



Ecole nationale des ponts et chaussées
School of International Management

ENPC MBA PARIS
PRE-DEPARTURE AND
ARRIVAL INFORMATION

2009-2010

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I. INTRODUCTION

The objective of this pre-departure and arrival booklet is to help you get acquainted with the ENPC School of International Management and to provide you with some useful information about living in Paris. First contact with a foreign country is always a little challenging. Discovering a new environment, learning to live with new customs, laws and regulations is not always easy. The best way to adapt to change and to make your move a success is to study this information in advance and to have an idea of the initial administrative procedures you must complete. Although the information here is thorough, keep in mind that it is not exhaustive.

The ENPC School of International Management is located at 15, rue de la Fontaine au Roi, in Paris's 11th arrondissement. Today, the main campus of the engineering school is located in Champs-sur-Marne, about 30 minutes from the center of Paris. The ENPC School of International Management came into existence in 1988 as a distinct addition to the ENPC's two centuries of excellence in academia. The ENPC School of International Management has since become a leading program with a focus on international business and technology management and entrepreneurship.

If you are in Paris before the start of the program, feel free to stop by and introduce yourself to the ENPC School of International Management team. If you have any further questions, do not hesitate to contact Ms. Sonia Santiago Castro, the Program Coordinator, (tel. +33 (0)1.44.58.28.57, e-mail: santiago@enpcmbaparis.com).

II. ARRIVING IN PARIS

Upon arrival in Paris, participants have a choice as to how to get from the airport or train station to their new place of residence or the ENPC School of International Management. Below, you will find information about Paris' airports and how to get to and around the city. In addition, we have provided you with several websites containing useful information about Paris in general.

Paris Airport Transfers

Paris Airports Aeroports de Paris www.adp.fr
Tel. 01 43 35 70 00

- **Orly - Sud and Ouest**

- information, phone: 01 49 75 15 15
- Daily flight information, phone: 01 49 75 39 50, from abroad +33 1 70 36 39 50

- **Charles de Gaulle - Roissy 1 and Roissy 2**

- Flight information, phone: 01 48 62 22 80

From the Airport to Paris Center

Air France Bus Service www.airfrance.fr

- ◇ Orly - Sud, Orly - Ouest: Buses depart every 15 minutes between 6:00 and 23:30 for the Invalides terminal with a stop at Montparnasse. Transit time: 30 minutes. Ticket: 9€
- ◇ Roissy Charles de Gaulle: Buses leave from the Arrival level Gate 34 of Roissy I every 15 minutes between 5:45 and 23:00 for Place Charles-de-Gaulle (Etoile-Arc de Triomphe), with a stop at Porte Maillot. Transit time: 30 to 40 minutes. Ticket: 13€
For Gare de Lyon and Montparnasse, every 15 minutes between 7:00 and 21:00. Ticket: 14€.
- ◇ Orly - Roissy link: Buses depart from Arrival level Gate 36 every 30 minutes between 6:00 a.m. and 22:30 Transit time: 30 minutes. Ticket: 16€

OrlyVAL

- ◇ Another solution: Orlyval from Orly, then switch to RER line B. Ticket: 9.60€

RER (*Réseau express régional*, i.e. Urban Express Train) www.ratp.fr

- ◇ The RER is metro (subway) and train in one. It links up with all major connecting stations of the Paris subway.
- ◇ Orly: Line C (direction Versailles, Western suburbs), stops at all inner-city stations along the Seine, including Austerlitz train station. The Orlyval shuttle connects with RER line B which cuts across Paris from South to North. Ticket: 9.60€
- ◇ Roissy: Line B (direction Robinson or St-Rémy-les-Chevreuses, Southern suburbs) stops at all inner-city stations (including Gare du Nord train station, Châtelet, Luxembourg (Quartier Latin), Port-Royal, and at Cité Universitaire. In order to reach

the RER station at Roissy, take the shuttle bus from Gate 28 at Roissy 1, from Gate A5 or B6 at Roissy 2. Transit time to Châtelet stop: 30 minutes. Ticket: 8.40€

RATP www.ratp.fr

The *Régie autonome des transports parisiens*, known as the RATP, operates the subway and bus network and part of the RER (together with the national train company SNCF).

- Orly: The “Orlybus” leaves from Gate F for Place Denfert-Rochereau, stopping at the Cité Internationale Universitaire. Ticket: 6.30€.

- Roissy: Bus 350 (direction Gare du Nord or Gare de l'Est) or 351 (direction Place de la Nation), and “Roissybus” (direction Place Charles-de-Gaulle Etoile, via Place de l'Opéra) leave every 15 minutes from the Boutiques level of Roissy 1 and from Gates A5 or B6 at Roissy 2. Ticket: 8.90 €

Taxis www.infotaxiparis.com

It is relatively easy getting a taxi from Orly or Roissy. The average cost of a taxi ride to the center of Paris from Roissy is between 40 - 55 € during the day and between 50 - 60 € at night, and from Orly, expect between 30 - 40 € during the day and between 30 - 35 € at night.

SNCF Railroad Information www.sncf.com

For schedule and ticket information, call 08 92 35 35 35 (from 6:00 to 22:00.)

Further Information

You may consult the following websites for further historical and practical information regarding Paris and France:

www.thiscityparis.com Excellent Anglophone guide to art, fashion and lifestyle in Paris.

www.paris.fr The official City of Paris website that is extremely informative.

www.paris-anglo.com A newsletter about events in Paris.

www.voila.fr Effective, user-friendly French web site and search engine.

www.thinkparis.com An English language site.

www.wanadoo.fr A French language search engine.

III. ACCOMMODATION

Finding Accommodation in Paris

Finding an apartment in Paris might turn out to be the most challenging aspect of earning your MBA! Securing accommodation in Paris requires patience and tenacity. To rent an apartment with a rental contract you must prove you can pay. The regular income level required usually to have 3 times the value of the rent. Rental agencies ask for a deposit, a month's rent in advance and a commission, i.e. a preliminary payment of two to three times the monthly rent. Prices vary considerably in Paris, and it is best to spend several days looking at different apartments before choosing one. To assist you in your housing search, you will find below useful information about bulletin boards, publications, student accommodations at the *Cité Internationale Universitaire de Paris*, real estate agencies and short term accommodation while you are looking.

***It is strongly advisable to secure a housing arrangement
before the start of the program.***

The easiest way to start your search from your home country is to look via the Internet. The following are some web sites we suggest which, if nothing else, can at least get you acquainted with the Paris housing market.

www.paris-downtown.com: A specialized website of furnished and equipped properties to rent on a daily, weekly, monthly or yearly basis. A friendly service whose mission is to make your apartment rental search easier by taking into account your needs in order to help you choose the most suitable apartment.

www.fusac.org: A bilingual guide including housing and employment offers.

www.seloger.com : This site can help you search by type of housing, *arrondissement* or price. Many of the apartments are listed through agencies. However, it is possible to find person to person rentals.

www.pap.fr : This site is the electronic version of the classified ads newspaper *De Particulier à Particulier* that comes out every Thursday in Paris. The web site is also updated every Thursday.

www.nyhabitat.com : This site advertises furnished apartments in both Paris and New York. The apartments are fully furnished and usually located in very nice neighborhoods. However, the prices are generally higher and you are required to pay an agency fee. The advantage of this site is that you can set up lodging more easily from overseas.

Publications

The following publications carry classified ads on housing: furnished and unfurnished apartments, as well as apartment shares and rooms for rent. Advertisements are posted by both rental agencies and individual owners or renters.

FRANCE - USA CONTACTS www.fusac.org

Comes out every two weeks; available free at various distribution points in Paris, such as The American Church, Baskin Robbins, Cosi Sandwich Shop, Brentano's Books and W.H. Smith, Lina's Sandwich shop (next to school).

DE PARTICULIER A PARTICULIER www.pap.fr

On sale Thursdays - buy it early in the morning because most of the best offers get taken quickly.

LE FIGARO www.lefigaro.fr

Daily newspaper.

J'ANNONCE www.j'annonce.fr

On sale Thursdays.

Cite Internationale Universitaire de Paris (CIUP) www.ciup.fr

The CIUP is a group of student residences (dormitories) located on the southern edge of Paris. Many countries have a residence at the CIUP, below are a few to contact about possible options. Pre-enrollment is possible by contacting the *Cité Universitaire* web site. Apply early because rooms are in high demand:

Service des Admissions Tel. 01 44 16 64 00 or 01 44 16 64 48

19, boulevard Jourdan
75014 Paris

Take RER Line B in direction of Anthony, the station is "Cité Universitaire"

Fondation des Etats-Unis Tel. 01 53 80 68 80

15, boulevard Jourdan
75014 Paris

Fondation Franco-Britannique Tel. 01 58 10 40 00

9B, bd. Jourdan
75014 Paris

Maison des Etudiants Canadiens Tel. 01 40 78 67 00

31, bd. Jourdan
75014 Paris

More About Cité Universitaire:

The *Cité Universitaire* brings together 37 French and international halls of residence in a 34 hectare park located in the south of Paris. Like a campus, the *Cité Universitaire* offers quality lodgings as well as a set of resources, equipment and services for the use of both international students and French citizens, whether or not they live in the halls of residence.

Costs for the Academic Year

The academic year begins in October and ends in June:

Students: from 400 to 700 €/month for a private room and from 300 to 355 €/month for a shared room (two occupants).

Prices are relative to the degree of comfort and the size of the room provided by the hall of residence. A security deposit (minimum 152 €) will be required upon arrival.

There are two methods of admission:

1. Registration with a national Hall of Residence
2. Registration with the Office of Admissions.

Registration with the national Hall of Residence

When the nationality of the applicant is represented by a hall of residence, or included in a group of nationalities represented by a hall of residence, s/he must apply through that hall of residence. For example, a Japanese student must apply through the *Maison du Japon*, and a German student must apply through the *Maison Heinrich Heine*. Any inquiry related to administration (concerning application forms, submission deadlines, etc.) should be directed to the office of the relevant hall of residence.

Registration with the Admissions Office

Applicants not represented by a national hall of residence (e. g., in the case of a Russian student) must apply through the Office of Admissions.

Tel: +33 (0)1 44 16 64 00

Fax: +33 (0)1 44 16 64 03

E-mail: admissions@ciup.fr

For applications managed by the Office of Admissions, the dates for submission are as follows:

- Student application: April 1 to August 31 for the fall term beginning in October, and starting on November 2 for admission during the year.

Eligibility

The *Cité Universitaire* admits students. Admission is on the basis of an application, and is subject to the following requirements:

- The applicant must be less than thirty years old.
- The applicant must have attained an academic level at least equivalent to the 2^{ème} cycle.
- The applicant must be registered at an institution of higher education belonging to the academies of Paris, Créteil or Versailles with the intention of obtaining a diploma accredited by the French government.

Admission is for one year, and can be renewed twice.

CAF www.caf.fr

Whatever your nationality, you can apply for the *Allocation logement social* (ALS), which is a subsidy towards rent. The amount of the subsidy varies, but is generally around 20 to 35 per cent of the rent. Applications will be subject to the conditions established by *the Caisse d'allocations familiales* (CAF). CAF has a representative at the *Cité's* international social network. If you need assistance filling out your application, please contact the ENPC School of International Management Admissions, Participant Affairs and Career Department (admissions@enpcmbaparis.com).

Sources of information

Bulletin boards posted in different institutions in and around Paris provide useful information on apartment and/or room rentals. It is advised to go to the bulletin board with a pen, notebook and telephone card in order to make appointments that day to see the apartment or room.

The following institutions have useful bulletin boards. These often include requests and offers for housing. If you want to post a personal notice, in some cases you have to ask for special permission from the person responsible for the bulletin board.

L'ÉGLISE AMERICAINE (The American Church)

65, Quai d'Orsay 75007 Paris
Tel. 01 40 62 05 01
Fax. 01 40 62 05 11
Metro: Invalides- daily postings

INSTITUT BRITANNIQUE (The British Institute)

11, rue Constantine 75007 Paris
Tel. 01 44 11 73 73
Fax 01 45 50 31 55
Metro: Invalides

FRANCE-USA CONTACTS

26, rue Benard 75014 Paris
Tel. 01 56 53 54 54
Fax: 01 56 53 54 55
Metro: Alésia

ALLIANCE FRANÇAISE

101, Boulevard Raspail
75006 Paris
Tel. 01 42 84 90 00
Metro: Notre Dame des Champs

UNESCO

7, place de Fontenoy 75007 Paris
Tel. 01 45 68 10 00
Metro: Ségur

CROUS www.crous-paris.fr

39, avenue Georges Bernanos
75 231 Paris Cedex 05
Tel : 01 40 51 36 00

CROUS is a state organization aiming at improving students and living conditions. public organizations whose principal mission is to contribute to the improvement of students' working and living conditions. Their primary goal is to find living arrangements for students and assist them financially. There are 28 CROUS, one for each city with a university.

Real State Agencies

You may also try to find housing through a real-state agency such as Hestia which is particularly geared for students. For a flat free of 145€ "*Pass-étudiants*" you may consult their lists of available housing over a four month period (from June to September). You can set up appointments directly with the landlord of the place you have selected in order to arrange a site visit. The nearest Hestia office to the school is located at:

HESTIA

188, rue de Vaugirard
75015 Paris
Tel. 01 43 06 23 23

There are many other real-state agencies in Paris. Service is quick and efficient, but you should be ready to pay the first month's rent, a equivalent to two months of rent (which will be returned to you, unless your return a damaged flat), and a commission to the real-state agency which is generally equal to at least 60% of one month's rent.

However, some real-state agencies cater exclusively to students and are less expensive. This is the case of Hestia.

Practical Advice

Before committing yourself to renting a flat or sharing accommodation, you should have the rent conditions properly specified:

- What exactly is included in the payment required. How much is the rent itself? Are charges included (care-taking, cleaning and maintenance of the building's common areas)? This is true of apartments as well as room rentals, however note that heating and electricity cost are generally not included if you are lodging with the landlord. In this last instance, you should also find out if sheets and showers are included, what use of the kitchen is allowed for and whether you can have visitors.
- As a general rule, in France, the first month's rent must be paid before moving in and the payment of subsequent rents are due on the 1st day of every month.
- We strongly recommend that you get a written lease. This should be signed by the two parties and mentioning the date of the contract, a description of the apartment, the rent amount, the amount corresponding to the *charges (droit de bail*, maintenance, cost of garbage collection and usually water), the conditions under which the contract can be revised or cancelled, the date upon which the keys will be handed over.
- You should also get a written assessment of the apartment's general conditions, the "*état des lieux*". Before signing the lease and moving into the flat make sure that a written assessment of the apartment's conditions is drawn up and signed by both parties. Double check everything, from the conditions of the wall paper to whether heating units and faucets are in working conditions, before signing the document. Remember that your landlord will charge you for any damages done to the apartment unless you can prove that they pre-date the start of the rent.
- The tenant must notify through a registered letter the landlord of his intention to return the flat. This notification must be done generally three months before the departure date (one month in some cases). Some procedure applies to the landlord if the latter wants to recover the apartment or room back. The safety deposit will be returned after a new "*état des lieux*" is established and usually no later than three months after the return date of the apartment. The landlord can withhold part of the deposit to cover the cost of repairs for damages incurred during the occupancy of the apartment or room, as well as to pay for heating or electricity bills.

Inexpensive Short-Term Accommodation

There are a few, inexpensive places in Paris where you can find short-term accommodation while looking for long-term housing. These are listed below:

Auberge de Jeunesse de Paris
8, boulevard Jules Ferry 75011 Paris
Tel. 01 43 57 55 60
Metro: République

Other organizations that may be able to assist you in your accommodation search:

Egide www.egide.asso.fr

28, rue de la Grange aux Belles
75010 Paris.

Tel : +33 (0)1 40 40 58 58

Fax : +33 (0)1 42 41 68 90

Centre international de séjour de Paris (CISP)

17, Bd Kellermann

75013 Paris

Tel : +33 (0)1 44 16 37 38

6, avenue Maurice Ravel

75012 Paris

Tel : +33 (0)1 44 75 60 00

Foyer international d'accueil de Paris (FIAP)

30, rue Cabanis

75014 Paris

Tel : +33 (0)1 43 13 17 00

Cité internationale des arts

18, rue de l'Hôtel de Ville

75004 Paris

Tel : +33 (0)1 42 78 71 72

Centre d'information et de documentation pour la jeunesse (CIDJ)

101, quai Branly

75015 Paris

Tel : +33 (0)1 44 49 12 00

IV. GETTING SETTLED

Once participants have found an apartment or room in Paris, there are a number of administrative procedures they will have to take care of.

Electricity www.edf.fr

To get electricity supplied to your apartment, you will need to open an account with EDF (*Electricité de France*), the French electric company. To set up an account, call 0810 010 333. They will ask you for your address, the name of the previous tenant of your apartment (you can get this from your landlord or real-state agency), and the number on the electricity meter in your apartment. If the electricity has not already been cut off in your apartment, they will simply put the contract in your name. If it has been cut off, it will take up to 48 hours to be turned on.

General information can be obtained at:

Electricité de France
2 rue Louis Murat
75008 Paris
Tel: 01 40 42 22 22

Telephone

To obtain a telephone line, please go to the France Télécom agency nearest to your apartment. You must provide a photo ID document (e.g. your passport) and a proof of your apartment (e.g. a utility bill in your name). France Télécom also rents phones and answering machines or services for a monthly fee.

There are a number of shops on Rue de Rennes near the ENPC School of International Management, which specialize in mobile phones. There is also the option of buying *Mobicartes* which allow you to pre-pay for your calls.

www.francetelecom.com

Banks

Banks are usually open Monday through Friday 9h00 - 17h15 and Saturday 9h00 -16h00. We strongly suggest you open a bank account in Paris at a bank that is convenient to your daily schedule in order to facilitate all your financial transactions. You may find it more convenient to open your account in a bank located near the ENPC MBA since you must go to the branch of the bank where you opened the account to do transactions.

To open up a bank account, most French banks require a copy of your passport and visa, a proof of residence in Paris in the form of a landlord's declaration or a

recent utility bill and a certificate of enrollment from the ENPC MBA. Banks in the proximity of the ENPC MBA include the following:

Société Générale

Branch Paris République
205 rue du Temple
75007 Paris
Tel: 33(0)1 44 78 87 40

Branch hours:

Tuesday through Friday: 9h00 - 17h15
Saturdays from 9h00 to 16h30 (closed between 13h00 and 14h00)
Closed on Mondays

IMPORTANT:

Please do not hesitate to contact the above Société Générale branch which offers special conditions to the ENPC MBA participants who wish to apply for a **student loan**.

Indeed, you can benefit from a special student loan with 2.43%.

Contact:

Mr. Olivier Bouyssy
Tel: 33(0)1 44 78 87 40

BNP PARIBAS

15 place République
75003 Paris
Tel: 33(0)8 20 820 001

CIC

134 avenue Parmentier
75011 Paris
Tel : 33(0)820 313 244

LCL

150 avenue Parmentie
75011 Paris
Tel : 33(0)820 823 436

La Poste (Post office) also offers banking services

5 rue Goncourt
75011 Paris
Tel: 36 31

V. VISA, RESIDENCE PERMIT AND INSURANCE

Moving to France often involves several administrative procedures. Citizens of the European Union, the European Space and Switzerland need only present their passport for entry into the country. Citizens of other nations must obtain a Student Visa, which, from now on, entitles the entry on the French territory and under certain conditions, the 1 year residence permit in France from the delivery date of the visa.

The Student Visa (Before departure of Student's Home Country)

If you do not belong to the European Union (EU), you are required to obtain a Student Visa before entering France. The Student Visa is attached to your passport and is a pre-requisite for validating your 1 year residence permit in France.

In order to apply for a Student Visa, call your closest French consulate/embassy from your country of origin or connect their website to know which documents you need to submit, where to apply and when you can apply. You are required to furnish several documents and copies of each of them. The following are some of the standard documents required:

- Valid passport
- Bank statement or other documents, demonstrating a sufficient monthly income (i.e. scholarship, allowance from parents, personal savings, etc.)
- Letter of admission
- Medical Certificate (for good health)
- 2 color passport photos

Note 1: You may have to furnish the documents in French, though English is generally accepted.

Note 2: You may be rejected if you are missing any of the required documents.

The consular authorities deliver the student visa in the country of origin by printing the following on the passport:

Validité territoriale: France (SAUF CTOM) « étudiant » « CESEDA R 311-3 6° » et « AUTORISE TRAVAIL LIMITE 60% DUREE LEGALE »
--

Upon the delivery of the visa, the consulate will give the applicant a form called:
“Demande d’attestation OFII”

Once in France, the participant must have his/her passport stamped with the visa and the above mentioned form.

Mandatory control procedure upon arrival in France

Once the participant has arrived in France with his/her visa, s(he) should provide the “Admissions, Participants Affairs, Career office” department with the following documents in order to have the legal right to stay in France for 1 year:

- The Form “**Demande d’attestation OFII**” delivered by the consulate
- Copy of the pages of your passport containing:
 - your identity
 - your visa
 - The stamp of the French customs mentioning the arrival date *

* If this stamp doesn’t appear on the passport, the date of entry will be considered by the French authorities as being 5 days from the date of the visa delivery

The Admissions, Participants Affairs, Career department will then forward the above documents to the French competent authorities called *Préfecture de Police*.

Once the participant’s file is processed by the *Préfecture de Police* (1-2 months or so), the participant will receive a notification for the obligatory medical examination:

The participant will be required to bring:

- a valid passport,
- a passport sized photograph full face and bare-headed
- A recent proof of residence: lease contract, last gas or electricity or water or fixed telephone bill with your name on it, or a letter written by the landlord certifying your residence together with a photocopy of their identity card and their last gas or electricity bill)
- one OMI stamp which costs 55 euros to be purchased in any “buraliste” (tabac or smoke shop)

Eventually, the *Préfecture de Police* affixes a stamp on the participant’s passport, which will justify the good execution of the procedure and give the participant the value of a 1 year residence permit.

Important: this procedure through the help of the school is valid only for participants who are living in Paris. If you live outside of Paris, you must go to the *Sous-Préfecture* of the department where you reside.

Note 1: The medical exam is required of all students who are not from the EU countries.

Note 2: It is imperative to show up for your medical examination on the date given to you by the *Préfecture* even if this means missing part of a course. It is extremely difficult to obtain a second appointment for this required examination.

Renewal of your Carte de Séjour

The application for renewal of your 1 year residence permit must be presented within the 2 months preceding the date of its expiration.

Again, the application will be handled through the Admissions, Participants Affairs, Career department (except for participants living outside of Paris)

The following documents must be presented:

- Photocopy of your passport and carte de séjour.
- Recent proof of residence in Paris (less than 3 months):
 - Lease contract, or
 - last rent receipt, or
 - last gas or electricity bill with your name on it, or
 - a letter written by your landlord, certifying your residence, together with a photocopy of their identity card and their last gas or electric bill.
- Enrollment and attendance (of last academic year) certificate from the school.
- Transcripts of last academic year.
- Three party “Convention de stage”
- Proof of income (3 last bank statements or a recent overseas bank statement with a minimum amount of 3 000 euros).
- 2 non-scanned and recent passport-sized photographs (3,5 cm X 4,5 cm) on white background
- Self-addressed stamped envelope.

Note: Participants who are being supported by relatives or family must present a notarized letter from their parents, accompanied by a French translation, which states that the parents guarantee to support their son or daughter at a determined rate per month. Distant relatives and friends can make similar claims; however, the basis of the relationship and the support must be explained.

HEALTH INSURANCE

1) Student Social Security

Student Social Security is obligatory in France except for:

- students over 28 years old as of the 30th of September of the scholastic year in question,
- salaried (provide a recent certificate "attestation d'affiliation à la sécurité sociale » from the CPAM and NOT the « carte vitale »),
- foreigners with social security on the French territory (provide a recent certificate "attestation d'affiliation à la sécurité sociale") from the CPAM and NOT the carte vitale).

VERY IMPORTANT:

Students under 28 years old as of the 30th of September 2008 from abroad or French students born abroad are required to provide:

- an official document in French specifying his/her *état civil*, (ie. his/her last name, first name, date and place of birth, last and first names of both parents), or a birth certificate translated by an official translator in order to validate his/ her registration with Student Social Security.
- Copy of the student visa

EEE students

Foreigners from the EEE are exempted from Social Security upon presentation of the Carte Européenne d'Assurance Maladie, delivered by the Social Security Center in your country.

Coverage

Affiliation with Social Security, together with administrative enrollment in the university, entitles the student to:

- reimbursement of 70% of medical expenses within the limits established by the Ministry of Health;
- reimbursement of 35% to 65% of all pharmaceutical products;
- reimbursement of 80% of costs of hospitalization and up to 100% for some cases of long illness.

Medical consultations and medicine, except for certain hospital consultations, are paid immediately by the student. The student is reimbursed later.

Eyeglasses and dentures are only partially covered. Compensation for these items depends on prior agreement with the social security services.

The yearly cost of Student Social Security is 198 €. It is payable either cash or by a French check during the first week of the academic year, when participants will be registering with the “Admissions, Participant Affairs, Career office” department.

2) Third Party Liability

All participants must have a Third Party Liability insurance. The ENPC MBA cannot, under any circumstances, be held responsible for participants or cover them in case of accident or injury incurred during the course of their enrollment at The ENPC MBA or during their Professional Project.

- **Whether the student has this insurance through a home or any other insurance policy. In that case, the student has to submit the Admissions, Participant Affairs, Career department (Sept. 1-4, 2009) a certificate from the provider justifying the coverage until the end of the academic year.**
- **Whether the student has to buy this insurance from the Admissions, Participant Affairs, Career department (40 €/year), payable by French check, credit card or checkoff from a French bank account when participants will be registering during the first week of school.**

3) Other insurances

Foreign students over 28 years old (not entitled to Student Social Security), must apply for private insurance. **This is mandatory.**

The ENPC MBA suggests the following insurance companies:

- **ACE Europe** : 37 Avenue Gambetta, 75020 Paris, Tel. 01 43 66 18 72. Coverage costs 199 € per person per year (age limit for adherence: 50 years old). You are invited to take it out at the agency or with the Admissions, Participant Affairs, Career department (payable by French check in this last case) during the first week of the academic year.
- **Avi International**: 28, rue de Mogador, 75009 Paris, Tel. 01 44 63 51 00/03. You are invited to take it out on line at www.avi-international.com by clicking on 1) “Etudes et stages à l'étranger” in the blue section called “Nos solutions d'assurance” 2) “études ou un stage” written in red in the same section, 3) “souscrire” in red. Everything then is written both in French and in English. Click on the British flag to display “Tableau des garanties” also referred to as the “travel insurance coverage summary”. You must purchase the “Premium” health insurance (about 150 € per person for 4 months, age limit for adherence: 60 years old). Our discount code to enter is 3010100 (10% discount). This insurance is payable by credit card. The proof of your subscription with this company will be directly mailed to the school.

Depending on the package that you may purchase from one of the above insurance companies; please be aware that the third private liability will be included.

3) Complementary Health Insurance

The Mutuelle étudiante complements the medical expenses undertaken by the Student Social Security. This coverage is not mandatory.

The school suggests:

- LMDE (www.lmde.com) : 10, rue Linné, 75005 Paris, Tel : 0810.600.601. Coverage ranges from 86 euros to 315 euros per year and per person (31 euros to 107 € per person for 4 months)

4) Tri-continent participants

Due to the short period of stay in Paris, **ONLY** the tri-continent participants under 28 years old may choose to take out **AVI International** health insurance at any time on line (see the link and instructions above at “3) Other insurances” or **ACE Europe** once arrived in France (see the company details and school contact above at “3) Other insurances”).

VI. STAYING HEALTHY IN PARIS

Health Care Services

French schools do not provide on-campus health care facilities. The nearest doctor's office to the ENPC MBA is located at the address listed below. Participants should call beforehand to make an appointment. Additional doctors' addresses can be found in the yellow pages. www.pagesjaunes.fr

Closest Doctor's office to the ENPC:

GELBARD Jean
38, Rue de Faubourg du Temple
Phone : 01 48 06 16 17 or 09 60 11 31 70

FRELAT Henri & PABST Nicolas
150, av. Parmentier
Phone: 01 43 57 59 05

DIB Salim
4 ter Rue Pierre Levée
Phone : 01 43 38 09 81

LAEMMEL Marie-George
6, Rue Deguerry
Phone : 01 43 14 07 24

The following addresses and/or services might be of use to you in the event you require medical care. Please be advised to carry proof of medical insurance with you to present upon request by hospital staff.

For medical attention in English:

Dr. Stephen-David Wilson
54 rue Archives 75004 Paris
Tel. 01 48 87 21 10
General physician

American Hospital
63, Boulevard Victor Hugo
92200 Neuilly-s/Seine CEDEX - Bus: n° 82
Tel. 01 46 41 25 25 for appointments.
Outpatient clinic: 9h00-13h00 and 14h00-18h00
Monday through Friday, (closing at 17h00 on Fridays)
Emergency service: 24h/24h. Tel. 01 46 41 25 25

Hertford British Hospital

3, rue Barbès
92300 Levallois-Perret
Tel. 01 46 39 22 22
Outside Emergency Care:

Hôpital LAENNEC
42, rue de Sèvres 75007 Paris
Tel. 01 44 39 69 99

Hôpital Paul BROUSSE
12, Avenue Paul Vaillant-Couturier 94800 Villejuif
Tel. 01 45 59 30 00 (post 3361)

Medical Emergencies:

S.A.M.U de Paris
Tel. 15

SOS Médecins
Tel. 01 47 07 77 77

SOS Dentaire
Tel. 01 43 37 51 00

Fire Department
11, rue du Vieux Colombier 75006 Paris
Fire Emergency 18
Information 01 45 48 50 70

VII. ADMINISTRATIVE REGISTRATION

The administrative registration will take place during the week of September 1st - 4th 2009. Nevertheless, please do not hesitate to stop by the school to proceed with the registration if you are in Paris before September 1st 2009.

All participants will be requested to complete administrative registration with the Admissions, Participant Affairs and Career Department (office 1321) and submit the following:

- 1) ENPC MBA tuition balance payment
- 2) Justification/Subscription to Insurance(s)
PLEASE READ CAREFULLY THE INSURANCE SECTION ABOVE
- 3) Document listed above for validation of the residence permit

VIII. INFORMATION ABOUT THE ENPC SCHOOL OF INTERNATIONAL MANAGEMENT (Paris Campus)

*******All courses are held at the Paris campus*******

School address:

ENPC MBA
ENPC School of International Management
15, rue de la Fontaine au Rois
75127 Paris Cedex 11
Tel: 33 (0)1 44 58 28 52
Fax: 33 (0)1 40 15 93 47
Fax Office of Academic Affairs: 33 (0)1 44 58 27 49
Bus: N° 75, 46

Nearest metro stops:

M° Republique: line 11, 3, 9, 8, 5
M° Goncourt: line 11

Hours of Operation

Office of Academic Affairs:

9h00 – 18h00 Monday through Thursday
9h00 – 17h00 Friday

School opening hours:

Weekdays: 7h00 until 21h30 to enter the building and until 22h30 for those already in the building.

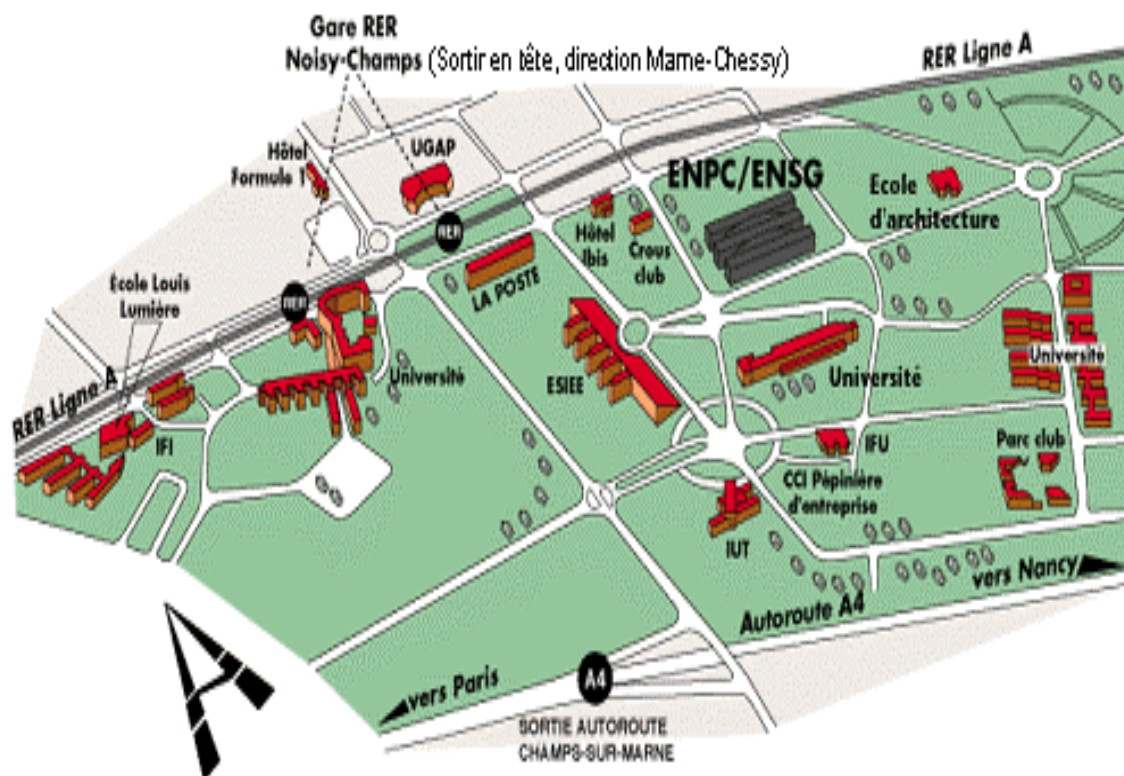
Weekends and Holidays: 7h00 until 17h00 to enter the building and until 18h00 for those already in the building.

IX. INFORMATION ABOUT THE ENPC ENGINEERING MAIN CAMPUS IN MARNE-LA-VALLEE

School address:
Ecole nationale des ponts et chaussées
6 et 8, avenue Blaise Pascal
Cité Descartes - Champs-sur-Marne
77455 - MARNE-LA-VALLEE
Tel: 01 64 15 30 00

The Cité Descartes is about 40 minutes from Paris and is accessible by the RER:

RER line A (St Germain-en-Laye /
Marne-la-Vallée) direction
Marne-la-Vallée, get off at
NOISY-CHAMPS (preferably in the front of the train on the left)



X. FACILITIES AND SERVICES

IMPORTANT:

We highly recommend that ENPC MBA participants obtain their own personal computers and printers as several courses require the use of a laptop in class. Participants with laptops may also work and print in the computer room (work stations limited to 4).

Internet

Every participant will be given an e-mail address and has full access to the electronic mail service.

Security

There is a security check at the entrance of the school. Participants will be asked to present their ENPC student card. Please be advised that student cards will take approximately three to four weeks to process. In the interim you can show your letter of acceptance as proof of registration in the ENPC MBA Program. Please be aware that security officers will not allow participants into the building without a document proving their affiliation to the school.

Photocopying

Participants are not authorized to use the Office of Academic Affairs photocopier. There are photocopying facilities at Copy-top, located at 6, bd. Voltaire.
Phone: 01 43 55 03 33

XI. ACADEMIC CALENDER

September 1th, 2009 – July 2nd, 2010

Important Dates

September 1 th	Opening Ceremony (<i>Participation is mandatory</i>)
December 19 th	Winter Break begins
January 4 th	Winter Break ends
July 2 nd	Graduation ENPC MBA Class of 2010

XII. FRENCH LANGUAGE

French

Participants wishing to begin or continue French language instruction, may decide to enroll, at their own expense, at any one of the intensive French language courses offered by various institutions in Paris. Several possibilities are listed below.

University of Paris IV, La Sorbonne: French Language and Civilisation Courses (47, rue des Ecoles, 75005 Paris; Tel: 01 40 46 22 11; E-mail: ccfs@paris4.sorbonne.fr). Founded in 1917, the *Cours de Langue et de Civilisation françaises de la Sorbonne* are located in the heart of the Latin Quarter in Paris. For the whole year, one semester or a few weeks in the summer, *Les Cours* welcome all foreign students who have a national degree admitted in equivalence for the French *baccalauréat*¹. The teachers offer a traditional quality of teaching: grammar, exercises (groups from 20 to 25) and phonetics (small groups).

The Alliance Française: (101 bd Raspail 75006 Paris; Tel: 01 42 84 90 00) provides French courses for all levels of ability which may be helpful to participants who are in Paris before the start of the Program. If not, participants can use an audio-visual method to help them get started.

English

The ENPC MBA program is fully run in English. Participants whose mother tongue is not English should take every opportunity to improve their English both in speaking and in writing. Since the ENPC MBA is an interactive program, English verbal skills are essential for class participation and group work. Assignments and exams also require fluent written expression in the English language.

XIII. LIBRARY INFORMATION

Main-Campus Library (Centre de Documentation)

The ENPC library is located at the ENPC main campus at the Cité Descartes. The Center's holdings can be consulted on-line via the ENPC website at: www.enpc.fr. The Documentation Center's site contains a wealth of information both about the ENPC library and on-line library resources in France and abroad. In principle, inter-library loans and copies of articles can be ordered via this site. The site also gives you access to some English on-line library data bases like Science Direct at <http://www.sciencedirect.com/>. (In order to access this data base, you should click on the group-wide login from a computer on campus.) Just be aware that the ENPC Documentation Center working language is French.

Bibliothèque de l'Institut d'Etudes Politiques de Paris (Sciences-Po) <http://biliothèque.sciences-po.fr>

Thanks to a special agreement between the ENPC MBA and Sciences-Po, ENPC MBA participants will have free access to the new Sciences-Po library. Everyone will be given a non-transferable card at the beginning of the academic year.

Fondation Nationale des Sciences Politiques

30, rue Saint Guillaume
75337 Paris Cedex 07
Tel. 33(0)1 45 49 56.34

Library Hours starting from September 14th, 2009:

Monday through Friday:	9h30-21h30
Saturday:	9h30-20h00
Closed on Sundays and holidays.	

You will be requested to show a recent proof of accommodation in your name and a photo at the reception.

Please note that due to some renovation works of the library during the whole academic year 2009-2010, there will be an important decrease of seats.

Other Library Facilities

Several other libraries are open to ENPC participants either free of charge or for a modest fee.

The University Library of Paris IX "Dauphine" www.bu.dauphine.fr

Place du Maréchal De Lattre de Tassigny Metro : Porte Dauphine (Line 2)
75775 Paris Cedex 16
Tel. 01 44 05 40 94 or 01 44 05 49 12

64€ for a one year membership with borrowing rights for books
76€ for additional membership with access to on-line data bases

Library hours:

Monday to Friday 9h00-20h00
Saturday 9h00-13h00
Closed for Christmas vacation and the month of August.

American Library in Paris <http://www.americanlibraryinparis.org>

10, rue du Général Camou
75007 Paris
Tel. 01 53 59 12 60

Metro:
Pont de l'Alma, RER C;
M° Alma Marceau, line 9
M° Ecole Militaire, line 8
Bus°: 69, 87, 42, 92, 80, 63

One year membership fee for students: 75€ (bring student card, proof of residence, and a photo)

One day membership for students: 9 €

Library Hours :

Tuesday-Saturday 10h00-19h00

Note: American Library members have access to the American University in Paris (AUP) Library where they may consult books and periodicals. AUP materials may not be checked-out.

Hours:

Tuesday-Saturday 10h00-19h00
Sunday-Monday Members only (ask in library)

Public Libraries

Several public libraries exist in Paris. Although most of them carry only a very limited collection of English language books, some have on display a wide variety of journals and/or periodicals as well as significant works in English.

Two main libraries are available to Parisian students either for free or a minimum fee: the *Bibliothèque Nationale de France François Mitterand* (BNF) and the *Bibliothèque Public d'Information* of the Centre Georges Pompidou (BPI - Beaubourg).

Bibliothèque Nationale de France – François Mitterand www.bnf.fr

France's main public library, comparable to the Library of Congress in the USA or the British Library in the UK, the BNF is located in a dynamic, contemporary neighborhood in the 13th arrondissement. Previously accessible solely to researchers and scholars, it has now opened its doors to the public. Students have access to over 180,000 documents for a small fee of 3, 30 € for a one-day pass and 18 € per year.

BNF

Quai François Mauriac
75706 Paris Cedex 13
Tel: 01 53 79 59 59

Metro: Quai de la Gare (Line 6) / Bibliothèque François Mitterand (Line 14)
RER C : Bibliothèque François Mitterand
Buses: 64, 89

Library hours:

Tuesday-Saturday	10h00 - 20h00
Sunday	13h00 - 19h00
Closed on Mondays and public holidays	

Bibliothèque Public d'Information of the Centre Georges Pompidou www.bpi.fr

This is the largest public library in Paris after the BNF. As one of the most popular, centrally located libraries in Paris, the BPI is crowded especially on weekends.

BPI: rue Saint-Martin (place Georges-Pompidou)
Paris 4ème.

Metro :
Châtelet, Les Halles, Rambuteau, Hôtel de Ville.

Hours:
Monday, Wednesday, Thursday, Friday: 12h00 to 22h00
Saturday, Sunday and holidays: 11h00 to 22h00
Closed on Tuesdays.

Tel.: 01 44 78 12 33
Fax : 01 44 78 12 15