



**ENPC MBA PARIS  
PRE-DEPARTURE &  
ARRIVAL INFORMATION  
HANDBOOK**

**2011-2012**

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## I. WELCOME MESSAGE

Hello and welcome to the ENPC MBA Paris. Our School brings together individuals with widely differing experiences and interests, like you, who share one goal: the pursuit of excellence. Students and professionals attending the ENPC School of International Management come from a broad range of backgrounds, including media and publishing, banking and financial services, art and design, engineering and manufacturing, high-tech and energy, hospitality and tourism, education and training, retailing and consulting services, as well as government and public administration. We are sure that you will enjoy meeting and working with all of your peers. As you may know, in an MBA program is as much about learning from your professors as learning from your peers – their knowledge, experience, skills and cultural perspective.

The aim of the School is to take you beyond technical proficiency to mastering the mental frameworks and analytical tools for lasting individual development and professional success.

Since 1987, the ENPC School of International Management has been delivering a dynamic range of undergraduate, MBA, and executive education programs. The common philosophy, underlying all of our programs, is that of value-based global leadership. It is our conviction that leadership and management must be anchored in a value system that emphasizes human capital and society at large. Because business is international and management is cross-cultural, we have always emphasized a global approach to teaching. That approach has been enriched, over the years, through our experiences teaching programs in Paris, Shanghai, Casablanca, and Edinburgh.

The quality of our programs has been recognized by the Association of MBA's (AMBA), who has accredited our programs since 1996. AMBA has repeatedly highlighted the School's unique visiting professor model, the multicultural dimension of our student body, and our ability to encourage students to "learn how to learn".

The ENPC School of International Management is proud to offer high-potential participants, managers and executives forward-thinking content, delivered by internationally renowned faculty, which addresses the current issues and challenges facing organizations today. We are very pleased that you have decided to join us on this journey of reflection, discovery and advancement and look forward to working with you.



Dr. Tawfik Jelassi

Dean and Professor

Ecole des Ponts ParisTech

School of International Management

## II. INTRODUCTION

The objective of this pre-departure and arrival booklet is to help you get acquainted with the ENPC School of International Management, also known as ENPC MBA Paris, and to provide you with some useful information about your stay in France and living in Paris.

First contact with a foreign country is always a little challenging – especially if you don't master the language. Discovering a new environment, learning to live with new customs, laws and regulations is not always easy. In order to help simplify the adaptation and acclimation process we encourage you to carefully read the information provided in this handbook in advance. This will give you a detailed overview of the administrative procedures you must complete and preparations you may need to make, depending on your situation. Although every attempt is made to keep the information up-to-date, please realize that the French administration does change procedures and regulations so we also encourage you to contact the French embassy or consulate in your country for the most recent information relative to your situation.

Classes will take place at the ENPC School of International Management which is located at 15 rue de la Fontaine au Roi, in Paris's 11th arrondissement (near the Place de la Replique landmark). The main campus of the engineering school, our alma mater, is located in Champs-sur-Marne, about 30 minutes from the center of Paris (or 10 minutes from Euro Disney). As the business school of the renowned ENPC *grande école* created in 1747, the ENPC MBA Paris was created in 1988 as a distinctive and natural continuation of nearly three centuries of academic excellence. The ENPC School of International Management has since become a leading international MBA program with a focus on International Business, Technology Management & Entrepreneurship and, as of this year, Enterprise Risk Management.

If you are in Paris before the start of the program, feel free to stop by and meet the ENPC School of International Management team. If you have any questions that are not answered in this handbook regarding French administration issues and/or residential life in Paris, do not hesitate to contact Mr. Keyvan Ghandchi, Director of Admissions, Career Development Services and Student Affairs by phone +33 1.44.58.28.52 or e-mail: [gbandchi@enpcmbaparis.com](mailto:gbandchi@enpcmbaparis.com).

## III. 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

Website: [www.aeroportsdeparis.fr](http://www.aeroportsdeparis.fr)

Orly – Sud, Orly Ouest and Charles de Gaulle - Roissy 1 and 2

Tel: 3950 (from abroad call +33 1 70 36 39 50).

### FROM THE AIRPORT TO PARIS CENTER

#### Air France Bus Service

Website: <http://www.lescarsairfrance.com/>

- **Orly Sud, Orly Ouest to Paris Etoile**: Buses depart every 20 minutes between 6:00 and 23:40 for the Etoile terminal with a stop first at Gare Montparnasse then aux Invalides and finally Etoile. Transit time: 30 minutes. Ticket: €11.50 (one-way).
- **Roissy Charles de Gaulle to Paris Etoile**: Buses leave from the Arrival level Gate 34 of Roissy 1 and Arrival Roissy 2 (exit B1/C2 and exit 3) every 20 minutes between 6:00 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: €15 (one-way).
- **Roissy Charles de Gaulle to Paris Gare Montparnasse**: Buses leave from the Arrival level Gate 34 of Roissy 1 and Arrival Roissy 2 (exit B1/C2 and exit 3) every 30 minutes between 6:00 and 22:00 for Gare de Lyon and Gare Montparnasse. Ticket: €16.50 (one-way).
- **Link between Orly and Roissy**: Buses depart from Arrival level Gate 34 of Roissy 1 and Arrival Roissy 2 (exit B1/C2 and exit 3) every 30 minutes between 6:30 a.m. and 22:30 for Orly Ouest and Orly Sud (and vice versa). Transit time: 30 minutes. Ticket: €19 (one-way)

#### OrlyVAL

- Another solution: Orlyval from Orly, then switch to RER line B. Ticket to Paris: €10.75 (one-way) (<http://www.orlyval.com>)

#### RER (Réseau express régional, i.e. Urban Express Train)

Website: [www.ratp.fr](http://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: €10.75

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- 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**

Website: [www.ratp.fr](http://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: €6.90 (one-way)

- 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: €10 (one-way)

**Taxis**      [www.infotaxiparis.com](http://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 - 45 € during the day and between 45 - 50 € at night, and from Orly, expect between 25 - 30 € during the day and between 30 - 35 € at night (the prices can vary more or less €6).

**SNCF** Railroad Information    [www.sncf.com](http://www.sncf.com)

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

### **Further Information**

The following websites offer further practical information regarding Paris and France:

<a href="http://www.paris.fr">www.paris.fr</a>	The official City of Paris website that is extremely informative.
<a href="http://www.paris-anglo.com">www.paris-anglo.com</a>	A newsletter about events in Paris.
<a href="http://www.voila.fr">www.voila.fr</a>	Effective, user-friendly French web site and search engine.
<a href="http://www.paris.angloinfo.com">www.paris.angloinfo.com</a>	An English language site with a wealth of information about Paris and getting along in Paris.
<a href="http://www.paris4travel.com">www.paris4travel.com</a>	Information, photos and videos about Paris.

## IV. 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.fusac.org](http://www.fusac.org): A bilingual guide including housing and employment offers.

[www.seloger.com](http://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](http://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](http://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.

### HOUSING LISTS AND RESOURCES

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.

- **Craig's List Paris**

Website: <http://paris.fr.craigslist.org/>

craigslist provides local classifieds and forums for jobs, housing, for sale, personals, services, local community, and events.

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- FRANCE - USA CONTACTS

Website: [www.fusac.fr](http://www.fusac.fr)

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

Website: [www.pap.fr](http://www.pap.fr)

On sale Thursdays – this is a great source but we suggest buying it early in the morning because most of the best offers get taken quickly.

- J'ANNONCE

Website: [www.jannonce.fr](http://www.jannonce.fr)

On sale Thursdays.

### Cite Internationale Universitaire de Paris (CIUP) [www.ciup.fr](http://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"

#### Additional information about the 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-€700 per month for a private room and from €300-€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.

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There are two methods of admission:

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

### 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 of CIUP

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 of CIUP.

Tel: +33 (0)1 44 16 64 00 Fax: +33 (0)1 44 16 64 03 E-mail: [admissions@ciup.fr](mailto: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 2ème 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

Website: [www.caf.fr](http://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

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contact the office of Student Affairs at ENPC MBA Paris (admissions@enpcmbaparis.com).

### OTHER HOUSING LISTINGS

**Fondation des Etats-Unis** ([www.feusa.org](http://www.feusa.org))

Tel. +33 (0)1 53 80 68 80

15, boulevard Jourdan 75014 Paris

**Collège Franco-Britannique**

Tel. +33 (0)1 58 10 40 00 or 33 (0)1 58 10 40 10

9B, bd. Jourdan 75014 Paris

**Maison des Etudiants Canadiens** ([www.etudiantscanadiens.org](http://www.etudiantscanadiens.org))

Tel. +33 (0)1 40 78 67 00

31, bd. Jourdan 75014 Paris

### BULLETIN BOARDS

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 in Paris) [www.acparis.org](http://www.acparis.org)

65, Quai d'Orsay, 75007 Paris

Tel. +33 (0)1 40 62 05 01 Fax. +33 (0)1 40 62 05 11

Metro: Invalides- daily postings

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**BRITISH COUNCIL** (The British Council) [www.britishcouncil.org](http://www.britishcouncil.org)

9, rue Constantine 75007 Paris

Tel. +33 (0)1 49 55 73 00 Fax +33 (0)1 47 05 77 02

Metro: Invalides

**FRANCE-USA CONTACTS** [www.fusac.fr](http://www.fusac.fr)

42, rue du Chemin Vert, 92100 Boulogne Billancourt

Tel. +33 (0)1 46 09 99 92 Fax: +33 (0)1 46 10 07 60

Metro: Porte de Saint-Cloud

**Alliance Française** [www.alliancefr.org](http://www.alliancefr.org)

101, Boulevard Raspail 75006 Paris

Tel. +33 (0)1 42 84 90 00

Metro: Notre Dame des Champs

**UNESCO** [www.unesco.org](http://www.unesco.org)

7, place de Fontenoy 75007 Paris

Tel. +33 (0)1 45 68 10 00

Metro: Ségur

**CROUS** [www.crous-paris.fr](http://www.crous-paris.fr)

39, avenue Georges Bernanos 75 231 Paris Cedex 05

Tel : +33 (0)1 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

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You may also try to find housing through a real-state agency such as Paris Student Office or Hestia which is particularly geared for students. For a flat fee 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

367, rue des Pyrénées 75020 Paris

Tél : +33 (0)1 44 62 79 79 Fax : +33 (0)1 44 62 91 97 Email: [paris20@hestia.fr](mailto:paris20@hestia.fr)

### Paris Student Office

Paris Student Office ([www.parisstudentoffice.com](http://www.parisstudentoffice.com)) is a private company that provides relocation support services as described below to international and French students for Short or long-term study stays.

Contact : [info@parisstudentoffice.com](mailto:info@parisstudentoffice.com)

### Orientation Program

They help students to get a feel of Paris and to decide whether or not to pursue studies in Paris. Their objective is to help students make this decision by taking them and their family on an Orientation Tour of Paris to get them acquainted with the local living conditions.

Orientation Program fees: €980

### Student accommodations in Paris

They locate **the right accommodation** to help students from abroad find a comfortable home and settle into the French lifestyle.

Settling-In Programs fees: from €980 to €2,800

### Settling-in to Paris

They guide students through French **academic, administrative and immigration procedures**.

Settling-In Programs fees: from €980 to €2,800

### Student office in Paris

They provide **day-to-day practical and cultural advice** and information as well as a safe point of contact in case of an emergency for students throughout their study stay.

Paris Student Office offers access to the Student Office Helpline for a monthly fee.

### Departure from Paris

They help students wind up their journey by assisting them with **departure formalities**.

Departure Program fees: €1,600

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**Vingt Paris** [www.vingtparis.com](http://www.vingtparis.com)

E-mail: [executiveassistant@vingtparis.com](mailto:executiveassistant@vingtparis.com)

Daytime phone: +33 (0)9 70 46 69 01

Contact: Fidel FATODU

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 1<sup>st</sup> 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.

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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). A similar procedure applies to the landlord if the latter would like 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:

**Absolute Paris** has the advantage of being very close to our school (2 minutes walk) – Paris 11

<http://www.absolute-paris.com/>

**ALOHA Paris Hostel**

<http://www.aloha.fr> – Paris 15

**3 Ducks Hostel**

<http://www.3ducks.fr> – Paris 15

**Les Centres Internationaux de Séjour de Paris**

<http://www.cisp.fr/cisp/index.asp?ln=us> – Paris 12 and 13

**ethic étapes – Résidence Internationale de Paris**

<http://www.ee-rip.com/en/> - Paris 20

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### **Auberge de Jeunesse de Paris**

8, boulevard Jules Ferry 75011 Paris

Tel. +33 (0)1 43 57 55 60

Metro: République

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

**EGIDE** [www.egide.asso.fr](http://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)** [www.cisp.fr](http://www.cisp.fr)

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)** [www.fiap.asso.fr](http://www.fiap.asso.fr)

30, rue Cabanis 75014 Paris

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

**Cité internationale des arts** [www.citedesartsparis.net](http://www.citedesartsparis.net)

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)** [www.cidj.com](http://www.cidj.com)

101, quai Branly

75015 Paris

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

## V. 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

#### EDF

Website: [www.edf.fr](http://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: +33 (0)1 40 42 22 22

### TELEPHONE

#### France Telecom

Website: [www.francetelecom.com](http://www.francetelecom.com)

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 avenue Parmentier 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.

The three main mobile operators in France are SFR ([www.sfr.fr](http://www.sfr.fr)), Orange ([www.orange.fr](http://www.orange.fr)) and Bouygues Telecom ([www.bouyguetelecom.fr](http://www.bouyguetelecom.fr)). Cheaper solutions like Virgin Mobile also exist.

## 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 75011 Paris

Tel: +33 (0)1 44 78 87 40

Branch hours:

Tuesday through Friday: 9h00 - 17h30 (closed between 12h45 and 14h00)

Saturdays from 9h00 to 16h30 (closed between 12h45 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 at a special rate of 2.42% (as of July 2011).

Contact:

Mrs. Séverine Marrot

Tel: +33(0)1 44 78 87 49

### **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 Parmentier 75011 Paris

Tel : 33(0)820 823 436

**La Poste** (Post office) also offers banking services

5 rue Goncourt 75011 Paris

## VI. 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 (IMPORTANT: BEFORE DEPARTURE!)

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 prerequisite 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 »

## Pre-departure & Arrival Information 2011-2012

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 “Office of Student Affairs” 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 Office of Student Affairs 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.

## Pre-departure & Arrival Information 2011-2012

**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 Office of Student Affairs (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 (4,36 €).

**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

### STUDENT SOCIAL SECURITY

Student Social Security is obligatory in France except for:

- students over 28 years old as of the 30<sup>th</sup> 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 30<sup>th</sup> 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.

## Pre-departure & Arrival Information 2011-2012

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 203 €. 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 Office of Student Affairs.

### 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 to the Office of Student Affairs (Sept. 1-4, 2011) a certificate from the provider justifying the coverage until the end of the academic year.
- Whether the student has to buy this insurance from LMDE ([www.lmde.com](http://www.lmde.com)), the cost is about €40 and payable by French check, credit card or checkoff from a French bank account when participants will be registering during the first week of school.

### OTHER INSURANCE

**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 Office of Student Affairs (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](http://www.avi-international.com) by clicking on “ÉTUDIANTS Études et stages à l'étranger et en France, in coming student” on the home page and then on “souscrire” in red. Click on the British flag to display the “Insurance coverage summart” and the “General Conditions”. 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. Please make sure to submit the proof of your subscription with AVI to the Office of Student Affairs as soonest.

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.

## 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](http://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)

## INSURANCE FOR 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 or **ACE Europe** upon arrival in France as explained in the above paragraph entitled "Other insurances"

## VII. 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](http://www.pagesjaunes.fr)

Closest Doctor's offices to the ENPC MBA Paris:

#### **GELBARD Jean**

38, Rue de Faubourg du Temple

Phone : +33 (0)1 48 06 16 17 or +33 (0)9 60 11 31 70

#### **FRELAT Henri & PABST Nicolas**

150, av. Parmentier

Phone: +33 (0)1 43 57 59 05

#### **DIB Salim**

4 ter Rue Pierre Levée

Phone : +33 (0)1 43 38 09 81

#### **LAEMMEL Marie-George**

6, Rue Deguerry

Phone : +33 (0)1 43 14 07 24

## Pre-departure & Arrival Information 2011-2012

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**

General physician

54 rue Archives 75004 Paris

Tel. +33 (0)1 48 87 21 10

#### **American Hospital [www.american-hospital.org](http://www.american-hospital.org)**

63, Boulevard Victor Hugo 92200 Neuilly-s/Seine CEDEX - Bus: n°82

Tel. +33 (0)1 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. +33 (0)1 46 41 25 25

#### **Hertford British Hospital [www.british-hospital.org](http://www.british-hospital.org)**

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)

## EMERGENCY NUMBERS – FRANCE

15 ambulance SAMU

SOS Médecins 01 47 07 77 77

SOS Dentaire Tel. 01 43 37 51 00

112 for ambulance or firefighters and most emergencies

17 police

18 firefighters, information 01 45 48 50 70

911 an emergency platform for all emergencies

## VIII. ADMINISTRATIVE REGISTRATION

The administrative registration will take place during the week of September 1st and 5th 2011. Nevertheless, please do not hesitate to stop by the school to proceed with the registration if you are in Paris before September 1<sup>st</sup> 2011.

All participants will be requested to complete administrative registration with the Admissions and Office of Student Affairs (office 103) and submit the following:

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

## IX. INFORMATION ABOUT THE SCHOOL

### PARIS CAMPUS

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

School address:

ENPC School of International Management

15, rue de la Fontaine au Roi

75127 Paris Cedex 11

Tel: +33 (0)1 44 58 28 52 Fax: +33 (0)1 44 58 24 61 Fax Office of Academic Affairs: +33 (0)1 44 58 27 49

Bus: N° 75, 46

Metro: lines 3, 5, 8, 9 or 11 Republique station or line 11 Goncourt station

*Division of Student Affairs*

## Pre-departure & Arrival Information 2011-2012

### ADMINISTRATIVE HOURS OF OPERATION

9h00 – 18h00 Monday through Thursday

9h00 – 17h00 Friday

**School opening hours:**

**Weekdays: 7:00 - 22:30 – no entry possible after 21:30.**

**Weekends and Holidays: 7:00 – 18:00 – no entry possible after 17:00.**

**You are always welcome to visit the ENPC MBA staff members on a walk-in basis. However, based upon their schedule and prior appointments, you may want to book an appointment to see key administrators as listed below:**

Name	Function	Contact Information
Prof. Tawfik Jelassi	Dean & President of the Board Director of Academic Affairs Prof. of e-Business & IT	Phone: +33 (0)1 44 58 28 54 Fax: +33 (0)1 44 58 28 64 Email : <a href="mailto:jelassi@enpcmbaparis.com">jelassi@enpcmbaparis.com</a>
Prof. Alon Rozen	Assistant Dean Visiting Professor of Marketing & Management	Phone: +33 (0)1 44 58 28 55 Fax: +33 (0)1 44 58 27 49 Email : <a href="mailto:rozen@enpcmbaparis.com">rozen@enpcmbaparis.com</a>
Dr. Joseph Santora	Visiting Professor of Management Director of Research	Phone: +33 (0)1 44 58 28 50 Fax: +33 (0)1 44 58 27 49 Email : <a href="mailto:santora@enpcmbaparis.com">santora@enpcmbaparis.com</a>
Ms. Kataline Boubet	Program Coordinator, MBA, Undergraduate, & Exchange Programs	Phone: +33 (0)1 44 58 28 04 Fax: +33 (0)1 44 58 27 49 Email: <a href="mailto:boubet@enpcmbaparis.com">boubet@enpcmbaparis.com</a>
Ms. Linda Crofton	Program Coordinator, Executive MBA & Doctoral Program	Phone: +33 (0)1 44 58 28 58 Fax: +33 (0)1 44 58 27 49 Email: <a href="mailto:crofton@enpcmbaparis.com">crofton@enpcmbaparis.com</a>
Mr. Keyvan Ghandchi	Director of Admissions, Career Development Services and Office of Student Affairs	Phone : + 33 (0)1 44 58 28 52 Fax: +33 (0)1 44 58 24 61 Email : <a href="mailto:gbandchi@enpcmbaparis.com">gbandchi@enpcmbaparis.com</a>
Mr. Francois Blanchet	Director of Marketing	Phone: +33 (0) 1 44 58 28 94 Fax: +33 (0) 1 44 58 24 61 Email: <a href="mailto:blanchet@enpcmbaparis.com">blanchet@enpcmbaparis.com</a>
Ms. Mayalene Crossley	Director of Communications	Phone: +33 (0) 1 44 58 28 53 Fax: +33 (0) 1 44 58 24 61 Email: <a href="mailto:crossley@enpcmbaparis.com">crossley@enpcmbaparis.com</a>
Mrs. Nelly Le Scanff	Administration and Finance Manager	Phone: +33 (0)1 44 58 27 62 Fax: +33 (0)1 44 58 27 96 Email: <a href="mailto:horvath@enpcmbaparis.com">horvath@enpcmbaparis.com</a>

## ENPC ENGINEERING SCHOOL MAIN CAMPUS

Ecole nationale des ponts et chaussées (also called Ecole des Ponts ParisTech)

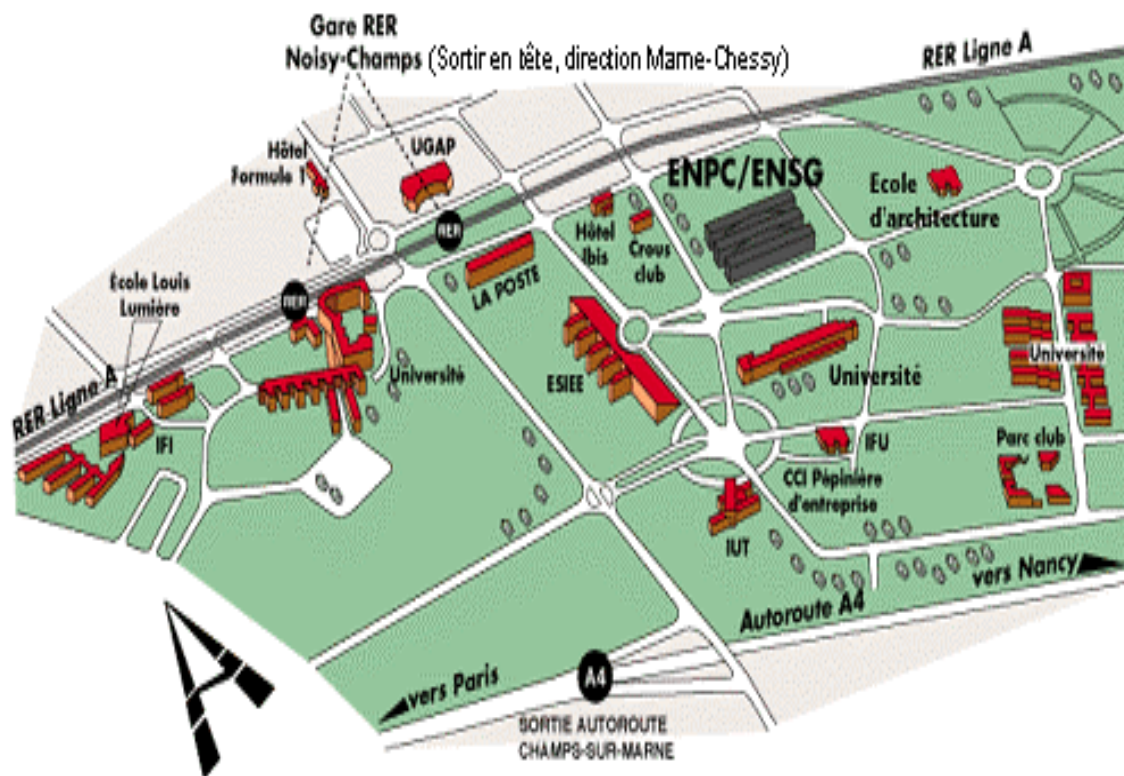
6 et 8, avenue Blaise Pascal Cité Descartes - Champs-sur-Marne 77455 - Marne-la-Vallée

Tel: +33 (0)1 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 right).

When you walk out of the station take a left until the next intersection where you will take a right. Cross over to the opposite sidewalk past a bakery, a pharmacy and you will see a driving school on the corner. Take a left into the impasse, walk by the Crous on your left and keep walking straight and you will find the rear entrance to the building. Cross the parking lot and enter the building which will be on your right. The coffee shop next to the entrance is a comfortable meeting spot.



## X. FACILITIES AND SERVICES

### IMPORTANT:

We highly recommend that ENPC MBA participants obtain their own personal laptops 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.

### Intranet

All courses are managed through our intranet, nicknamed The Bridge. You will be given instructions for use of The Bridge, including a username and password upon arrival to the school.

### Student Cards

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 there is a reception desk and security at the entrance of the building. You may be asked for ID before entering and without a student card or letter of acceptance you may not be allowed into the building. Also, please note that French legislation requires that you have official identification with you at all times. If you do have a problem entering the School ask reception to contact Kataline Boubet, the program coordinator.

### 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: +33 (0)1 43 55 03 33

## XI. ACADEMIC CALENDER

September 1st, 2011 – July 6<sup>th</sup>, 2012

### Important Dates

September 1 <sup>st</sup>	Opening Ceremony ( <i>Participation is mandatory</i> )
December 20 <sup>th</sup>	Winter Break begins
January 3 <sup>rd</sup>	Winter Break ends
July 6 <sup>th</sup>	Graduation ENPC MBA Class of 2011

## XII. FRENCH LANGUAGE

Participants wishing to begin or continue French language courses 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: +33 (0)1 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<sup>1</sup>. The teachers offer a traditional quality of teaching: grammar, exercises (groups from 20 to 25) and phonetics (small groups).

### The Alliance Française      [www.alliancefr.org](http://www.alliancefr.org)

The Alliance Française (101 bd Raspail 75006 Paris; Tel: +33 (0)1 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.

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. Should you wish to improve your English with outside courses please contact the Office of Student Affairs.

### XIII. LIBRARY INFORMATION

Please see our website for more information.

#### E-LIBRARY

All participants will be given an e-library login and password which includes access to a wide range of periodicals, databases, e-books, articles, case studies, and additional resources.

An orientation session will explain in more detail how to use the e-library to take advantage of the many opportunities and resources it provides.

#### ENPC 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](http://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://bibliothèque.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:

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.

## 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](http://www.bu.dauphine.fr)

Place du Maréchal De Lattre de Tassigny      Metro : Porte Dauphine (Line 2)

75775 Paris Cedex 16

Tel. +33 (0)1 44 05 40 94 or +33 (0)1 44 05 49 12

100€ (based on 2010-2011 information) for a one year membership with borrowing rights for books and access to on-line data bases and internet from on-site computers.

Monday to Friday: 9h00-20h00      Saturday: 9h00-18h00

Closed for Christmas vacation and the month of August.

### **American Library in Paris**      [www.americanlibraryinparis.org](http://www.americanlibraryinparis.org)

10, rue du Général Camou, 75007 Paris

Tel. +33 (0)1 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€ (you must show: proof of your status as a student, proof of residence, and a photo). You can borrow 6 books, 4 magazines, and 3 audio-visual items at any one time

Day Pass for occasional users and visitors (these options do not provide borrowing privileges): 9 € reduced rate for students instead of 12€

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.

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).

## Pre-departure & Arrival Information 2011-2012

### **Bibliothèque Nationale de France (BNF) -- François Mitterand**

[www.bnf.fr](http://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 13<sup>th</sup> 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 3.50 € for a one-day pass and 20 € per year.

#### **BNF**

Quai François Mauriac 75706 Paris Cedex 13

Tel: +33 (0)1 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 (BPI) of the Centre Georges Pompidou** [www.bpi.fr](http://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.: +33 (0)1 44 78 12 75 Fax : +33(0)1 44 78 12 15

**Please visit [www.enpcmbaparis.com](http://www.enpcmbaparis.com) for more information on the School and your program.**