



INTERNATIONAL STUDENT GUIDE

2023-2024



www.isg.fr



EDITORIAL

Founded in 1967, ISG is one of the first business schools in Paris to offer an International Bachelor taught in English in Paris.

ISG has over 26 000 alumni, including 2 500 from international programmes, working in top positions in some of the largest multinational firms in over 60 countries.

I wish to thank all participants from our partner universities for choosing our institution. Through the engagement in various learning activities including classroom lectures, company visits and excursion trips, friendships are established which will last for a lifetime. It is a truly rewarding learning experience for students and I hope all participants will have an enjoyable and memorable stay with us.

We have designed this student guide for you, and I truly hope you will find all the information you may need to have an amazing stay in Paris.

May you need any advice, information or help, be sure the international team is here for you on the 5th floor "Rue de Lota".

Welcome to the ISG family and have a wonderful semester in Paris!

Juliette Leroy

Director of International Relations



ISG is a member of:



Erasmus+



Summary

| | |
|--------------------------------|----|
| INTERNATIONAL TEAM | 5 |
| REGISTRATION | 6 |
| Academic Registration | 6 |
| ISG Student Association | 6 |
| ISG Email | 6 |
| Student card | 6 |
| ACADEMIC INFORMATION | 8 |
| Orientation | 8 |
| Courses | 8 |
| Exams..... | 8 |
| Grades..... | 8 |
| PREPARING YOUR ARRIVAL | 9 |
| Checklist | 9 |
| Health Insurance | 9 |
| Visa..... | 10 |
| OFII..... | 11 |
| Housing..... | 11 |
| ARRIVING IN PARIS..... | 13 |
| Getting to Paris..... | 13 |
| Bank Account..... | 15 |
| Telephones | 15 |
| PRACTICAL INFORMATION | 16 |
| Useful apps | 16 |
| Useful phone numbers | 16 |
| Hospitals & pharmacies..... | 16 |
| Public Holidays in France..... | 17 |
| Time Zone..... | 17 |
| Currency..... | 17 |
| Smoking in France | 18 |
| Electricity | 18 |
| Lexicon..... | 18 |
| STUDENT LIFE | 19 |
| Cultural life..... | 19 |



| | |
|--|----|
| Travelling | 19 |
| BEFORE LEAVING | 20 |
| Housing | 20 |
| Housing subsidy, bank, contracts | 20 |



INTERNATIONAL TEAM

| General information | |
|---|---|
| Campus Address | 8, rue de Lota, 75116 Paris, France 45, rue Spontini, 75116 Paris, France 147, rue Victor Hugo, 75116 Paris, France |
| Website | www.isg.fr |
| Number of students | 5 000 |
| ERASMUS Code (if applicable) | F PARIS332 |
| International Relations Information | |
| Juliette Leroy International Relations Director 8, rue de Lota 75116 Paris France juliette.leroy@isg.fr / Phone : +33 1 56 26 26 28 | Elodie Gray International Relations Manager 8, rue de Lota 75116 Paris France elodie.gray@isg.fr / Phone : +33 1 56 26 26 24 |
| Academic Information | |
| Website | https://www.isg.fr/international/foreign-students-at-isg/fr |
| Language of Instruction | English |
| A full semester constitutes | 30 ECTS |
| Fall Calendar | |
| Semester 1 – Fall semester | |
| Orientation week | September |
| Beginning of classes | September |
| End of classes | Mid December |
| Exam period | End of December |
| Nomination and Application deadline | May 15 th and June 1 st |
| Spring Calendar | |
| Semester 2 – Spring semester | |
| Orientation week | January |
| Beginning of classes | January |
| End of classes | May |
| Exam period | May |
| Nomination and Application deadline | October 15 th and November 1 st |



REGISTRATION

Academic Registration

Before leaving your university, you will have prepared a Learning Agreement with your university and will have chosen your classes with their consent. You will have filled out an online document choosing your classes, which can be from any year but may cause a scheduling conflict. At the end of the semester ISG will give you a school transcript when final grades have been processed (approx. 5 weeks after final exams) to validate the credits in your home university. A full academic charge for one semester is 30 ECTS. Any changes made to your learning agreement during your semester must also be validated by your home university.

ISG Student Association

The school has different student associations, the largest one being the BDE (Bureau des Elèves), who organizes parties and make sure student life remains lively at school. There is an international section of the BDE who organizes trips and events for the international students; you will most probably meet the students from this association especially at the beginning of your mobility. Then there are also sections for sport, art, humanitarian work... We encourage all exchange students to get involved in the various associations – it really is the best way to make friends and experience student life in France!

ISG Email

An ISG email will be provided to each student following the model name.surname@isg.fr. The email address will be used for all ISG communication during the length of your studies.

To make sure you receive all important information and communication, we suggest making a transfer to your own personal email. Once you are connected to the ISG email:

Click on "Options" on the top right

To the right, click on "transférer votre courrier électronique"

Write your own personal email in "transférer votre courrier électronique"

Click on "Démarrer le transfert"

If you encounter any problems, please contact: sivline.te@isg.fr

A presentation will be made during orientation to connect to your ISG email and student platform.

Student card

When you are fully registered, ISG will issue a student card for the academic year. You will receive this card at the start of the semester. The card is very important for you as in France you can benefit from many discounts when showing proof of being a student. This is usually called "tarif réduit étudiant" and it exists for the movies, in many museums and exhibitions. **You will be given one student ID so be careful not to lose it!!**



With your ISG student card, you can have low-cost meals from the Dauphine University food services (CROUS).

Address: 2 boulevard Lannes 75016 Paris

Access: Metro line 2 – Porte Dauphine

Open hours (restaurant): Monday to Friday from 11:20am to 2:15pm

Open hours (cafeteria): Monday to Friday from 8am to 5:30pm



ACADEMIC INFORMATION

Orientation

There will be an orientation day each semester before the first day of class. You will receive the dates along with your admission letter. This orientation is mandatory for all exchange students. Please plan your arrival in consequence.

Courses

You will receive a link in order to select the courses that you will follow at ISG. If you are staying one year, you will be able to select your courses for the Fall semester before arriving and the courses for the Spring semester at the end of the Fall semester.

A full course load at ISG is 30 ECTS. A French language course is mandatory for all exchange students. Credits can be transferred back to your home institution if required by them.

Exams

Students will be graded through a mid-term, a final exam and their participation in class. Some teachers may also include grades of projects. Details can be found in the syllabus.

Grades

The grading system at ISG is based on the European Credit Transfer System (ECTS).

ISG uses a numerical grading system on a scale of 0 to 20. The minimum passing grade for all courses is 10/20 and therefore students earn credit for the course in which they obtain a grade of 10/20 or higher.



PREPARING YOUR ARRIVAL

Checklist

Below is a checklist to make sure that you have all the documents that may be required during your mobility.

| Documents | European Countries | Non-European Countries |
|--|--------------------|------------------------|
| European Health Insurance Card (mandatory) | X | |
| Medical Insurance (mandatory) | | X |
| Civil Liability Insurance (mandatory) | X | X |
| Repatriation Insurance (mandatory) | X | X |
| Proof of financial resources (in French) | | X |
| Visa for more than 3 month stays (mandatory) | | X |
| Vaccination Book, or proof that you are up-to-date with vaccines | X | X |
| Prescriptions, if you're taking a special treatment | X | X |
| Official birth certificates (+ official translation in French) | X | X |

Most of these documents are necessary to get the French Resident Permit. Only original copies will be accepted, and you should also bring duplicates of all documents.

Health Insurance

Insurance for Non-European Students

Students coming from non-European countries* and studying in France for over 3 months must subscribe to the French health 'social security' system. You must subscribe online with the following documents:

- Copy of the visa
- Birth certificate (officially translated into French)
- IBAN of a French bank account

Subscription is free of charge: <https://etudiant-etranger.ameli.fr/#/>

**except Georgian and American students: they will only have to provide their private health insurance certificate in English.*

Insurance for European Students

Students from the European Union must arrive in Paris with a "European Health Insurance Card" For those without an EHIC, you must have a private health insurance certificate in English and will also need to subscribe to the French 'social security' system.



This card insures minimal coverage during your stay in France. It is strongly recommended to subscribe to an additional coverage (medical, hospitalization, repatriation, civil liability, legal coverage).



Visa

If you are a native of an EEA State (Member States + Switzerland, Norway, Iceland and Liechtenstein), no entry visa is required. You need a valid passport/ID card for the duration of your stay in France.

Non-European students

You are required to obtain a student visa before your arrival in France. You must request the visa form at the French consular services in your country of residence at least 3 months before your departure, you need a valid passport and apply for a visa "**valant titre de séjour**" (VLS-TS).

The documents required for the visa application vary depending on your country of origin, for more information please contact the nearest French consulate in your country of residence.

We will request a copy of your visa before the start of the semester. We will not allow students to begin the courses without a copy of this document.

The main documents required for the Visa application will be:

Passport: validation at least 6 months after you leave France

Letter of admission: sent by ISG

Proof of sufficient income to live in France during your exchange: minimum monthly income of 615€. In case you possess a scholarship, a certificate of the amount and the duration will be asked.

For further information:

- <http://www.diplomatie.gouv.fr/fr/venir-en-france/etudier-en-france/demarches-administratives/article/visas-etudiants>
- <https://www.campusfrance.org/en/student-long-stay-visa>

To check if you need a visa: <http://www.diplomatie.gouv.fr>

Attention:

Please note that with a tourist visa you cannot study in France and it is impossible to change this into a student visa! It is also impossible to extend a visa when you are in France, consequently, you will have to return to home country and apply for another visa.



OFII

Students coming from outside the EU might have obtained a long term visa (VLS-TS) and will need to validate their visa within 3 months after arriving in France.

You will need to do this online through the following website :

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

You will be asked for the following information:

- A valid email address
- The long term visa number
- Arrival date in France
- Bank card to pay the 50€ tax fee

At the end of the procedure, you will receive the confirmation of registration of the visa in a PDF document sent by email. The certificate must be saved, printed and kept during the entire stay in France.

Housing

Finding a place to stay in Paris can sometimes be quite difficult so we strongly recommend that you start looking before you leave your country. Housing will cost you between 900 and 1200 Euro/month for a student (first months are more expensive because of agency fees, deposits...) and home insurance is mandatory (around 100€ a year).

<https://www.numbeo.com/cost-of-living/>

ISG does not have on or off campus housing however we work with a housing platform where you can find rentals, flat shares and homestay offers.

More information on the following link: <http://logement.isg.fr>

We will also send a housing guide to you during the admission period.

The advertisement features the ISG logo at the top. Below it, the text reads 'All ISG HOUSING SERVICE on a single PLATFORM'. A blue button contains the URL 'logement.isg.fr/en'. A larger blue box at the bottom contains the text: 'Find different offers such as rentals, colocations and homestay accommodations among a large choice of private landlords, agencies and student residences !'. At the very bottom, it says 'A multilingual support team (French, English, Spanish, Italian, Mandarin) is available 6 days a week to accompany you in your housing research. Do not hesitate to contact the team at +33 1 60 92 64 01 or bookings@studapart.com'. The footer reads 'Edited by Studapart'.



Housing Insurance

Most host families, residences and owners require students to take out a comprehensive housing insurance policy. You can ask information in several insurance companies upon arrival.

Living Costs

The minimum monthly budget in Paris would be around 1200€. Fortunately, the student status gives right to many discounts in transportation, libraries, sports, cinemas, museums, university cafeterias etc.

Please check out the following website to get an idea of costs in France:

<https://www.numbeo.com/cost-of-living/in/Paris>

Housing subsidy

Students are allowed to request a housing subsidy from the CAF this organization will decide if you are eligible.

You must have your housing contract and a French bank account before starting the procedure.

- Private rentals:

[https://www.caf.fr/sites/default/files/medias/cnaf/Nous_connaitre/International/FrancaisEtranger/AllocationLogement/2021/Anglais/3F_ALE_SecteurLocatif_Angl_2021-compress%C3%A9%20\(002\).pdf](https://www.caf.fr/sites/default/files/medias/cnaf/Nous_connaitre/International/FrancaisEtranger/AllocationLogement/2021/Anglais/3F_ALE_SecteurLocatif_Angl_2021-compress%C3%A9%20(002).pdf)

- CROUS residences:

https://www.caf.fr/sites/default/files/medias/cnaf/Nous_connaitre/International/FrancaisEtranger/AllocationLogement/2021/Anglais/1F_ALE_CROUS_%20Angl_2021-compress%C3%A9.pdf

- Student residences:

https://www.caf.fr/sites/default/files/medias/cnaf/Nous_connaitre/International/FrancaisEtranger/AllocationLogement/2021/Anglais/2F_ALE_HORS%20CROUS_Angl_2021-compress%C3%A9.pdf

General Information :

https://www.caf.fr/sites/default/files/medias/cnaf/Nous_connaitre/International/FrancaisEtranger/AllocationLogement/2022/Flyer_ConnexionEtudiantEtranger_EN.pdf



ARRIVING IN PARIS

Getting to Paris

You will most certainly arrive in one of the two main Paris airports: [Roissy Charles de Gaulle](#) or [Orly](#). In order to get information about the airports and how to reach the city, please go to the following website: [Aéroports de Paris](#)

If you have heavy luggage with you, we recommend you take a cab or a bus because the RER and metro can sometimes be difficult with big suitcases.

If you want to come by RER from Roissy Charles de Gaulle, you'll find the itinerary [here](#).

If you want to come by taxi, it will cost between 55 and 62€ to Paris from Roissy Charles de Gaulle and 35 to 41€ from Orly, depending on where you want to go in Paris.

Transportation in Paris (More information www.ratp.fr)

Metro

The "Métro" in Paris has been in existence since 1898, and although it is one of the oldest subway systems, you will find that it is an efficient way of transport. The system has 16 metro lines that reaches 308 metro stations. Trains run between 5:30am and 1:15am during the week and up to 2:15am on Fridays, Saturdays and bank holidays. You will be able to get a free [map](#) of the metro at any station.



Tickets can be purchased at booths in the metro stations. There are various options depending on the use and frequency: <https://www.iledefrance-mobilites.fr/en/tickets-fares/list?p=student-or-intern-under-26>





| | | | |
|--------------------------|-----------------------------|---|---|
| Navigo liberté+ | 1.69€ for a round trip | RER in Paris, metro, bus & tram. You pay by bank transfer the following month | https://www.iledefrance-mobilites.fr/en/tickets-fares/detail/liberte-plus |
| Ticket t+ | 2.10€ for a single trip | RER in Paris, metro, bus & tram. You recharge on a Navigo Easy Card or on your phone | https://www.iledefrance-mobilites.fr/en/tickets-fares/detail/ticket-t-on-navigo-easy-travel-card-or-on-your-phone |
| Navigo Day Ticket | 8.45€ /day (2 zones) | Unlimited travel in Ile de France with 2 zones on all modes of transport except Orlyval | https://www.iledefrance-mobilites.fr/en/tickets-fares/detail/navigo-day-ticket |
| Navigo Weekly Ticket | 30€ all zones (1-5) | Monday to Sunday, unlimited travel in Ile de France in selected zones | https://www.iledefrance-mobilites.fr/en/tickets-fares/detail/navigo-weekly-ticket |
| Imagine R Student Ticket | 350€ / year all zones (1-5) | Annual ticket for students under 26 with unlimited travel throughout l'Ile de France | https://www.iledefrance-mobilites.fr/en/tickets-fares/detail/imagine-r-student-ticket |

Please note that should you purchase a ticket, make sure that you always carry it with you even after you have entered the train since you may be asked to present it once you exit from the train. If you get caught without possessing a ticket, you will have to pay a fine. Make sure that you also validate your ticket, otherwise you risk getting a fine.

| | |
|---|---|
| Did not validate a pass/ticket in tram or bus | 5€ to be paid directly to the ticket inspector |
| Did not validate a pass/ticket in an RER or metro | 35€ to be paid directly to the ticket inspector |
| Reduced price is not justified | 35€ to be paid directly to the ticket inspector |
| No pass/ticket | 50€ to be paid directly to the ticket inspector |
| Use of someone else's pass/ticket | 50€ to be paid directly to the ticket inspector |

RER

The RER (Réseau Express Régional) is a high speed subway system which runs from the city to the suburbs. There are five lines (A, B, C, D, E) which connect to the metro lines. The key junction stations for the RER are Châtelet/Les Halles, Nation, Etoile and Auber. Be careful not to confuse Charles de Gaulle – Etoile (where the Arc de Triomphe is located) with Charles de Gaulle - Roissy (the main airport of Paris).

When you use the RER, you will note that there are fixed signs over the platforms indicating the destinations, times and names of the trains, the sign will also indicate whether the train is short (train court) or long (train long), this is important when it arrives, if it is a short train, you might be 100 meters behind.



A word of caution: in the places outside of Paris, stations in the evenings are normally deserted and can be unsafe for a single traveler.

Bus

Should you decide to use the bus in Paris, it is advisable to consult the various bus routes inside the metro, at bus stops or on your transport map.

Bank Account

We recommend students to open a bank account in France, especially for those staying more than one semester, you will also need a bank account to receive the housing subsidy.

You can open your account in any bank, but you will find below 2 banks close to ISG:

- [Société Générale](#), 172 avenue Victor Hugo
- [BNP Paribas](#), 39 avenue Victor Hugo

Telephones

If you are arriving from an EU country, you may not want to get a French sim card as roaming is free. But please check the conditions and terms of your home operator before arriving.

For students who want to get a sim card, you can buy this in the city (phone stores, electronic shops, supermarkets, tobacco stores, newspaper kiosks, major train stations) or at the airport (prices may be higher at the airport)

There are 4 main operators in France : Orange, SFR, Bougyes Telecom, Free Mobile

To get a prepaid sim, you will need

- An unlocked phone
- Valid ID/passport
- Email
- Address in France (in some cases)

You can check out the prices on the following link:

<https://www.paristouristinformation.fr/best-french-sim-card-for-tourists/>



PRACTICAL INFORMATION

Useful apps

| Transport | Activities/Information |
|----------------|------------------------|
| RATP | Toogoodtogo |
| City Mapper | The Fork |
| Google Maps | Billet Reduc |
| SNCF | Deliveroo |
| Uber | Fever |
| Freenow | Doctolib |
| Blablacar | Allocine |
| | MagicFridge |
| Housing | Tourpal |
| PAP | Meetup |
| Leclubcolette | Flush |
| TalktalkBnB | |
| CAF Mon compte | Useful apps |
| Whoomies | Wordreference |
| | XE Currency |
| | Camscanner |
| | Myinternship Abroad |
| | Aroundme |

Useful phone numbers

| | |
|--|----------------|
| SOS Helpline (crisis line in English 3pm-11pm) | 01 46 21 46 46 |
| Anti-poison centre | 01 40 05 48 48 |
| Drug crisis hotline (free) | 08 00 23 13 13 |
| Emergency medical assistance | 15 |
| European emergency number | 112 |
| Fire department | 18 |
| Lost objects (RATP) | 3246 |
| Rape crisis hotline (free) | 08 00 05 95 95 |
| SOS doctor | 3624 |
| SOS dentist | 01 43 37 51 00 |
| Police department | 17 |
| Information | 118 218 |

Hospitals & pharmacies

If you wish to see a doctor in your native language, please contact your embassy.

English speaking hospitals

Hopital Franco-Britannique, [4 rue Kleber, 92300 Levallois](#) / 01 47 59 59 59

Hopital Américan, [63 boulevard Victor Hugo, 92200 Neuilly sur Seine](#) / 01 46 41 25 25



French public hospitals

Bichat – Claude Bernard, [46 rue Henri-Huchard, 75018 Paris](#) / 01 40 25 80 80

Georges Pompidou, [20 rue Leblanc, 75015 Paris](#) / 01 56 09 20 00

Pitié-Salpêtrière, [47-83 boulevard de l'Hopital, 75013 Paris](#) / 01 42 16 00 00

English speaking doctors

Centre COSEM : [9 rue Boudreau, 75009 Paris](#) / 01 55 56 62 51 (with or without appointments)

Pharmacies

British & American Pharmacy, [1 rue Auber, 75009 Paris](#) / 01 42 65 88 29 – open 7/7 (8am-8pm)

Grande Pharmacie Daumesnil, [6 place Félix Eboué, 75012 Paris](#) / 01 43 43 19 03 – open 7/7 (8:30am-9pm)

Grande Pharmacie de la Nation, [13 place de la Nation, 75011 Paris](#) / 01 43 73 87 52 – open 6/7 (8:30am – 8:30pm)

Les Champs-Élysées, [84 avenue des Champs-Élysées, 75008 Paris](#) / 01 45 62 02 41 – open 7/7 (9am – 8pm)

Public Holidays in France

| | | |
|----------------------|-----------------------------|-------------------------------|
| Jour de l'An | New Year's Day | 1 st of January |
| Lundi de Pâques | Easter Monday | 1 st of April 2024 |
| Fête du Travail | Labor Day | 1 st of May |
| Armistice | Victory Day | 8 th of May |
| Jeudi de l'Ascension | Ascension Thursday | 9 th of May 2024 |
| Lundi de Pentecôte | Whit Monday | 20 th of May 2024 |
| Fête Nationale | National Day / Bastille Day | 14 th of July |
| Assomption | Assumption | 15 th of August |
| La Toussaint | All Saint's Day | 1 st of November |
| Armistice | Armistice Day – End of WW1 | 11 th of November |
| Noël | Christmas | 25 th of December |

Time Zone

France is on a GMT+1 time zone. The clocks change twice a year. When the Summer period begins, the clocks go forward one hour (31st of March 2024) and when the Winter period begins, the clocks go backward one hour (29th of October 2023)

Currency

The currency in France is the euro (€). There are bank notes of 5, 10, 20, 50, 100, and 200 euros, and coins of 1, 2, 5, 10, 20 and 50 cent along with 1 and 2 euros.



Smoking in France

Smoking in France is prohibited in public places (schools, railway stations, metro stations, airports, government buildings, offices, restaurants, clubs, cafes etc). As for e-cigarettes, they are prohibited in school buildings, in public transport and in offices.

Electricity

Around the world, electrical plugs and sockets are male and female, in France, plugs and outlets are both, meaning that they have prongs and receptacles.

Make sure you buy an adaptor to use your appliances in France.



Lexicon

| | |
|-------------------------------|----------------------------------|
| Hello | Bonjour |
| Good morning / Good afternoon | Bonjour |
| Good evening | Bonsoir |
| Hi / Bye | Salut |
| Goodbye | Au revoir |
| See you later | A tout à l'heure |
| See you soon | A bientôt |
| See you tomorrow | A demain |
| Yes | Oui |
| Non | No |
| Please | S'il te / vous plaît |
| Thank you | Merci |
| No thank you | Non merci |
| Sorry | Pardon |
| I am sorry | Je suis désolé(e) |
| My name is | Je m'appelle |
| I don't understand | Je ne comprends pas |
| I only speak a little French | Je parle un petit peu Français |
| Can I ask a question? | Je peux vous poser une question? |
| Congratulations | Félicitations |
| Well done | Bravo |
| Enjoy your meal | Bon appétit |
| Merry Christmas | Joyeux Noël |
| Happy New Year | Bonne année |



STUDENT LIFE

Cultural life

Most national monuments and museums are free to Europeans between the ages of 18 and 25. You will just need to present an official document with your date of birth at the entrance.

To check what activities are happening in Paris, you can check out the following websites:

- en.parisinfo.com
- sortiraparis.fr

There are many places to visit in Paris during your semester at ISG. Why not visit the Louvre Museum, go up the Eiffel Tower, walk around the numerous districts which all have a different history.

For an evening out, why not discover one of the many plays or events taking place.

- kiosqueculture.com

Travelling

Why not take the opportunity to discover France and Europe during your semester in Paris. There are various low-cost transportation services:

- Train with [SNCF Connect](#)
- Bus with [Blablacar](#)
- Flights with [EasyJet](#), [Vueling](#), amongst many more...



BEFORE LEAVING

A few months before leaving Paris, you will need to complete a few procedures.

Housing

Préavis (departure notice): you will need to inform your residence or landlord before you leave, depending on the contract, this needs to be done 1 to 3 months before.

Etat des lieux (inventory): before leaving your housing, you will need to do an inventory with your landlord or residence, if anything is missing or has been deteriorated, they can retain part of your deposit.

Caution (deposit): make sure to ask for your deposit, the landlord/residence have 1 to 2 months to give it back.

Housing subsidy, bank, contracts

You will need to cancel your subscriptions or contracts, including electricity, internet, phone, insurance etc.

Concerning the housing subsidy and bank, you will need to contact them and give them your new contacts, either in France or back home.