

INTERNATIONAL STUDENTS CAN GUIDE



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1

PRESENTATION

ICN Business School has been awarded the prestigious AMBA, EQUIS and AACSB accreditations which are references for leading management schools.



ASSOCIATION
OF
AMBA
ACCREDITED



AACSB
ACCREDITED

ICN Business School is a recognized organisation in the Greater Region in terms of continuing education in the managerial domain, and is today one of the first references on the Datadock list under the decree of quality of professional training.



ICN Business School is authorised to issue a diploma endorsed by the Ministry of Higher Education, Research and Innovation for ICN Bachelor in Management and the ICN Grande École programme.

Associated with the University of Lorraine, ICN Business School is actively involved in creating joint projects and double degrees with the University of Lorraine, as well as ISAM/IAE, or Mines Nancy.



ICN Business School is member of the chapter of business schools within the Conférence des Grandes Écoles.



ICN Business School has obtained the "Établissement d'Enseignement Supérieur Privé d'Intérêt Général" (EESPIG) qualification by ministerial decree on the 8th of June, 2016, published in the 'Bulletin Officiel' on 07/07/2016.

2 of our continuing education programmes are listed in the National Directory of Professional Certifications (Répertoire National des Certifications Professionnelles): Coach pro RNCP Level I and Formacadre RNCP Level II.



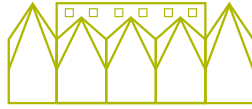
icn business school

keyfigures



3,000

students



3

campuses:
Nancy, Paris la Défense
and Berlin



17,000

graduates



approx. **120**

partner universities
worldwide



40+

student
associations



30

years of one-on-one
support



130

business partners



110

administrative staff



70+

professors with tenure
and 70% come from abroad



approx. **20**

associate professors



91%

of the permanent tea-
ching staff hold a PhD
and **50% come from ano-
ther country**



330

experts in their fields



15

databases, including
Bloomberg, Ebsco
and ABI Proquest



3

K'hub®:
the 5.0 media library
in Nancy, Paris and Berlin



Paris La Défense campus

1 place de La Défense

CNIT Porte 2 - 4^{ème} étage / Porte 3 - 3^{ème} étage

92053 Paris La Défense Cedex

Tel. 06 10 67 50 53



how TO GET THERE?

BY PLANE

Paris airports (Roissy Charles de Gaulle and Orly)

+33 (0)1 70 36 39 50

3950 (from France)

<https://www.parisaeroport.fr/>

Aéroport de Paris-Beauvais

(Transavia, Ryanair, Easyjet, Vueling)

+33 (0)3 44 11 46 70

08 92 68 20 66 - 0,45 €/min (from France)

<https://www.aeroportparisbeauvais.com/passagers/>

BY CAR

France has an important toll motorway network, which extends into neighbouring countries. The amount of tolls varies according to the motorways, the mileage and the type of vehicle.

Depending on where you're coming from, you'll arrive in Paris at one of the 30 gates along the 35 km of expressway.

French motorways : <https://www.autoroutes.fr/index.htm>

Traffic conditions : <http://www.sytadin.fr/>

Crit'air certificate : it is a secure document issued on the basis of information which appears on the vehicle registration certificate . It certifies the vehicle's environmental class based on pollutant emissions. For shipments to France, its cost is 3.62€. <https://www.certificat-air.gouv.fr/en/>

BY TRAIN

Don't forget to book your tickets in advance, so you can take advantage of better prices.

Paris train stations

<https://www.oui.sncf/gares/paris>

Booking

<https://en.oui.sncf/en/>

how TO GET TO THE CENTER OF PARIS FROM THE AIRPORT?

From Orly airport :

Orlyval train. Contact : <https://www.orlyval.com/>

All the solutions : <https://www.etsionvisitaiparis.com/aeroport-orly>

From Roissy airport :

Use the RER train. Contact :

<https://www.transilien.com/lignes/rer-trains/rer-B>

All the solutions :

<https://www.etsionvisitaiparis.com/aeroport-charles-de-gaulle>

From Paris-Beauvais airport :

Use the airport shuttle.

Contact : <https://www.aeroportparisbeauvais.com/acces-et-parking/navette/>

All the solutions : <https://www.etsionvisitaiparis.com/aeroport-beauvais>

how TO GET TO icn?

Take the metro line 1, in the direction of La Défense-Grande Arche (terminus)

All the details : <https://www.ratp.fr/vos-lignes/vos-stations/la-defense-grande-arche>





Artem campus

86 rue du Sergent Blandan
CS 70148
54003 NANCY Cedex
Tel. 03 54 50 25 00



how TO **GET THERE?**

BY PLANE

Lorraine Airport

Route de Vigny - Goin (30km far from Nancy)
+33 (0)3 87 56 70 00
<https://lorraineairport.com/>

BY CAR

A4, A5 and A31 highways lead from Paris, Calais, Strasbourg, Saarbrücken and Frankfurt to Nancy. The A31 connects Nancy to Lille, Luxembourg, Brussels and Dijon.

BY TRAIN

Nancy train station

3, place Thiers – Nancy
+33 (0)969 369 379
3635 (from France)
<https://en.oui.sncf/en/>

Direct train from Charles de Gaulle airport to Gare Lorraine TGV

Special shuttle bus "Keolis Sud Lorraine" from Lorraine TGV to the center of Nancy (10€ - 35 minutes)
<https://keolissudlorraine.com/#>
It is possible to pay directly on the bus

pick-up SERVICE

If you wish to be picked up at the train station in Nancy, you can contact the student association BDI ESN Globe & Co at globeandco@outlook.com

Remember to give them your arrival date and time. Please give 48 hours' notice.

how TO GET TO icn?

nancy TRAIN STATION › icn ARTEM

Take the Tram 1, from the Nancy Gare stop going in the direction of Vandoeuvre CHU Brabois.

Get off at the Campus Artem Blandan stop.





icn

Berlin campus

Quartier 207

Friedrichstraße 76-78, 2nd floor

10117 Berlin

Tel. +49 (0)30 629 380 70

Tel. +49 (0)176 345 896 86

how TO **GET THERE?**

BY PLANE

Tegel airport

+49 30 609160910

<https://www.berlin-airport.de/en/travellers-txl/index.php>

Berlin-Schönefeld Airport

+49 30 609160910

<https://www.berlin-airport.de/en/travellers-sxf/index.php>

Berlin Brandenburg Airport

The new airport. It's right next to Schönefeld Airport. It will open in November 2020.

BY BUS

Intercity buses are generally the cheapest mode of transport, and several bus lines have stops in Berlin. FlixBus is the most popular bus company.

Most intercity buses stop at Schönefeld airport, the Zentraler Omnibusbahnhof (ZOB) or next to Alexanderplatz. All these stops are well served by public transport. Schönefeld is far away from the city. ZOB is 25 minutes away from the city centre. Alexanderplatz is in the city centre.

BY TRAIN

Trains usually stop at Hauptbahnhof, very close to the city centre. Omio may be a good plan to find the best rail connection to Berlin.

<https://www.omio.com/>

how TO **GET TO THE CENTER OF BERLIN FROM THE AIRPORT?**

From Tegel airport

From the Tegel Airport it is not possible to take the subway from the airport but you can take a bus that will drive you to the center of the city in approximately 30 to 35 minutes or to a subway station. You can also book a cab but it is much more expensive.

From Berlin-Schönefeld Airport :

The simplest is the SXF Airport Express bus that runs through the whole city and connects the airport to the main stations and neighbourhoods. The journey takes 17 minutes to East Station or Ostbahnhof in the Friedrichshain district (in former East Berlin), then Alexanderplatz a few minutes later, Hauptbahnhof Central Station in 28 minutes, Zoo west of the Tiergarten Park in 32 minutes. Bus times are from 5:00 am to 11:00 pm. The ticket includes a VBB ticket for the ABC zone, the price is 6 euros.

how TO **GET TO icn?**

By public transport: metro U6
Französische Straße



A blurred background image showing several people in a meeting or classroom setting. In the foreground, a person's arm with a gold watch is visible. In the background, a man with sunglasses on his head and a woman are partially visible.

2

PROGRAMMES



discover the **BEST bachelor** **in MANAGEMENT!**

The ICN Bachelor is ranked the **BEST Bachelor** in Management by *L'Etudiant - Rankings 2021*.

With the ICN Bachelor you will learn the fundamentals of management (economics, law, IT, accounting, management, etc.), key sales, communication and marketing techniques, and acquire a solid general education.



INVALUABLE TOOLS FOR YOUR FUTURE CAREER!

- Benefit from a faculty of **highly qualified professors**.
- Enjoy the services of an elite business school: **Careers and Internships Office**, **International Relations Office**, as well as **student support** services.
- Add a professional dimension to your studies: up to **12 months of practical experience in a company** and talks given by experienced professionals from the business world.
- Quickly get up to speed with French and international management via **specialisations in luxury, innovation and marketing communications**.
- Benefit from **a multi-site school**: Bachelor's degree is taught either on the Paris campus (French or English track) or on the Nancy campus (French track).



TAKE AN ACTIVE ROLE in **designing your study path!**

in **YEAR 1**

▶ **ACQUIRING THE FUNDAMENTALS OF MANAGEMENT**

- ▶ Seminar: SMART project aims to boost self-awareness and creativity
- ▶ Discovering the company internship — 2-3 months' professional experience

in **YEAR 2**

▶ **CONSOLIDATING KNOWLEDGE AND SKILLS**

- ▶ BB days: project in company
- ▶ Student Association or professional project
- ▶ 3 months management internship

in **YEAR 3**

▶ **SKILLS ACQUISITION AND/OR BROADENING OF INTERNATIONAL HORIZONS**

- ▶ **INDIVIDUALLY TAILORED PROGRAMME**
- ▶ 4 possible paths
- ▶ 6 months internship

3RD YEAR – individually **tailored programme!**

Study path **1**

SEMESTER 1

- ▶ Skills acquisition + internship or international exchange

PROFESSIONAL MODULES (NANCY)

- ▶ International Affairs
- ▶ Business communication
- ▶ Banking and Insurance

PROFESSIONAL MODULES (PARIS)

- ▶ Luxury management
- ▶ Innovation Marketing

SEMESTER 2

- ▶ Company internship or International Exchange

Study path **2**

SEMESTER 1

- ▶ International Exchange

SEMESTER 2

- ▶ Long-term internship

Study path **3**

SEMESTER 1

English / or French track

- ▶ Core courses

SEMESTER 2

SERIES OF CONFERENCES

OR

SHORT-TERM INTERNSHIP

Study path **4**

SEMESTRE 1 & 2

- ▶ International Double Degree

- ▶ Up to 9 double degrees available



continue with the **MASTER in MANAGEMENT!**

The goal of the ICN Master in Management (Grande Ecole Degree) is to train socially **responsible & creative leaders** whose intellectual honesty and sense of corporate social responsibility enables them to function in a global business environment.

To meet this goal, the school offers a **highly flexible programme** that can be tailored to meet the professional ambitions of all its students. And to better satisfy the needs of students and businesses, the Master in Management is now more interactive and vocational, divided into 2 key stages:



1

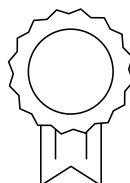
EXPERIMENT!

The 1st year sees the start of **specialist courses** (one main and one supplementary specialisation) that are both **theoretical and vocational**. The Artem workshop enables students to work on **multidisciplinary projects** throughout the academic year

2

JUMP!

The 2nd year focuses on **career decisions** and completing the **specialisation**. It prepares students for an internship and their first job.



RANK #12


**MASTER IN MANAGEMENT IN FRANCE
ACCORDING TO THE FINANCIAL TIMES
2019**

MASTER in MANAGEMENT specialisations

→ DOUBLE DEGREE: ICN DEGREE + MSc IN YOUR SPECIALISATION

MARKETING

Cultural and Creative Industries Management  - Paris

Marketing et innovation de produit  - Nancy

Brand and Marketing Management  - Berlin

Luxury and Design Management  - Paris / Nancy



BUSINESS DEVELOPMENT

International Business Development  - Nancy


Distribution et E-Commerce  - Nancy

Marketing et Ingénierie des affaires  - Paris



FINANCE

Audit and Compliance  - Nancy

Finance d'entreprise  - Paris / Nancy

Contrôle de gestion  - Nancy

Finance and Risk Management  - Berlin

Banque et services financiers  - Nancy



MANAGEMENT

Management des RH  - Nancy

Management numérique  - Paris

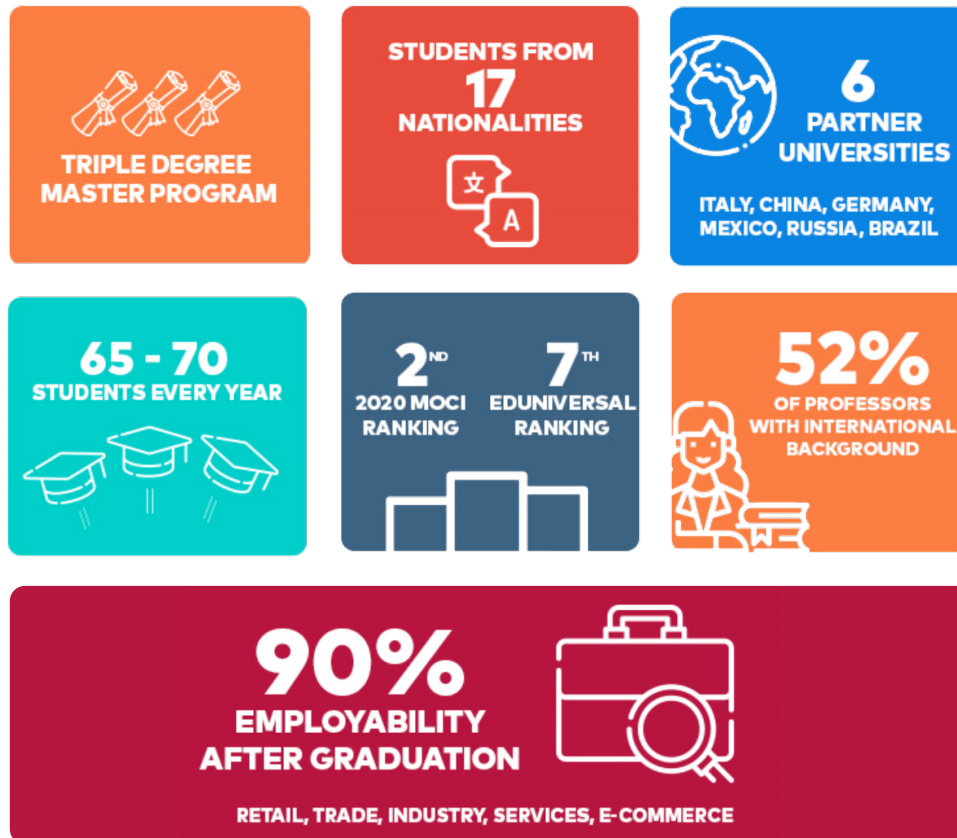
Management de la supply chain et des achats  - Nancy

Creativity and Sustainability-Oriented Innovation  - Berlin (2022-2023 intake)



focus on **miex**

The MSc in International Management - Miex is designed for students or young graduates who are looking for **an international career path**. The programme combines a strong professional vocation as well as truly international and intercultural learning experience. You will **live in 3 different countries and study at 3 different partner universities**.



RESPONSIBLE RESEARCH And EXECUTIVE MBA for professionals



PhD PROGRAMME

Guided by the **values of commitment and responsibility**, set in a **diversified learning environment**, the PhD Programme contributes to training active researchers willing to pursue their careers in international universities, other research-oriented entities or high-tech industries.

The Admissions for the next intake in September begins in April. The application file is to be submitted in English.

To learn more contact us at admission-phd@icn-artem.com and check out our website: <https://www.icn-artem.com/en/formation/phd-programme>

EXECUTIVE MBA

- **One of the best EMBA in France:** ranked 12# in Eduniversal (Palmarès 2021) and 5# in MOC (Palmarès 2020), with more than 15 years of existence
- **Accredited by the Association of MBAs (AMBA)**
- **Designed for professionals** who are looking for a career-booster in a very competitive and complex business world

PROGRAMME ORGANISATION:

- ▶ 18 months part-time programme — 4 days/month
- ▶ 3 international seminars: Germany, USA and China
- ▶ Located in Nancy
- ▶ Taught in English and French

PREREQUISITES:

- ▶ More than 5 years of professional experience
- ▶ At least a bachelor degree
- ▶ Good level in English and French

You will find all application details at : www.icn-artem.com/emba

3

VISA PROCESS AND RESIDENCE PERMIT

VISA FRANCE

If you do not have the nationality of one of the EU's member states (even if you currently live in a EU member state) you will need to obtain a long-term student visa before coming to France. The VLS-TS student visa allows you to pursue studies in France for a period of four months to one year. It must be validated upon your arrival in France. If you would like to continue your studies after it expires, you must apply for a multi-annual residence permit (carte de séjour pluriannuelle).

There is an official website for visas in France: <https://france-visas.gouv.fr>

HOW TO OBTAIN A VLS-TS STUDENT (VLS-TS "ÉTUDIANT") VISA?

- Students who reside in one of the countries affected by the «Etudes en France» (Studying in France) procedure must make a specific request for enrolment in an institute of higher education through [the platform "Etudes en France"](#).

Your visa application will be automatically sent to the French consular authorities of your home country through the platform.

- **If you do not live in one of these countries** and you need a visa to come study in France, please contact [french consular authorities in your home country](#).

HOW TO VALIDATE YOUR STUDENT VLS-TS VISA?

You can validate your VLS-TS visa online.

As soon as you arrive in France, you must validate your visa. The process is entirely digital: you can do everything remotely, at home, on your computer. You must validate your visa within 3 months of arriving in France at the very latest.

Please, visit the following website: <https://administration-etrangers-en-france.interieur.gouv.fr>

What do you need to validate your VLS-TS visa?

You will need:

- A valid email address,
- Information on your visa,
- Your date of arrival in France,
- Your home address in France,
- A bank card to pay online the fee for the issuing of the residence permit.

What if you do not have a bank card?

Don't worry! You can buy an electronic stamp (timbre électronique) at a kiosk or at a dedicated terminal and pay in cash.



visa germany

All Non-EU citizens require a visa for stays in Germany. A visa is not required for visits of up to 90 days in an 180 day period for nationals of those countries for which the European Community has abolished the visa requirement. Please find here an overview of the visa requirements/ exemptions: <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/-/231148>

Visa applications are submitted at the German mission that is responsible for your place of residence (embassies and consulates). Please provide all necessary documents and information when submitting the visa to avoid a delay in issuing the visa. The necessary forms can be downloaded or inquired free of charge at the embassy/ consulate. Submitted forms must be provided in original version.

The visa application fee is 100€.

the following documents ARE REQUIRED for the visa application:

- [Visa application form](#) (Schengen)/ [National application form](#) (Germany)
- Valid passport
- 1 biometric photography
- Proof of financial resources (9,936 €/ per year on a German blocked account) or a letter of commitment and evidence of your parent's income records and financial assets
- Proof of university admission (enrolment certificate or admission letter)
- Proof of fulfilling the university entrance requirements/transcript of academic records
- Student health insurance
- Proof of main residence

Please keep in mind that the immigration officer (at your personal appointment) might ask for more documents to sustain your application, like ex. proofs of prior education or a health certificate.

Student visas are usually valid for three months. Within these three months, you will have to apply for an extended residence permit at the Alien Registration Office in your university town. They require the same documents for the student residence permit as for the visa process.

[Here you can book an appointment](#) at the immigration office in Berlin to obtain your student residence title.

How to make sure that the visa application is a smooth process:

- Submit your application early enough-it may take several months to get the visa granted.
- Make sure you are applying for a student visa! Tourist and language course visas cannot be converted into a student visa later on. If you have the wrong visa, you will have to leave the country.
- Schedule some time to enrol at your university and to take care of the administrative formalities. Enrolment is a prerequisite for obtaining the "student residence permit".
- Make sure your passport is valid for the length of your stay! If your passport/ID documents expire while you are in Germany, you will have to return to your home country and extend them there

4

health insurance

Every student in France, whatever their nationality, must have health and accident insurance.

The CPAM (Caisse Primaire d'Assurance Maladie) is in charge of managing student social security. It is important to respect this obligation since during your administrative procedures (residence card, personal housing allowance ...), you will have to show proof of your a social coverage. Enrolment in the French student insurance system will allow you to be reimbursed for up to 70% of medical costs. We recommend that you also purchase additional insurance called a student "mutuelle" which will provide more coverage. The two health insurance providers are MGEL (<https://www.mgel.fr/>) and LMDE (<https://www.lmde.fr/>). Concerning the mandatory health insurance, several cases are possible:

if you come from a member state of the EU

You must obtain, from the Insurance Agency in your home country, your European Health card or a temporary replacement certificate. It will exempt you from having to register for French health insurance while still providing identical coverage.

If you have a European health insurance card valid until 30/08/2022, you do not need to register at the French health insurance. Your home country's health insurance will take care of your health expenses and will refund you.

If you do not have a European Health Insurance Card, you must create an account on etudiant-etranger.ameli.fr in order to create a social insurance file (free of charge).

if you come from a country outside of the EU

You must register on etudiant-etranger.ameli.fr. You must provide a residence permit, a proof of registration for the current academic year, identity document (valid passport or ID card), a student visa, a copy of your birth certificate translated to French and authenticated by a legible stamp and an official banking information slip (RIB).

Students from the Province of Quebec, Canada must obtain the SE401-Q106 form from the Ministry of Foreign Affairs in Quebec before coming to France. This form will exempt you from having to pay for French student insurance.

We recommend that you purchase an additional insurance called a student "mutuelle" which will provide more coverage.

Campus France Tutorials :
How to affiliate to Social Security,
([French version](#)) , ([English version](#)), ([Spanish version](#))

It is mandatory to have a health insurance in Germany and you need to provide a proof of a proper health insurance when registering at ICN.

It is mandatory to have a health insurance in Germany and you need to provide a proof of a proper health insurance when registering at ICN. As a EU citizen you can keep your health insurance of your home country and see a doctor in Berlin without any problem. Just bring along your European Health Insurance card and present it at the reception of the doctor. You might need to contact your insurance company and inform them about your relocation.

As an international student or once you start working in Germany, you need a German health insurance. The monthly fee for health insurance in Germany is about 110€.

As an international student or once you start working in Germany, you need a German health insurance. The monthly fee for health insurance in Germany is about 110€.

Here are some options:

- Techniker Krankenkasse
 - oContact : Monique Zamaitat (Monique.zamaitat@tk.de)
- DAK
- Many different private insurance companies offer health insurance services to students. Please check cautiously their services and make sure they include
- Everything you want and need, e.g. HanseMerkur, Europ Assistance, AXA Assistance or Dr Walter are good options that are usually accepted for visa applications, too.



housing

5





YOU MUST RESERVE YOUR housing BEFORE YOUR ARRIVAL AT **icn** PARIS, nancy & berlin

There are 4 main housing categories in France:

- Furnished studio in a private student residence,
- Furnished studio in a private residence,
- Furnished room in a state-owned university residence (CROUS),
- Private housing (apartment, roommates...).

ICN Business School does not own any residence halls. However, once your admission has been finalized, please contact us via housing-info@icn-artem.com in order to obtain detailed information about housing options available in Nancy, Paris or Berlin. The International Relations Office (international@icn-artem.com) and the BDI ESN Globe & Co student association (globeandco@outlook.com) are also available to assist you in your search for housing.

studapart

To facilitate your search for accommodation, we also recommend using the school's platform dedicated to housing: Studapart.

You will be able to find a rental in a student residence or in a private apartment, a room in a shared apartment, a sublease or even a room with a French family!

<https://housing.icn-artem.com>

Ask the International Relations office for the access code and sign up!

Some information about a room in a state-owned university residence (CROUS)

description

The University residences in France are managed by the CROUS (Centre régional des oeuvres universitaires et sociales). The traditional residences offer only single-occupant furnished rooms, each measuring 9 square meters. You will need to bring your own bed-and-bath linens, including towels and sheets. The bathrooms (toilets) and kitchens are for shared use and are located outside your room on the same floor.

Cooking in your room is forbidden. The university restaurants offer full, modest-priced meals at lunch and dinner (meals are 3,30 € each). Meal tickets can be purchased at the restaurants (on a rechargeable chip card).

type of CONTRACT

The contract is normally drawn up for a period of 9 months (usually from September to June). As soon as the contract is signed, students must stay in the residence and the contract cannot be cancelled. The rent for a university student's room varies between 150€ and 550€ per month.

Upon arrival, you must pay a guarantee (security deposit), depending on the type of room.

This deposit will be returned to you at the end of your stay after your apartment has been inspected for damage and after any other sums due to the CROUS have been paid.

You must also take out a comprehensive 'multi risk' property and contents insurance policy (in case of theft, fire, accident, etc.) with a French company (insurance company, bank, or the

You should expect to pay between 30€ and 65€ per year for this insurance.

The request for housing is done online on the CROUS website:

NANCY <https://www.crous-lorraine.fr/international/nos-solutions-dhebergement>

VERSAILLES <https://www.crous-versailles.fr/logements/>

PARIS <https://www.crous-paris.fr/logement/demander-logement-crous>

It is recommended that students who would like additional privacy (personal bathroom and kitchen) select a private student residence rather than CROUS.

private housing

There is the possibility of renting apartments either with roommates or via private individuals. This area of real estate may be difficult to access from abroad. Nevertheless, you can consult offers and advertisements via the websites below:

housing ADVERTISEMENTS

PARU VENDU | www.paruvendu.fr/immobilier/

BED AND SCHOOL | www.bedandschool.com/site/index.php

LE BON COIN | <http://www.leboncoin.fr/>

offers for ROOMMATES

www.recherche-colocation.com/nancy.html

www.appartager.com/lorraine/meurthe-et-moselle/colocation-nancy

important note for any kind of housing in france

REMEMBER TO SEND YOUR ARRIVAL DATE AND TIME TO globe and co if you wish to be picked up at the train station. You must give 48 hours' notice.

you should plan your ARRIVAL for a WEEKDAY (from Monday to Friday) and before 6pm. You should advise the rental office in advance of your intended arrival.

KEEP in mind THAT RESIDENCES ASK for the PAYMENT of a GUARANTEE corresponding to a security deposit which will be reimbursed to you at the end of the contract if there is no damage to the property. Certain residences also ask for a non-reimbursable agency fee for administrative purposes.

you should also TAKE OUT A COMPREHENSIVE "multi risk" PROPERTY AND CONTENTS INSURANCE policy (in case of theft, fire, accident, etc.) with a French company (insurance company, bank or MGEL, student's insurance agency). Again, Globe and Co will help you with this. Renting a studio in France entitles you to apply for a financial grant, called "Aide Personnalisée au Logement" (see the section on "Financial Assistance" section).

in order to qualify, you need to MEET CERTAIN REQUIREMENTS:

- a completed application form,
- a cheque for the security deposit,
- proof of insurance,
- your appointment for the studio inventory.

studio inventory and damage inspection. An inventory and damage inspection of the studio will be carried out upon your arrival and again when you leave. You should thus plan your arrival for a weekday (Monday to Friday) and before 6pm. You should advise the rental office in advance of your intended departure. The studio inventory and damage inspections are required. Students who do not respect this rule risk losing their security deposits.

THE LEASING CONTRACTS are drawn up on the basis of a traditional leasing arrangement, which student occupants can cancel **ONLY** upon 3 months' notice. For example, if you wish to leave your apartment/studio on June 15th, you must send a letter indicating your intention to cancel your leasing contract dated no later than March 15th. The International Relations Office can give you an example of the resiliation letter.

financial ASSISTANCE in FRANCE

Any foreign student who has a EU state member's nationality or a French long-stay visa has the right to apply for government housing assistance. In order to qualify, you need to meet certain requirements.

This type of financial assistance is coordinated and distributed by the CAF (Caisse d'Allocations Familiales). You should apply promptly upon arrival.

This type of financial assistance takes at least one month to obtain after receiving your residence permit. You will thus have to pay for at least the entire first month's rent by yourself. It is important to apply for financial housing assistance as soon as possible after arrival in Nancy (the student association Globe and Co will help you with this procedure).

Keep in mind that if you should leave your apartment on the 15th of a given month, the financial housing assistance will not apply for that month's rent. The people can help answer your questions about financial housing assistance and help you fill out the necessary forms. Globe and Co can also assist you with this.

housing TAX in FRANCE

French fiscal law states that some person residing in France as of January 1st are responsible for housing tax (rates estimated to be approximately a month and a month and a half of rent). Payment of this tax is required by the French government a few months after your departure. Depending on your situation (private studio, residence, status, financial situation), you might have to pay this housing tax.

Remember to bring a birth certificate (translated into french). This document will be requested in order to complete your file.



how TO RENT in **berlin**?

You can check the following websites :

Immobilien Scout 24

<http://www.immobilienscout24.de/>
shared flats, apartments

Immonet

<https://www.immonet.de/>
shared flats, apartments tes:

You can also use Airbnb, Uniplaces and other websites such

Youniq

<https://www.youniq.de/>

House of Nations

<https://www.house-of-nations.de/>

The fizz

<https://www.the-fizz.com/>

Projects Immobilien

<https://www.project-immobilien.de>

The student hotel

<https://www.thestudenthotel.com/fr/>

Habyt

<https://www.habyt.com/>

Neonwood

<https://neonwood.com/>

Regarding the cost of life in Berlin, it amounts around 400 and 800 euros per month depending on your accommodation.

The public transport subscription will cost you something around 80 euros per month.

If it's your first time living in Germany, you must register in a citizen registration office. Your registration must be complete within two weeks and you will then be able to hunt for an apartment.



6

**PRACTICAL MATTERS
RELATED TO living in
france**

SOME BASIC PHRASES

Hello	Salut
Good morning/good afternoon	Bonjour
Good evening	Bonsoir
Good night	Bonne nuit
Goodbye	Au revoir
My name is...	Je m'appelle...
What is your name?	Comment vous appelez-vous
Yes/no	Oui/non
Thank you	Merci
You're welcome	De rien
Excuse me	Excusez-moi
How are you?	Comment allez-vous/vas-tu ?
Where is/are...?	Où est/sont... ?

COST OF LIVING

The average cost of living for a single student who lives in a student apartment is estimated to be from 400€ to 800€ per month (including rent and other living costs), plus approximately 70€ of general fees (library, sports facility, etc) and health insurance if needed (see page 15).

WHAT SHOULD YOU BRING ?

- Formal clothes for special events
- Important documents (passport, travel or health insurance, copy of birth certificate)
- Medical records, special prescription or medicine (if any)
- Spare glasses or contact lenses (if needed)
- Umbrella
- Bedsheets and towels
- Winter clothes (ski clothes if you attend the BBA seminar).
- Other necessities like wristwatch, alarm clock, school bag, dictionary, office supplies,...

BUSINESS HOURS IN FRANCE

Most businesses are closed on Sundays.

All stores close by 7pm during the week and banks are often closed on Mondays.

ICN Business School is open from Monday to Friday.

DRIVING LICENSE

In France you drive on the right side of the road. It is mandatory to wear seatbelts at all times. Regulations on the permissible level of alcohol for drivers is very strict, allowing less than 0.5g (0.2g for young drivers), and all misdemeanors are liable to heavy penalties.

SMOKING REGULATIONS

France has very strict regulations regarding smoking in public. Smoking is forbidden in public places such as offices, shops and public transport and also in bars and restaurants. Smoking in the work place is not allowed, unless there is a specific room provided for smokers. Otherwise you will have to smoke outdoors.

BASIC RULES

No noise after 10pm inside the housing residences.
No absenteeism in classes.

EMERGENCY phone numbers

Emergency call	15 (or 112 from a mobile phone)
Fire emergency	18
Emergency call	17

holidays

	2021	2022
New Year's Eve	1 st January	1 st January
Easter	4 th April	17 th April
Easter Monday	5 th April	18 th April
Labor Day	1 st May	1 st May
8 mai 1945	8 th May	8 th May
Ascension Day	13 th May	26 th May
Pentecost Monday	24 th May	6 th June
Bastille Day	14 th July	14 th July
Assomption	15 th August	15 th August
All Saint's Day	1 st November	1 st November
Armistice of 1918	11 th November	11 th November
Christmas	25 th December	25 th December

ELECTRICITY

The electricity current in France is 230V, 50 Hz.
The plugs conform to European standards.

how can i call INTERNATIONALLY from france ?

If you want to call another country from France,
dial the international code 00, the code of the country

CVEC (STUDENT life AND CAMPUS CONTRIBUTION)

Campus France Tutorials :
([French version](#)) , ([English version](#)) , ([Spanish version](#))

visale

Campus France Tutorials :
([French version](#)) , ([English version](#)) , ([Spanish version](#))

how can i open a bank account in france?

Please contact the registration office for ICN's partner banks if needed.

To open a bank account, you must be over 18.

You will need:

- your identity card, your passport and your Residence Permit for non-European citizens (valid time period)
- a proof of domicile (originals, less than 3 months old) :
- your lease
- or an electricity bill
- or a land line phone bill
- or a water bill.

Campus France Tutorials :

How to open a bank account ?

([French version](#)) , ([English version](#)) , ([Spanish version](#))

what is a « Rib » (iban)?

A "Relevé d'Identité Bancaire" is a series of codes that include the code of your bank in France, its location and also your personal account number.

You will need this number in order to receive electronic money transfers from your bank in your home country and to receive other automated electronic deposits to your account, for example, remuneration for an internship or other employment. This should be provided by your bank several days after opening your account or can be obtained directly at the branch, simply by asking for your "RIB".

what if i want to send mail?

La Poste is the national post office in charge of collecting, transporting and delivering mail. Regular stamps (for Europe) can be bought in the Post Office and in some tobacconists ("tabac") and cigarette counters (cafés). If you want to send a letter outside Europe, you usually have to buy a stamp at the Post Office directly.

It is possible to send an urgent document by Chronopost with guaranteed 24-hour delivery in France and express international deliveries.

More information can be found at www.laposte.fr

France uses the metric system. Below you will find some of the most common measurements and their equivalents.

1 centimeter	0.39 inches
1 meter	3.28 feet
1 kilometer	0.62 mile
1 liter	1.76 pint (UK) / 2.1 pints (US)
1 liter	0.22 gallon (UK) / 0.26 gallon (US)
1 kilogram	2.2 pounds

To convert Celcius to Fahrenheit:
multiply by 9, divide by 5 and add 32.

To convert Fahrenheit to Celcius subtract 32, multiply by 5 and divide by 9.

tipping

In France, service is included in the prices.



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**STUDENT
ASSOCIATION
globe And co**





welcome

As soon as you arrive, we will be there to answer all of your questions. Whether they are about practical life, administration or school life... We are always available. If you have any problems, please contact us.

integration

Attending a foreign university means meeting a lot of new people. In order to make your stay in France a rewarding one, we propose mentoring, a welcoming drink, parties, and visits to interesting places. Your suggestions are always appreciated.

discussion

Of course we know that being away from home is sometimes hard and that is why we want to make you feel at home. If you ever feel homesick or need anything, you can come and talk to us. We are available 24 hours a day.

CONTACT US AT

globeandco@outlook.com
[www.facebook.com/
GlobeAndCo](https://www.facebook.com/GlobeAndCo)



8

**INTERNATIONAL
EVENTS**

EVERY YEAR, YOU ARE INVITED TO VARIOUS EVENTS ORGANIZED BY THE **icn** INTERNATIONAL RELATIONS OFFICE *

INTEGRATION WEEK | SEPTEMBER

Each year in September, prior to the start of the academic year, the international relations office at ICN Business School organizes an Integration Week for international students.

This week is optional and consists of visits of the city and the surrounding region as well as French language classes (optional). A detailed programme will be sent to you by email during the summer. This event gives you not only the opportunity to get to know other international students, but French students as well. Since the creation of the integration week, it has always been truly appreciated by the students who partook in it. We highly recommend that you participate in this week.

The price (FYI in 2019: 240€ without French classes, 260€ with French classes) includes the numerous visits and activities and the majority of meals related to these events. Students who wish to participate in the Integration Week have to register online via the international relations office.

BUDDY CEREMONY | OCTOBER

The international relations office and the Globe&Co association organize a buddy ceremony where you can officially meet your godmother or godfather.

Very prestigious and chic ceremony not to miss!

BACHELOR ENGLISH TRACK SEMINAR | JANUARY

Every year in January, a Seminar in the French Alps is organized. This seminar is a great opportunity to meet other international students as well as French students. We strongly advise you to participate in it. As it is held in a big resort, the prices that are proposed are way under the normal price, which makes this week in the Alps a very attractive bargain.

This great seminar will enable you to foster meetings through a multicultural living experience among French and international students. It will also boost relationships among students of different nationalities, go beyond prejudices, stereotypes and preconceived ideas, build common values, and help to integrate the students arriving for the 2nd semester. Finally, it will enable in-depth exchanges by means of joint workshops, conferences, sporting activities, and evening gatherings.

INTERNATIONAL FORUM | NOVEMBER

This International Day is a great opportunity for international students to promote their Home University to French students. Booths will be available to students in order to display brochures and other promotional materials. Contribute to boosting inter-school exchanges!

Due to the sanitary situation, this event might be organised online in 2021

WELCOME PARTY FOR THE 2nd SEMESTER STUDENTS | JANUARY

It will be the occasion for all to meet and introduce you to our International Relations Department as well as the students from Globe and Co... And also to eat some pizza!

GOODBYE LUNCH | APRIL

International students are invited by the International Relations office to a lunch. A great occasion to look back to your experience in France, at ICN, and say goodbye!

*To be confirmed due to the COVID-19 outbreak



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CONTACTS AND USEFUL ADDRESSES

CONTACTS

EXCHANGE STUDENTS (offices 102 TO 108, 1ST floor)



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Follow us on
our **Facebook**
Page to keep
up-to-date
with our
activities!



**faq
& covid-19
information**

10

frequently asked questions

does the covid-19 outbreak influence my studying rhythm?

ICN Business School continues to work as usual and commits to beginning the academic year in September 2020/2021 either through on-line classes or campus-based classes according to French government directive. For the moment, the first semester will start through on-line classes and the physical classes will start since the beginning of January.

can i pay my tuition fees in installments?

You can work out a payment plan with the accounting office at ICN upon arrival. The tuition fees can be paid in one or two installments in the following 2 months after the beginning of the academic year.

A non-refundable down payment must be made in order to receive the Admission Letter.

can icn business school help me in obtaining my visa?

The international relations office at ICN will send the confirmation of your enrolment to Campus France in your home country. The Consulate, and the Consulate alone, has decision power in awarding visas. You must respect the visa procedure before coming to France.

how many courses/credits can i take in one semester?

You can study up to 30 credits (ECTS) in one semester. A full course load is 30 ECTS credits per semester.

can i join a student association?

You can join as an active member. Globe&Co can help you if there is an association that you are interested in.

can i take language lessons during my icn studies?

Of course, you can improve your German or French during regular language classes or by participating in our Summer Program

can i mix classes from different programmes/semesters?

It is not possible to combine courses from more than one programme. You must follow the full programme offered by ICN. Exchange students must discuss the choice of their classes with their coordinator and ICN in order to be sure that credits will be transferred back to the home university.

what should i do if i have a problem with my landlord?

Contact the student association Globe&Co or the International Relations office.

can i go home during holidays can i travel abroad?

Yes you can, but it is highly recommended that you wait to receive the validation of your long-stay permit from the OFII before travelling.

what if i fail an exam?

Dates of retake exams are decided by ICN Business School. It is only possible to retake an exam one time.

when should i expect to receive my transcripts or diploma?

You should receive your transcript in February (Fall semester) and July (Spring semester). Diplomas will not be available until October. For exchange students, official transcripts and diplomas will be sent directly to the home University.



ICN BUSINESS SCHOOL

TRIPLE ACCRÉDITÉE



Contact

Exchange students

icnexchange@icn-artem.com

Non-exchange students

studyabroad@icn-artem.com



ICN Business School



ICN Business School



@icnbs



@ICNbs