

INTERNATIONAL STUDENTS CAN GUIDE



ICN is awarded the «Bienvenue en France» label! The label distinguishes French institutions that develop and promote services for international students. Valid for 4 years, it attests the quality of the welcome and post-graduation follow-up that ICN provides to its students from abroad.

CONTENT

1. ICN BUSINESS SCHOOL PRESENTATION	4
2. PROGRAMMES	12
3. VISA PROCESS AND RESIDENCE PERMIT	16
4. HEALTH INSURANCE & MORE.....	18
5. HOUSING.....	20
6. PRACTICAL MATTERS RELATED TO LIVING IN FRANCE	26
7. PRACTICAL MATTERS RELATED TO LIVING IN GERMANY	30
8. STUDENT ASSOCIATION « GLOBE & CO »	34
9. INTERNATIONAL EVENTS.....	36
10. CONTACTS AND USEFUL ADDRESSES	38
11. FAQ	40

WELCOME

TO ICN BUSINESS SCHOOL

PARIS . NANCY . BERLIN

Founded in 1905, ICN Business School is one of France's foremost business schools, highly recognized thanks to national and international accreditations: **AACSB, EQUIS and AMBA**. The school is a member of the Chapter of the 'Grandes Ecoles de Management' in the Conference des Grandes Ecoles.

Enrolling at ICN means:

→ Joining the ranks of a school that will **support you** as you embark on your career and become a «CreaCtive Manager».

→ Experiencing the **#ArtTechnologyManagement** teaching method: throughout your curriculum you will work alongside students from engineering and arts/design schools, boosting your profile in the world of business as a result. This teaching method is unique in France.



ICN BUSINESS SCHOOL

TRIPLE ACCREDITED



CN Business School was officially awarded AACSB accreditation in May 2020 hence joining the closed circle of TOP 1% of business schools worldwide to hold triple accreditation – **AACSB, EQUIS & AMBA**.

These prestigious international accreditations recognize the academic excellence of our programmes, their innovative and original positioning (#ArtTechnologyManagement) and the added value that they offer due to our students' enhanced employment prospects and career progression.

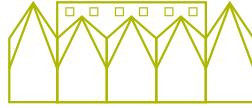
icn business school

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



330

experts in their fields



15

databases, including
Bloomberg, Ebsco
and ABI Proquest



91%

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



3

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



Paris La Défense campus

Les collines de l'Arche
Immeuble Etoile
76 route de la demi-lune
92800 Puteaux



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.

<https://www.sncf-connect.com>

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>



Scan to discover
the campus



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://www.sncf-connect.com>

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?

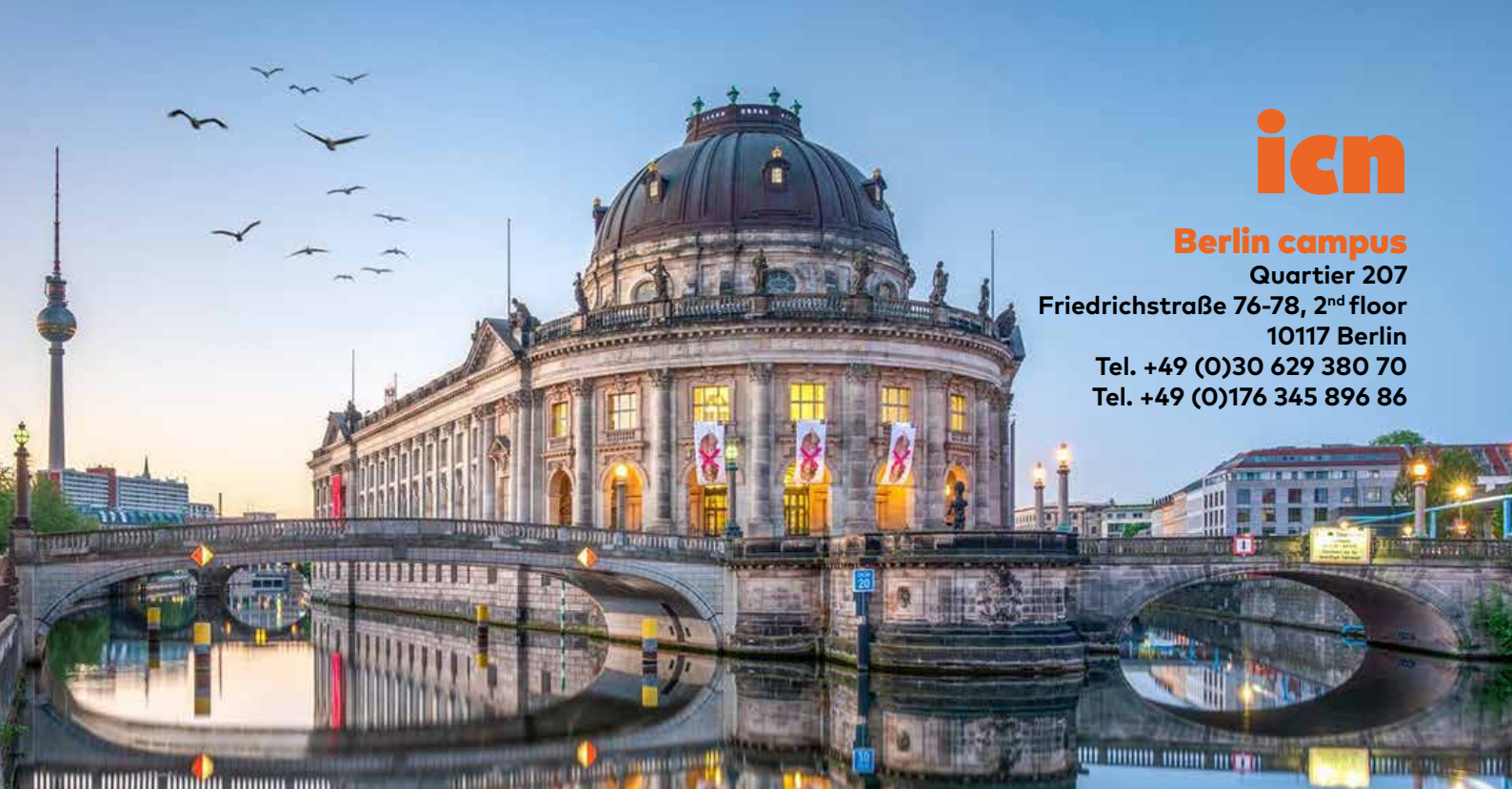
nancy train station › icn ARTEM

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.



Scan to discover
the campus



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

Berlin Brandenburg Airport «Willy Brandt»

The new airport has replaced Tegel and Schönefeld airports in 2020. BER Airport is [well-connected](#) to the city.

BY TRAIN

Trains usually stop at the central station (Hauptbahnhof), very close to the city center. Omio may be a good plan to find the best rail connection to Berlin and the official Deutsche Bahn website for national train connections & ticket purchasing.

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

<https://www.bahn.com/en>

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 with 16 bus stops all over the city.

Berlin Alexanderplatz is the most central bus stop connecting you directly to the S-Bahn, U-Bahn, Tram, or city-Bus network, allowing you to quickly reach your destination inside the city

<https://www.flixbus.de/fernbus/berlin>

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

Airport Express (FEX) and regional trains (RE7, RB14) run several times an hour between Berlin Central Station and the station «Flughafen BER - Terminal 1-2». The S9 and S45 commuter trains run every 20 minutes to Berlin city center. The express buses X7 and X71 travel frequently between underground station Rudow (terminus U7) and terminals 1-2. The journey takes 16 minutes. Furthermore, the express buses BER1 (Steglitz City Hall - BER T1/2) and BER2 (Potsdam Central Station - BER T1/2) run several times a day. Further lines supplement the public transport offer.

how TO **GET TO icn?**

By public transport

(metro station/U-Bahn) :

U5 & U6 Unter den Linden

U2 & U6 Stadtmitte



Scan to discover
the campus

A blurred background image showing several people in a meeting or classroom setting. In the foreground, a person's arm and hand are visible, wearing a gold watch and a ring. 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).

- Bachelor in Management 1st year, Nancy 🇫🇷 - Paris 🇫🇷 or 🇬🇧
- Bachelor Tech' et Innovation Management 1st year, Nancy – **New** 🇫🇷
- Bachelor in Management 2nd year 🇫🇷 - Nancy
- Bachelor in Management 3rd year, Nancy 🇫🇷 or 🇬🇧 - Paris 🇫🇷 or 🇬🇧



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

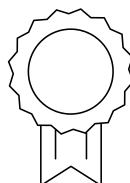
EXPERIMENT!

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 #10

**MASTER IN MANAGEMENT IN FRANCE
ACCORDING TO THE FINANCIAL TIMES
2021**

double degree : icn degree + MSC in your specialization

Marketing

- Cultural & Creative Industries Management 🇬🇧 - Paris
- Marketing et innovation produit 🇫🇷 - Nancy
- Brand & Marketing Management 🇬🇧 - Berlin
- Luxury & Design Management 🇬🇧 - Paris/Nancy

Business development

- International Business Development 🇬🇧 - Nancy
- Distribution et e-commerce 🇫🇷 - Nancy
- Marketing et Ingénierie des affaires 🇫🇷 - Nancy/Paris*

Finance

- Audit & Compliance 🇬🇧 - Nancy
- Finance d'entreprise 🇫🇷 - Paris/Nancy
- Contrôle de gestion 🇫🇷 - Nancy
- Finance & Risk Management 🇬🇧 - Berlin
- Banque et services financiers 🇫🇷 - Nancy*

Management

- Management des RH 🇫🇷 - Nancy/Paris
- Management numérique 🇫🇷 - Paris
- Digital Management 🇬🇧 - Berlin
- Management de la Supply Chain et des Achats 🇫🇷 - Nancy*
- Sustainable Innovation Management 🇬🇧 - Berlin

triple degree : icn degree + MSC in INTERNATIONAL MANAGEMENT (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**.



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 an 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/particuliers/#/>

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



Source : <https://www.campusfrance.org/fr/visa-long-sejour-etudiant>



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). No later than 3 months before your prospective arrival date. 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 (10,332 €/ 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

Consult the following official websites for detailed information

- [German Federal Office : Full Procedure for Applying for a Student Visa](#)
- [Study Visa With Admission to a German University](#)
- [Practical Information Regarding Your Stay in Germany](#) & [More on Visa Regulations](#), [Proof of Financing](#) & [Health Insurance](#)

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:

4

health insurance & MORE

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 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 30/08/2023, 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 <https://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 proof of proper health insurance when registering at ICN.

As an EU citizen, you can keep your health insurance from 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. Make sure to contact your insurance company to inform them about your relocation. You are covered by your home insurance until you start working.

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€.

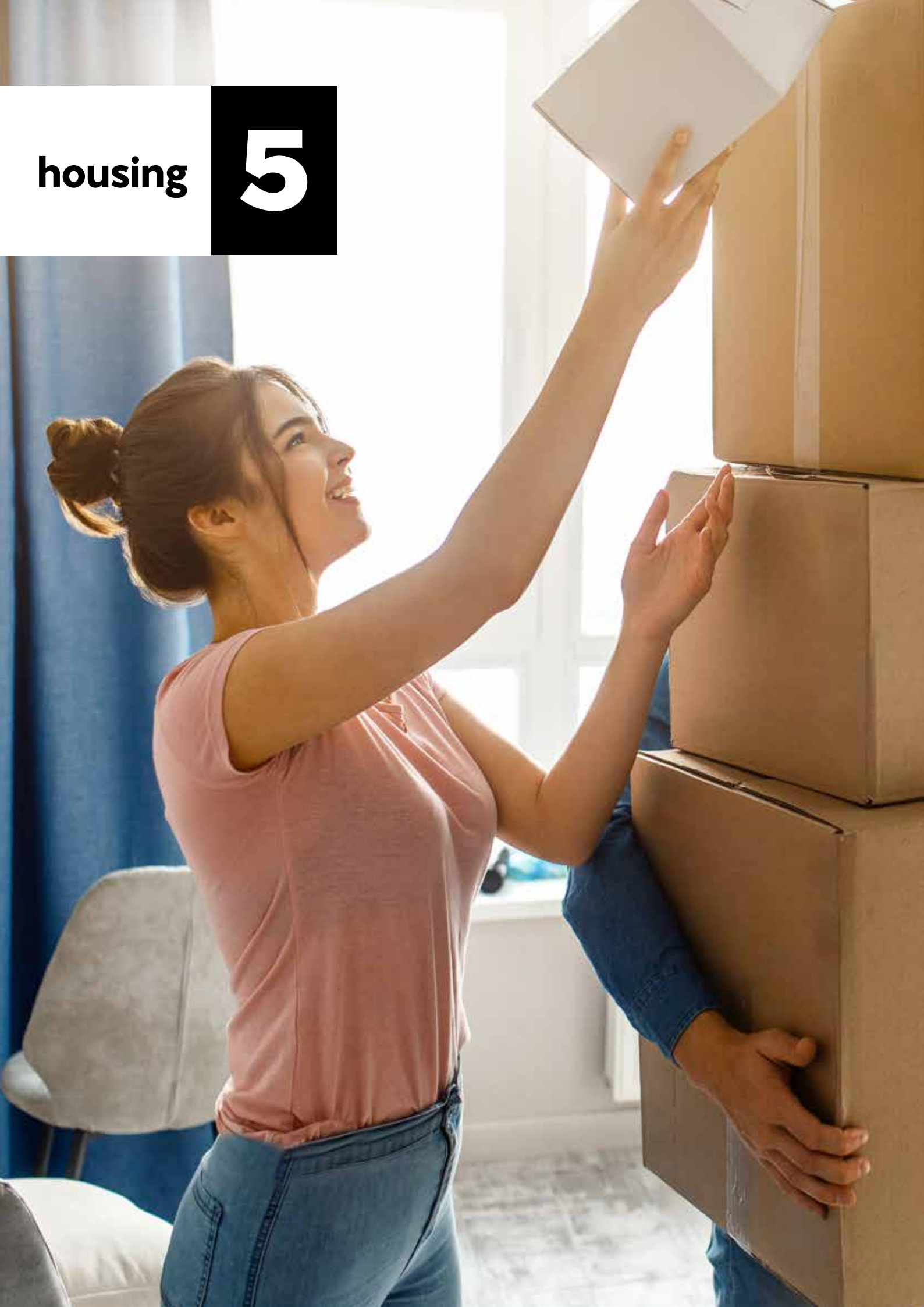
Here are some options:

- [Techniker Krankenkasse \(TK\)](#)
 - Contact: 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](#), [Dr. Walter](#): good options that are usually accepted for visa applications)



housing

5





MAKE SURE TO RESERVE YOUR housing before your ARRIVAL AT **icn france**

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.

PRIVATE STUDENT RESIDENCE STUDAPART

To facilitate your search for accommodation in France, 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!

CROUS : STATE OWNED UNIVERSITY RESIDENCE

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)

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 an 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. Depending on your income and your situation (private studio, residence, status, you may be exempted from paying the housing tax. The rate is estimated to be approx. a month and a half of rent. If you are exempted, there is only 138 euro left to charge (in 2020 - 2021) for owning a TV set. Payment of this tax is required by the French government a few months after your departure.

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



YOUR ARRIVAL AT **icn** BERLIN

As soon as you are admitted you should start looking for an accommodation in Berlin, as procedures can take time. Since the vast majority of people usually rent apartments in Berlin, the offer is vast, but the demand is high as well, so keep in mind that it is not easy to find accommodation. It helps to come to Berlin for a few days, visit apartments, prepare all necessary papers and discover the city.

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 upon arrival. You will find more information in "Practical Matters Related To Living in Germany" section of this guide.

The most common way to search for an apartment are the following relevant platforms:

- www.wg-gesucht.de
- www.immobilienscout24.de (shared flats, apartments)
- www.immonet.de (shared flats, apartments)
- www.wohnung-jetzt.de
- Even on <http://kleinanzeigen.ebay.de/anzeigen/> you can find suitable apartments for you
- You can also use Airbnb & other websites

Private students dorms might be a good option, as these tend to include all utilities (internet, water, etc.) :

- | | | |
|---------------------------------------|-------------------------------------|---------------------------------|
| • Berlinovo | • Easy Living 4u | • habyt |
| • Youniq | • homefully | • Neonwood |
| • House of Nations | • Housing anywhere | • Silberstein54 |
| • The Fizz | • Quarters | • Studio B |
| • Spotahome | • Projects | • Spreepolis |
| • BoardinghouseBerlin | • The student hotel | • Campus Viva |

The net rent is the amount of money that has to be paid to rent the place including charges for services like garbage collection, street and building cleaning, heating, and water supply.

Several additional costs such as expenses on heating or electricity depend on individual consumption, while others are charged according to the apartment size. Power, telephone, and gas are usually not provided by the property owner, but instead contracted directly with the utility providers. When renting a room in a student's dorms, all services are usually included in the monthly rent and a fee for the furniture is added. If you want to rent an apartment long term, housing companies might be a good option:

- | | | |
|--|----------------------------------|---|
| • 1892 | • GESOBAU | • WBM |
| • Charlottenburger Baugenossenschaft | • Gewobag | • WG Merkur |
| • Deutsche Wohnen | • HOWOGE | • WG Weissensee |
| • DPF | • Immobilio.de | • Wohnungsbaugenossenschaften |
| • Fortuna | • Salz und Brot | • ten |
| | • Stadt und Land | |



6

**PRACTICAL MATTERS
RELATED TO living in
france**

livinFRANCE

With LivinFrance you get:

Suitable options for every procedure (housing, visa, bank account, insurance, and more)

Step by step guidance through all the procedures before your arrival in France!

Register now!

All-in-one, free platform for international students LivinFrance

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 92€ of general fees (library, sports facility, etc) and complementary 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.

SOME BASIC PHRASES

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

BASIC RULES

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

EMERGENCY phone numbers

Medical service	15 (or 112 from a mobile phone)
Fire emergency	18
Police	17

holidays

	2022	2023
New Year's Eve	1 st January	1 st January
Easter	17 th April	9 th April
Easter Monday	18 th April	10 th April
Labor Day	1 st May	1 st May
8 mai 1945	8 th May	8 th May
Ascension Day	26 th May	18 th May
Pentecost Monday	6 th June	29 th May
Bastille Day	14 th July	14 th July
Assumption	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.



7

**PRACTICAL MATTERS
RELATED TO living in
GERMANY**

icn berlin

The premises are usually open between 8 am and 8pm, from Monday to Friday. On the weekends, we open only if there are classes.

With your student card, you have access to the premises- there is a card reader installed at the entrance door downstairs and upstairs. Please make sure to provide all necessary documents to the admissions team so they can issue your student card as soon as possible.

If you need to take copies or print something, there is a black and white printer in the common area. Keep in mind that you can only print if you bring your own paper.

All over the premises you have a strong Wi-Fi connection that you can use with your eduroam login data: login@myicn.fr (example: michel1p@myicn.fr) and your password (same as for myicn).

During your lunch break you have time to go and get something- here are some shops that are close by (Sons of Mana, Little Green Rabbit, Ritter Sport, Subway, Galeries Lafayette, ZenKitchen, Cadenia, Nanoosh, Canteens surrounding universities (payment is only with Mensa Card, which you can purchase at any of their cashiers. You might need to provide your student card or an enrollment certificate)).

At the premises, there is a kitchen where you can heat your food. Please keep in mind that the kitchen will only be open to you if you keep it clean. Should there be any cleanliness issues the kitchen will be closed. Furthermore, there is a water dispenser and a coffee machine in the common area. Glasses

GENERAL INFORMATION

Berlin is the capital of Germany, one of its federal states and has a population of around 3.5 million. The city is made up of twelve city districts. Each city district has a city district office (Bezirksamt). For most of the affairs that you will need to clarify with your local administration, the citizen's center (Bürgeramt) in your city district will be the most important address. This office will provide you with information and advice on matters to do with public authorities as well as the corresponding information material. In the citizen's center you can register or de-register your address, take care of passport and identity card matters, obtain official certifications, apply for a certificate of good conduct, or receive specialist advice. Visit Berlin's online administrative service at service.berlin.de to access services, addresses, public authorities, opening hours, and much more!

A French association provides guidance for French citizens arriving in Berlin. Here you find further information: <https://www.berlin-accueil.de/>

Or you just visit the official City of Berlin website on the Internet:

www.berlin.de/english/index.html

REGISTRATION

Registration in Berlin is mandatory for any new resident. According to § 11 of the law concerning registration in Berlin (Meldegesetz), this must be completed within two weeks. Registration is completed at the citizen registration office (Bürgeramt) in each city district. Please schedule an appointment unless you have a time to wait hours. Registration agents know that it is hard to get an appointment within the two weeks after arrival, but you should make sure to place the inquiry for the appointment within the first two weeks. You can schedule an appointment online- usually the registration offices are fully booked 6- 8 weeks in advance. Check the registration offices of other districts as well- you do not necessarily register in the district where you live.

Keep in mind to unregister at the registration office and at GEZ so you do not have to keep paying the license fee, when going back to your home place.

You can find more information regarding the Anmeldung on the [Study in Germany webpage](#).

GEZ

When registering at the citizen registration office, you will receive soon a welcome letter of GEZ (License fee for public service TV, radio etc.) It is 18,36 € a month.

Here are more information:

https://www.rundfunkbeitrag.de/welcome/english/index_ger.html

liability insurance

We recommend that you take out liability insurance for your stay in Germany. If, for example, you damage a piece of furniture in your rented apartment or cause an accident as a pedestrian, you must pay for the damage incurred. Liability insurance covers the costs of justified claims and protects you from unjustified claims at the same time. Companies like Mawista or Dr. Walter might be good options.

bank account

Many banks offer bank accounts free of charge for students- here are some options:

[ING](#), [comdirect](#), [N26](#)

For more information follow this [link](#).

cost of living

The cost of life in Berlin amounts around 400 and 800€ per month depending on the cost of your accommodation. The public transport subscription will cost you around 86€ per month.

MEDICAL CARE

Berlin has a good infrastructure of doctors, specialists, hospitals and emergency rooms. You will find a broad range of medical services that you might need. People with a public health insurance have a free choice of doctor in Germany so you can pick any doctor in any district. Please keep in mind that in case of absence due to illness a medical certificate has to be provided to Sclarité.

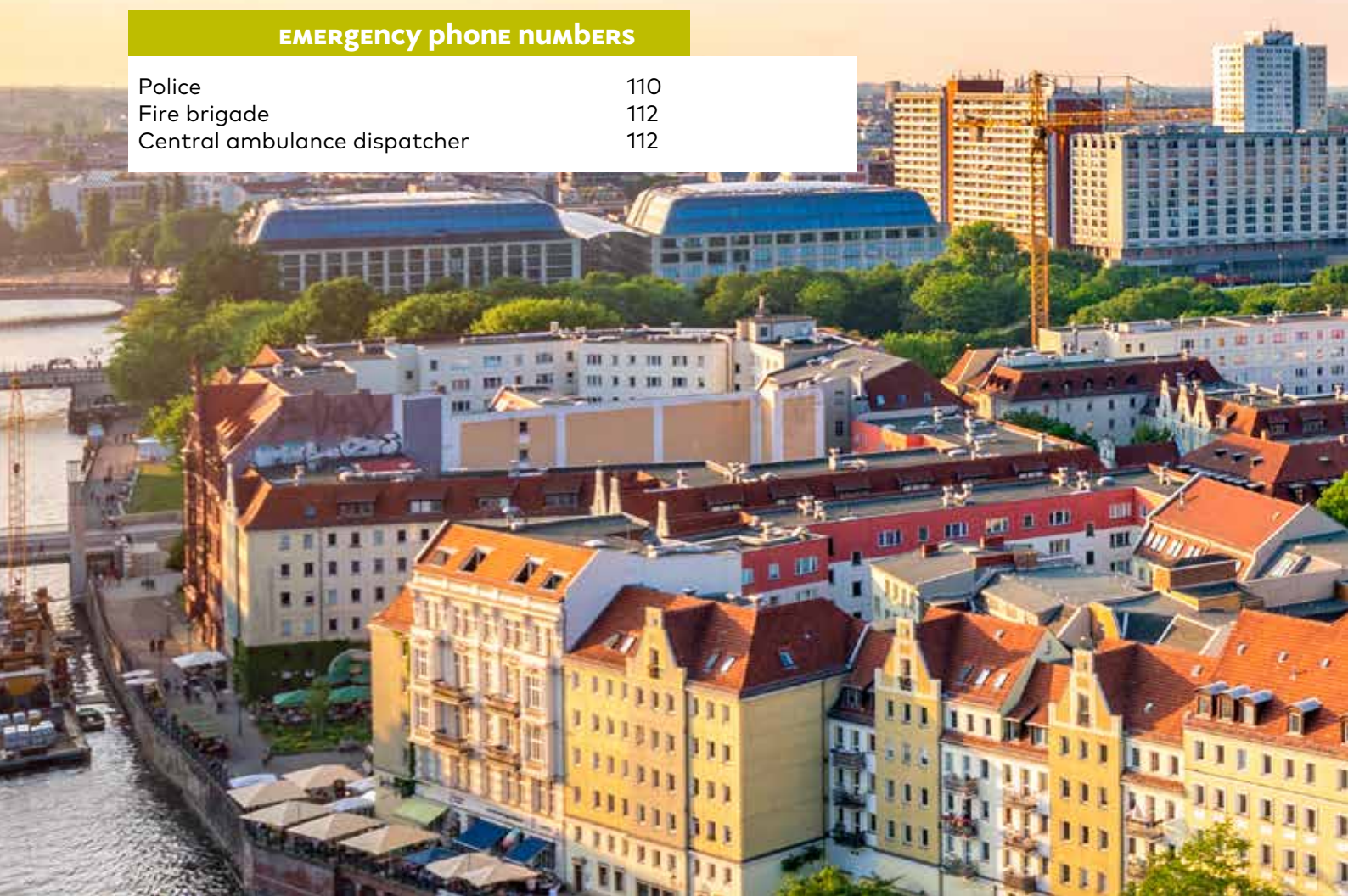
Here is a link to an online guide to find a doctor or specialist if required: <https://www.kvberlin.de/> or www.aerzte-berlin.de Information about care and disability services is also available. You can even check the language each doctor speaks, many are fluent in English some even in French.

Please find here a list of English speaking doctors:

<https://myhelpbuddy.com/english-speaking-doctors-hausarzt-in-berlin-district-wise-listing/>

EMERGENCY phone numbers

Police	110
Fire brigade	112
Central ambulance dispatcher	112



getting Around

The public transport infrastructure with S-Bahn, U-Bahn, Trams, and buses is very well developed. There are three zones A,B, C. The A zone is the area within circle S-Bahn, the B-zone extends to the city limits. C-zone is mostly Brandenburg and includes towns like Potsdam or Königs Wusterhausen. Keep the zones in mind when you are buying your ticket! [Here](#) you find more information on the public transport network.

In order to be eligible for the reduced student ticket, you need to approach a counter of the below mentioned companies and provide an enrolment certificate/ student card and a picture of you. They will issue a card that allows you to purchase discounted tickets.

Here are the main transport companies:

- Berliner Verkehrsbetriebe (BVG) (Holzmarktstraße 15 – 17 10179 Berlin; www.bvg.de, info@bvg.de)
- S-Bahn Berlin GmbH (Elisabeth-Schwarzhaupt-Platz 1 10115 Berlin; www.s-bahn-berlin.de/)
- VBB Verkehrsverbund Berlin-Brandenburg GmbH (Hardenbergplatz 2 10623 Berlin;

www.vbbonline.de/)

Berlin is a very green city and you can quickly reach your destination by bike. Berlin features an extensive network of bike paths. Bicycle path maps are available from the German cycling club (Allgemeiner Deutscher Fahrrad-Club – ADfC). The senate published a map of existing bike tracks and published it. It is available at: <http://www.stadtentwicklung.berlin.de/verkehr/mobil/fahrrad/radrouten/>

Keep in mind to respect all traffic regulations and to maintain your bike in a good condition, for your own safety, lights and brakes working etc. Used bikes can be bought at: Berliner Fahrradmarkt, bikepark, Bike a-way. Another option might be renting a bike for a few months without worrying about maintenance (from 15,50€ a month): Swapfiets, Nextbike.





8

**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)



9

**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 2022

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!



10

**CONTACTS AND
USEFUL ADDRESSES**

CONTACTS

EXCHANGE STUDENTS (offices 102 TO 108, 1ST floor)
international@icn-artem.com



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Juliette **LAFOND**

Housing intern
from April to September 2022
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juliette.lafond@icn-artem.com
housing-info@icn-artem.com

REGULAR INTERNATIONAL STUDENTS (office 314,311, 3rd floor)

**INTERESTED in pursuing
YOUR STUDIES AT icn ?**

→ **CONTACT US**

studyabroad@icn-artem.com

→ **OR book a call with us**

Nancy & Paris : <https://bit.ly/3wj0vvG>

Berlin : <https://bit.ly/3lfZpui>





11

faq

frequently asked questions

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 ACCREDITED



Contact

Exchange students
icnexchange@icn-artem.com

Regular international students
studyabroad@icn-artem.com

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