

INFORMATION FOR INCOMING EXCHANGE STUDENTS TO IPAG BUSINESS SCHOOL

IPAG is made up of two campuses. The main campus is in Paris, located in Saint Germain des Prés, in the heart of the capital and our other campus is situated in Nice, French Riviera, in the south east of France.

The addresses and contact numbers are as follows:

CAMPUSES:

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Erasmus Coordinator

IPAG

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Semesterised Programmes

Paris Campus

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Nice Campus

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Summer Programmes

Nice Campus

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Caroline FERRERO for Nice and **Erika RYCINA** for Paris are your main contacts at IPAG before and on arrival. They will send you all the necessary information and are the people you should contact with all queries.

ACADEMIC CALENDAR 2009-2010 *

Events	Paris	Nice
Orientation Day S1		27/08/2009
Semester 1 commences		31/08/2009
Holiday break		19/10 to 26/10/2009
Semester 1 end		18/12/2009
Orientation Day S2		28/01/2010
Semester 2 commences		01/02/2010
Holiday break		01/03 to 05/03/2010
Easter break		05/04 to 09/04/2010
Semester 2 end		21/05/2010

* These dates do not include resit examinations.

These dates are for the English language programme ONLY.

APPLICATION PROCEDURES:

Exchange students must apply to IPAG via their International Officer who will receive the necessary IPAG application forms and programme information.

Students must have completed at least one year of higher Education and have obtained the appropriate pre-requisites to study modules in year 2 or 3.

Upon acceptance and receipt of this information pack, the student will be required to

↳ Inform Caroline FERRERO c.ferrero@ipag.fr or Erika RYCINA e.rycina@ipag.fr of your arrival in order to be picked up at the airport. Please try to arrive 2-3 days before the orientation session date.

↳ Reserve temporary housing:

Nice :

Youth Hostel Nice Camélias

3, rue Spitalieri

06000 Nice

bed in single sex dormitory : 21 €

Tel. +33-4-9362-1554

Fax. +33-4-9380-4296

Please reserve on internet : <http://www.hihostels.com/dba/hostel020173.en.htm>

Hotel H33

33 RUE Pastorelli

06000 Nice

35 € / persons in twin bed rooms

<http://www.h33-hotel-nice.com/hotel-centre-nice.htm>

Hotel Imperial

8 Bd Carabacel
06000 Nice
(Next to the school)
Single room 60 €
+33 4 93 62 21 40

Paris

Le Village

Double rooms and dorms; all have private bathrooms
Dormitory: Single 28 Euros, Double 70Euros
Hostel Address: 20 rue Dorsel 75018 Paris, France
+33.1.42.64.22.02

Peace and Love

Double and triple rooms (twin beds) and dorms; showers in all rooms-toilets in some
Dormitory: 16 Euros (in winter)
Hostel address: 245 rue la Fayette 75010 Paris, France
+.33.1.46.07.65.11
to make a reservation www.paris-hotels.com

Lucky Youth

Shared apartments (up to eight people in bunk beds) with bathrooms
Apartment: 26 Euros per night or 280 Euros per month
26, rue des Rigoles 75020 Paris, France
+33.1.42.23.02.51

Woodstock

Double rooms and dorms; communal bathrooms
Dormitory: 19 Euros per night
Hostel address: 48 rue Rodier, 75009 Paris, France
+33.1.48.78.87.76 www.woodstock.fr

Young and Happy

Double rooms and dorms; communal bathrooms
Dormitory: 21 Euros per night
Hostel address: 80 rue Mouffetard, 75005 Paris, France
+33.1.47.07.47.07 www.youngandhappy.com

Three Ducks

Double rooms and dorms; communal bathrooms
Dormitory: 18 Euros per night
Hostel address: 6 place Etienne Pernet, 75015 Paris, France
+.33.1.48.42.04.05 www.3ducks.fr

Upon arrival, the student will be required to

- (a) Bring their medical insurance (eg. European Health Insurance Card) or private insurance for non EU students.
- (b) Meet with their IPAG course co-ordinator during the orientation session and draw up their finalised Learning Agreement within one month of arrival.
- (c) Register with IPAG and obtain your student card – Please provide us with a passport picture.

(d) Non-EU students are required to register their presence in France on arrival.

U.S.A.: <http://www.amb-usa.fr/consul/acs/registering.htm>

Canada:

<http://www.international.gc.ca/canadaeuropa/france/consulaire/consulaire-en.asp>

Australia:

<http://www.france.embassy.gov.au/pari/consular.html><http://www.france.embassy.gov.au/pari/consular.html>

Korea: <http://www.amb-coreesud.fr/>

ORIENTATION SESSIONS

Semester 1: 27/08/2009 for Nice

Semester 2: 28/01/2010 for Nice

Semester 1: 04/09/2009 for Paris

Semester 2: 28/01/2010 for Paris

- ↳ During the orientation session, the students who wish to study French Language will take a French test in order to determine their level (6 class levels in total).
- ↳ They will be given academic advice on course choices and explained how to open a French bank account, visas process, housing, French government subsidies for the rent etc ...
- ↳ You will be required to read and sign the IPAG regulations.

LANGUAGE REQUIREMENTS

Students whom English is not their mother tongue are required to have the equivalent of a 550 TOEFL score to study modules in year 2 or 3, students studying in year 1 require the equivalent of a 500 TOEFL score. Students are expected to be able to follow lectures and deliver assignments in English.

COMPUTER ACCESS & E-MAIL

Each student will have an e-mail address and computer access. However, please be patient at the beginning as it generally takes a couple of weeks for the technicians to sort out everyone's e-mail accounts and computer passwords at the beginning of term. Remember there are many new students arriving each September in particular and they all need to be sorted out with addresses too. Do not expect to have an e-mail address within the first few days. The regulations include the prohibition of sending offensive or disruptive mails, loading or using any software without authorisation, and damaging computer equipment or files.

A credit of 100 pages printing is provided to each student. Then, you can reload it at the price of 5 € for 100 pages.

ACCOMMODATION & COST OF LIVING

Students are expected to be able to support themselves during their stay in France. Although students are allowed to work part-time they should not rely on this for enough money to live on.

Please note that no IPAG centre has a student campus so you'll need to find non-campus accommodation:

The majority of students arrive in France having only reserved temporary accommodation in order for them to find room mates and visit apartments. This usually takes 2 to 3 days.

Please do not hesitate to contact Caroline FERRERO c.ferrero@ipag.fr or Erika RYCINA e.rycina@ipag.fr directly though if you have any queries or concerns concerning housing.

Nice.

- **Real Estate agent:** Perfect for students wishing to share apartments (2,3 or 4 people) fully equipped, close to the school

Giletta Immobilier : <http://www.gilettaimmobilier.com/>

Located 2 rue de Russie in Nice.

- **Office for Student Support** (*student housing, grants, jobs and more...*)

<http://www.crous-nice.fr/>

- **Universitary residences:**

http://www.adele.org/public/residence/residence_detail.php?residence_id=375

http://www.cyber-campus.nice.fr/fra/rubrique.php?rubrique=100&sous_rubrique=100&article=125

A summary of the main costs of living is below. These are approximate figures as costs will vary depending on your lifestyle choices.

Item	Comments	Cost per month (approx.)
Accommodation	The French government allows EU students (and non-EU students staying more than 1 semester) to receive a subsidy to help them with the payment of the rent. We will help you to fill in the application form. https://www.caf.fr/wps/portal/ Insurance for the apartment is compulsory.	Nice: approx. € 400 Paris: approx. € 600
Food & household	Depends on lifestyle choices	€ 200
Transport	Paris <u>Nice</u> Tramway Bus	€ 55/month (pass metro and bus) 1 € 1 €
Other living expenses Leisure, communications, misc.	Depends on lifestyle choices	Nice: €150 - €200 Paris: €200
Health Insurance	It is COMPULSORY that students have health insurance (eg. European Health Insurance Card or other private health insurance cover). A copy of this must be attached to your Medical Record Form which you return to the International Officer in IPAG upon arrival.	€200 per year

TRANSPORT TO FRANCE

There are various ways to get to France as you can travel here by Plane, Train, Bus and Car.

Plane

Paris: Charles de Gaulle or Orly Airport

<http://www.aeroportsdeparis.fr/Adp/en-GB/Passagers/>

Nice airport: <http://www.nice.aeroport.fr/include/default.asp?l=2>

Nice Airport is located close to the city centre. If you arrive there and you sent an e-mail to Caroline as required with flight details, you'll be met by the French student support team and taken to your temporary housing place. If you have a lot of luggage, it will be necessary for you to take a taxi from the airport directly to your accommodation. The taxi should cost approx. 40 Euro. The airport bus (4€) will take you to the Central bus station downtown.

Trains

Paris : <http://www.paris.org/Gares/gares.f.html>

Nice: <http://www.tgv-europe.com/index.html>

Nice train station is located in the heart of town. If you arrive there and you sent an e-mail to Caroline as required with travel details, you'll be met by the French student support team and taken to your temporary housing place.

Buses

<http://www.eurolines.fr/Pages/FR/webV2/home.jsp>

Car

If you come by car, just be very careful of your car. Do not leave anything that could be stolen lying on the seats or in view of thieves. Make sure that you have adequate insurance to cover your car in case it is stolen or broken into. Having a car here is very convenient for travelling around this beautiful country.

IPAG SERVICES

Library

IPAG has a library in its 2 campuses:

On registration all Erasmus and exchange students become library members and use their college ID card as their library card. The library provides access to a variety of newspapers, books, electronic sources, including bibliographic and full-time CD-ROMs, Internet and online databases. Students can study in the library.

Its opening hours are 9.00 – 18.00 Monday – Thursday and 9.00 – 13.00 on Friday.

Copy card machines are sold for students who need to use the photocopy machine: 4 €/50 pages

In Nice, the library is located on 2nd floor of the building.

In Paris, the library can be found on rue des Cassettes. It is located on the first floor of the building. Open hours are Monday till Friday 9.00am till 18.00pm.

Student Union

The Students Union is a representative organisation run by students to protect their own interests and to represent the student body in negotiations with the Institute and other organisations. The Union has a full-time President and Vice President, elected each year by the student body, who are assisted by class representatives elected by each class group. It provides the following services:

- Entertainment, ski week-ends, parties etc...
- Travel Information
- Sports Information

Cafeteria

- ***Paris Campus – Ground floor***

- ***Nice Campus, 4th floor.***

The cafeteria is open practically all day. In the morning you can get a breakfast (2€). From 11.00, a choice of sandwiches (3 €), crisps, snacks, yoghurts, fruits, drinks (1.10 €) etc ... There are also a sweets and cold drink machines.

IPAG Website

IPAG's website is <http://www.ipag.fr>.

GENERAL PRACTICAL INFORMATION FOR NON EU NATIONALS

Non-EU students require a visa to enter France and are required to register with the local Immigration office within 30 days of arrival if staying more than a semester. See details below highlighted in bold print on what paperwork needs to be brought to the immigration office. You must bring your formal IPAG letter of acceptance in your hand luggage as the officials in the French airports will request it.

Applications must normally be made through the French Embassy or Consulate OR **CampusFrance** in the applicant's country of permanent residence.

A letter from the International office is required stating that you have been offered a place in the school and the duration of your study period here. 3 passport size photos are required as well as the passport which must be valid for 6 months after the intended departure date from France. There is also a fee involved. Visa holders are subject to normal immigration control at the port of entry and should, therefore, carry with them, for possible presentation to Immigration Officers, the originals or copies of documents submitted with their applications. Visa applicants require a valid visa each time they enter the State. A visa does not grant permission to stay in France.

A visa holder who remains in the country longer than the permitted period and/or who submitted false or misleading information in support of his/her application may become liable for prosecution and/or be subject to deportation. Travel tickets should not be booked or paid for by applicants until their applications have been approved. Those granted Visas will be required to register shortly after arrival with the local authorities for non-EU students staying more than a semester.

New Legislation on Opportunities for Non-EU students to work

Non-EU/EEA nationals who remain in the country more than a semester as students will be entitled to take up casual employment (defined as up to 20 hours part-time work per week) for the duration of their permission to remain. The entitlement to take up employment ceases upon the expiry of their permission to remain and their being in casual employment will not, in itself, entitle them to further permission to remain.

IMMIGRATION OFFICE – Nice

Students staying more than a semester must register there and will be delivered a permit of residence.

Take the bus N° 9, 10 and 23 to the "Prefecture" CADAM (Centre Administratif des Alpes Maritimes).

Service des étrangers:

Opening Hours: 9.00 – 3.00pm Monday to Friday

Tel: + 33 4 93 72 20 00

http://www.alpes-maritimes.pref.gouv.fr/sections/droits_et_demarches/?spl_c=547140&spl_f=N0/N8/N110/N60/N15812/F17272&spl_l=67

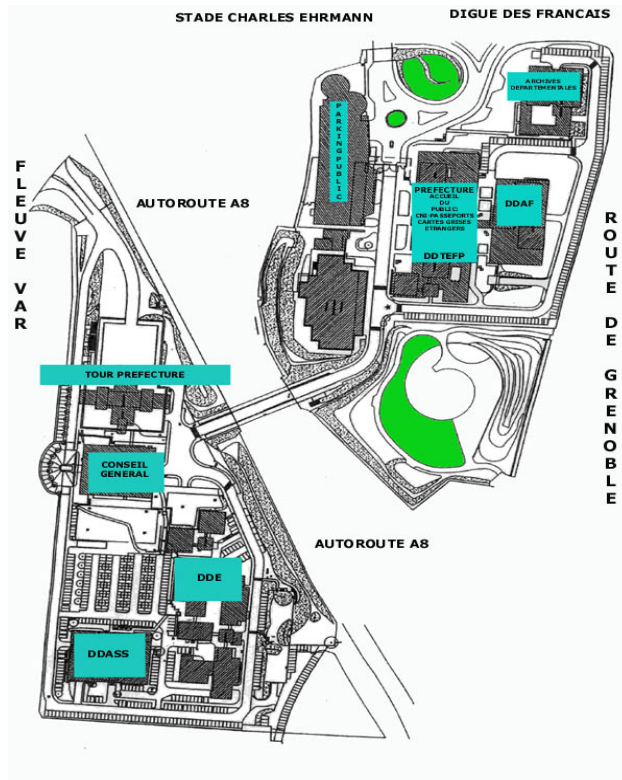
To register with them, you have to bring your passport, a bank statement indicating you have enough money to stay in the country for the period you will be here and a letter from the International Office to say that you are a full-time student, 3 passport pictures, a certificate of birth, a rental agreement in France, a stamped envelope.

Address :

Centre administratif
Route de Grenoble
06286 NICE

Tel : 04 93 72 20 00

Fax : 04 93 72 22 99



IMMIGRATION OFFICE – Paris
France Immigration-35 rue Jean Moulin 94300 Vincennes
Tel. 01.43.74.29.49 Fax : 01.41.93.15.74
Office hours: Monday –Friday 9am to 6pm

This office manages your dossier if you want to be hired by a company and need to change your status on your carte de séjour.

To obtain your first carte de séjour you must be present at :

CENTRE DE RECEPTION DES ETRANGERS

Hôtel de Police

114/116 avenue du Maine

PARIS 14ème

Métro : Gaîté ou Montparnasse - Bus : 58, 28 ou 91

Monday to Thursday from 8h35 to 16h30 and Friday from 8h35 to 16h

IPAG
MEDICAL QUESTIONNAIRE FORM

INSTRUCTIONS

1. Please complete this form and return to the International Office.
2. Please ensure that you have medical insurance covering the duration of your study period in France (European Health Insurance Card or Private Insurance) and attach a copy of your medical insurance to this form.
3. If you are on medication, please bring a sufficient supply with you for the duration of your stay as the same medication may not be available in France.

GENERAL INFORMATION

Surname(s)		First Name	
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French Address	Home Address

French landline No	French Mobile No	Home Landline No	Home Mobile No.

Date of Birth Date/Month/Year		Age		Sex (M/F)	
Nationality					

Course of Study In IPAG	Year (2 nd , 3 rd <i>etc</i>)	Start Date	End Date

Insurance Type (E111, Private etc)	Insurance No (if relevant)	Expiry

Name of Next of Kin (Family member) (To be contacted in case of Emergency <i>only</i>)	Address of Next of Kin
Landline Phone No. of Next of Kin	Mobile Phone No. of Next of Kin

MEDICAL HISTORY – CONFIDENTIAL

If you answer yes to any of these questions, please include comprehensive details in the answer box

1. Do you suffer from any physical disability? Yes / No

2. Do you have any special needs? Yes / No

3. Do you suffer from any of the following diseases:

Medical Conditions	Yes	No
Diabetes		
Epilepsy		
Asthma		
Tuberculosis		
Any other Diseases (please list)		

4. Are you receiving any long term treatment with drugs or medicines? Yes / No

5. Please specify any allergies, Hay fever etc. Yes / No

6. Have you any condition which you think might be troublesome in college? Emotional & psychological upsets are especially important, particularly if they have affected study or examinations Yes / No

7. Please include any other relevant information regarding your health or medical needs here

Signed: _____ Date: _____

RELATED WEBSITES

Maps, itineraries <http://www.mappy.fr/>

Paris Airports: Charles de Gaulle or Orly Airport
<http://www.aeroportsdeparis.fr/Adp/en-GB/Passagers/>

Nice Airport: <http://www.nice.aeroport.fr/include/default.asp?l=2>

Paris Tourist Office <http://en.parisinfo.com/>

Nice Tourist Office <http://www.nicetourism.com/>

France Tourist Office <http://www.tourisme.fr/>

Nice Hall Town <http://www.nice.fr/>

Intercative map of Nice <http://www.plan-nice.org/>

Nice CyberCampus <http://www.cyber-campus.nice.fr/fra/index.php>

French Erasmus Agency <http://www.europe-education-formation.fr/erasmus.php>

French Rail <http://www.sncf.com/>

Ligne d'azur (Nice transport company) <http://www.lignedazur.com/>