplied for OFII

- 1) **when you send the OFII form:** Copy of your passport + Copy of the visa page + Copy of the entry stamp in France
- 2) **when you go to OFII for the examination:** 2 photos + Your passport + Proof of residence in France (electricity invoice or rental lease) + 58€ tax stamp (OMI or ANAEM stamp to be purchased in at tobacconists)



## 4. Housing Benefit and Bank account

### Housing Benefit

#### What is it ?

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

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

#### Who can get it ?

- E.U students who sign a normal rental lease to live in France if they provide all the necessary documents (birth certificate etc)

- Non E.U depending on the visa they have.

Type D Visa mentioning "dispense temporaire de titre de séjour" : does not allow students to get housing benefit.

Type D Visa mentioning "Etudiant" or VLS-TS visa : students need to send their OFII form upon arrival (given by the french Consulate) and then wait for an appointment. Students are entitled to get the housing benefit if they receive the approval from the OFII (Immigration Office) before leaving France, this can be delayed.

Watch out there is no guarantee to get the housing benefit because French administration has become very strict on birth certificates. If the stamp is not readable or if the translation is not in accordance with the requirements, your application may not be processed. Students should apply for housing benefit as soon as they they arrive and send the copy of OFII stamp on their passport when they get it (after the appointment).

#### Payment

The value of the housing benefit is approximately € 150-190/month.

**It becomes payable from the second month after you send your application** (not from the beginning of your rental lease). **The process is long so you usually start to get the payment about 3 months after you send your application.**

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

#### How can I get it ?

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

You will need to open a French bank account.

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

- ✓ **Copy of your passport** 1<sup>st</sup> page or identity card
  - ✓ **Copy of the 1<sup>st</sup> page of your rental contract showing the dates** (your name should be on the lease)
  - ✓ **French Student certificate** (see on the student webapp – Access upon arrival)
  - ✓ **Birth certificate showing the names of father and mother with legible stamp on it**
    - for EU students multilingual including French for European citizens.
    - for non EU students, the birth certificate should be **officially translated in French by an accredited translator IN FRANCE. Important : the birth certificate should not be issued more than 3 months before arrival.**
  - ✓ **French bank account details (Relevé d'Identité Bancaire = RIB)**
  - ✓ **Photocopy of the European health insurance card for European students (copy of the French health insurance for non E.U (we provide it)**
  - ✓ **Photocopy of Visa + OFII stamp when you get it after the OFII visit for non E.U students**
- + the application forms we help you to fill in during the orientation week.

## Opening a French bank account

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

**Warning** : we recommend to always have money on your account ! If EDF electricity company or your phone company debit your account without money you will be charge a €20 penalty by the bank.

### Documents to be supplied to open a French bank account

- ✓ **Copy of your passport** and original to show
- ✓ **Student certificate** (see on the student webapp – Access upon arrival)
- ✓ **Proof of residence in France** (*Attestation de Logement* from the landlord or rental lease)

## 5. Accommodation

**WARNING: the housing situation is very difficult in Paris. The apartments are small and expensive, there is much more demand than offers.**

### Links for housing

#### **IMPORTANT**

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

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

We recommend you not to pay in advance except for the residences or the ads published on our the accommodation page. Please beware of scammers looking for naive readers, and who propose apartments they don't even know, at very low prices which are completely unrealistic, but first tempting for anybody. A famous swindling is an ad posted by someone who is abroad or who will go abroad and who rents his/her apartment at low price. Then you have to pay in advance in order to get the key. The address is a wrong one, the apartment does not exist.

Take time to check these websites !

- **Websites for housing:** Melon residence close to the university [www.melondistrict.com](http://www.melondistrict.com), [www.paris-be-a-part-of-it.com](http://www.paris-be-a-part-of-it.com), [www.glamourapartments.org](http://www.glamourapartments.org), [www.mykeystoparis.com](http://www.mykeystoparis.com), [www.paristay.com](http://www.paristay.com), [www.parislocationsmeubles.com](http://www.parislocationsmeubles.com), [www.parisattitude.com](http://www.parisattitude.com) (there is not only luxury apartments, - around €1000 for a 2 people studio), agency to help students [www.parisforstudents.com](http://www.parisforstudents.com),

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

- **stay with locals:** [www.fac-paris.com](http://www.fac-paris.com), [www.atomeparis.com](http://www.atomeparis.com)
- **share with roommates – ad websites:** [www.colocation.fr](http://www.colocation.fr), [www.appartager.com](http://www.appartager.com)
- **short term stay** for a few days on arrival:  
at a local's: <http://www.couchsurfing.com>

Youth hostels:

Auberge Internationale des Jeunes : [website](#)

BVJ - Paris Louvre or Quartier Latin, 20 rue J.J. Rousseau - +33 1 53 00 90 90 [website](#)

St Christopher Youth Hostel: [website](#)

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

## The Residences

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

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

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

### **Rules of the residences**

Please observe the rules of the residences:

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

The residences are not hotels neither halls of residence. For example if a bulb has blown, you should fix it yourself.

## When you have housing – Arrival and Departure

Before arrival, you should inform the residence by email about the day and time of your arrival. If you arrive during closing hours or late at night, please see with the residence if it is possible to get in.

**Please read your rental lease carefully.**

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

Upon arrival, the residence manager (or the landlord if you rent a private apartment) and the renter check the apartment. The check list is used to indicate the possible damage or dirtiness on the walls, floor, bathroom, kitchen etc before you settle into the apartment. **It is important to notify everything wrong** because the same check will be done again upon departure: you will be charged for all dirtiness and the damage that is not noted on the 1<sup>st</sup> check list.

You should perfectly clean the apartment ! (for instance fur marks in the shower or the bathroom should be removed).

For Pythagore, the checking is done before you arrive and the document is given to you upon arrival. If you note something wrong that is not on this document Etat des lieux (ex: fur marks in the shower or cleaning not perfect etc), tell it to the reception so this document can be changed and you will not be charged at the end of your stay.

2) **Leaving notice**

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

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

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

Any incomplete month will not be paid.

3) **Electricity**

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

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

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

On the day you leave the apartment:

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

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

Account Holder : EDF

IBAN: FR 1620041000010918758F02074

BIC: PSSFRPPPAR

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

#### 4) **Internet**

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

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

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

## 6. **School : courses, rules, exams**

### How can you choose the courses ?

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

Please look at the website where you will find information about academic calendar and available courses

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

### Schedule / Emploi du temps

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

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

### Rules : watch out !!!!

- ➔ attendance is obligatory for all courses. It is monitored and recorded by the teacher. ■
- ➔ the school allows up to 10 HALF days of absence per semester (no excuse needed)
- ➔ the 11th absence will result in an official behaviour warning and possible disciplinary hearing
- ➔ from the 13th absence, there is no more compensation between the courses of a same block
- ➔ if you arrive late to a class, it is possible that the professor will not accept you.

### Exams and grading system

The grading system is out of 20. You need a final grade of 10/20 to pass the course or to pass the block (compensation between the 2 courses in a block). A block is made of 2 modules (see the course programme on the website). For each course the final grade is the average of the continuous assessment + final exam according to the course percentage – see the course description.

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

The time on the schedule is the time the exam starts ! It is not the time when you have to be present. **No distance make-up exams:** please plan to stay till the end of the make-up exams. You will not be able to do Leonard de Vinci re-take exams at your university. If you cannot stay till the make-up exams, see if your university are willing to organize their own exams. The resit exam grades cannot exceed 10/20.

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

Important information :

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

**The transcript of records will be sent directly to your university after the re-sit exams.**

The ECTS grading scale is based on the class percentile

<i>Grade</i>	<i>best/next</i>
A	10 % excellent
B	25 % very good
C	30 % good
D	25 % fair
E	10 % sufficient
F	fail

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

## 7. Practical Information

### Arrival – how to get to Courbevoie La Défense ?

#### From the Roissy Charles-de Gaulle airport : 3 options

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

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

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

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

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

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

##### 2) RER Train

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

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

##### 3) Taxis

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

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

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

#### From Orly airport : 3 options

##### 1) Air France Bus + metro

Take Air France Bus for *Charles de Gaulle Etoile*

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

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

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

##### 2) RER Train

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

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

##### 3) Taxis

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

Address of your residence or of the Pôle Universitaire Léonard de Vinci, instructions for taxis:

"tunnel A14, première sortie La Garenne Colombes". Look at the map to see where the residences and the Pôle are [here](#)



### **From downtown Paris** (and railway stations)

Have a look at the [metro map](#). The La Défense area is West of Paris (see end of yellow line 1, left side of the map). Get off at La Défense Grande Arche station. When you face the big Arche, take right and walk until you see Caesar's thumb sculpture. Then take left and walk until you see the Pole Universitaire Léonard de Vinci.

If you want to come by taxi, instructions for taxis: "tunnel A14, première sortie La Garenne Colombes".

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

## **Transportation**

### **Student Metro Card : Imagine'r**

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

It is around 37 EUR/month

[Imagine'R](#) (in French).

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

To apply you need to send:

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

- a photo

- one of the school certificates we gave you

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

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

To stop the contract: about 2 weeks before the end of your last month in Paris (or a few days before leaving but you must pay the entire month for every month started), you must send a notice of leaving (see the exemplary on the website in the [docs to download](#)) + a certificate saying that you are leaving France (ask us). You should send it by registered letter « recommandé » so you have a proof of sending.

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

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

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

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

different. La Défense is zone 3 for RER train and still in zone 2 for metro.

There are night buses from the very centre of Paris, see on the [RATP website](#). Paris is quite a safe city. However we do not recommend you go back to the residence very late at night by bus as you will have to cross the La Défense area: it is a business district, so it is very busy during the day and quite empty at night.

### **By Air**

Aéroports de Paris – all flights to Paris : [www.adp.fr](http://www.adp.fr)

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

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

Railway stations in Paris :

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

### **By car**

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

### **Buses in Europe**

Eurolines – main European cities : [www.eurolines.fr](http://www.eurolines.fr)

### **Taxis**

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

### **Vélib**

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

Velib website : [here](#)

## Leisure and useful links !

### Leisure

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

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

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

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

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

### Student Associations

You will find various student associations on campus. Students also help foreign students

### Telephone

You can purchase mobile phone cards or subscribed to different contracts. SFR has shops in La Defense mall 4 temps but you have many other companies on interne : Free, B&You, Orange...

### Doctors

You will find two doctors on the map, close to the residences and the Pôle universitaire Leonard de Vinci. A medical examination costs 23 € at a "national fare" doctor.

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

### Emergency Numbers

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

### Cost of Living

- Housing: € 750-1000/month on average
- Social Security for Non European students: €213/year
- Food: € 10/day on average
- Food at the Pôle : from 5 to € 7 for lunch.
- Outside Fast Food / bakery: from 4 to € 7
- Restaurant from 15 to € 50
- Supermarket: around € 80 /week
- Movies : from 7 to € 10
- Museums : from 3 to € 11
- Night Clubs : from 15 to € 25

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

The International Team