

APPLICATION PROCEDURE EM STRASBOURG BUSINESS SCHOOL, SEPTEMBER 2016

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Dear Partner,

This letter is intended to provide some additional details on some general information on courses and housing in Strasbourg.

APPLICATION PROCEDURES

The application procedure for an exchange at EM Strasbourg consists of the following three steps:

Application (students):

1.2 Once nominated, students will need to fill out our on-line application form – **this should be available in the coming days and we will send you the link in a separate e-mail.**

Students will then need to print out the filled in application form, attach a passport-sized picture and have the form signed and stamped by the exchange coordinator at their home university.

1.3 They should then upload the scan of the filled out application form along with the supporting documents listed below to our on-line student platform: <http://si.em-strasbourg.eu/incoming/>

(Students will need to create an account when they first access the platform).

- Proof of social insurance (only for students coming from the European Union countries (EHIC Card) or from Quebec (RAMQ document));
- A copy of their passport (page with personal information) – only for students coming from outside of the EEA (EU28 + Switzerland, Norway and Liechtenstein) who need a visa;
- Copy of an official certificate of language proficiency in the main language of instruction at EM Strasbourg Business School should this not be their mother tongue (we accept TOEFL, IELTS, TOIC, etc. as well as language certificates issued by home university/language teachers);
- Transcript of records – only for degree seeking students (master or bachelor dual degrees);

Students wishing to start their exchange at EM Strasbourg Business School in September 2016 (for one or two semesters) must submit their application form and supporting documents via the above mentioned on-line platform by the deadline of **31 May 2016**.

NB: Please note that in order to be registered at the University of Strasbourg / EM Strasbourg Business School, exchange students under 28 years of age coming from outside of the European Union will need to pay the mandatory French social/health insurance of 215€. Students will be able to pay this fee upon their arrival at EM Strasbourg Business School in September 2016.

2. COURSES

➤ **Simple exchange students**

Students who wish to spend one or two semesters in Strasbourg as simple exchange students (non-degree seeking students) will be able to choose their courses from a list of courses taught in English and in French. French language courses for all levels are also included. A preliminary list of courses open to exchange students in 2016-17 will be available in May-June 2016. In the meantime, students may check the list of courses available at the academic year 2015-16; this may change, but most of the courses will be offered next year too:

http://intranet.em-strasbourg.eu/views/list_cours_visitants.php

A course pre-registration procedure will be run in July 2016. This will help us identify courses in high demand and duplicate them where necessary.

Final course registration will take place in the week of 5 September 2016. Students will then be able to add / drop courses as they wish.

Unfortunately, the final course schedule will only be available in September. Course schedules at EM Strasbourg Business School may be irregular and therefore students will be able to finalise their course selection only in September.

➤ **Degree seeking students**

Dual degree students and degree seeking students whether they are at master's level (Master *Grande Ecole* English track) or at bachelor's level (Bachelor in Management Students) will follow courses according to the set curriculum on their respective programme. These normally include compulsory courses and elective modules or courses. The curricula of degree programmes for 2016-17 will be sent to students concerned in May-June 2016.

3. HOUSING OPTIONS

➤ **University accommodation**

A limited number of rooms in university dorms are available to visiting students at EM Strasbourg Business School. For students arriving in Strasbourg in September 2016, these rooms will be allocated via a special on-line procedure starting 13 June. The International Office will send to students further information about the application procedure two weeks before the start of applications. Information about available rooms and pictures will also be sent so that students have all the necessary information before they commit to a room.

Please note that rooms are rented for semester-based periods of time only, i.e. from September to December in the first semester, and from January to April in the second semester. Students will thus need to pay rent for the entire rental period even if they decide to leave Strasbourg earlier.

NOMINATIONS - EM STRASBOURG BUSINESS SCHOOL, SEPTEMBER 2016

As mentioned above, the number of rooms in university dorms is limited, and therefore cannot be guaranteed to all visiting students. The International Office will advise students on other housing options in Strasbourg, such as private housing.

➤ **Private housing:**

EM Strasbourg Business School is not involved in or responsible for housing arrangements made outside of the university dorms. Visiting students who rent privately do so on a personal basis. We only provide easier access to housing information for students looking for housing outside of the university setting.

Students will receive information regarding private student residences. Students will also be able to sign up for a Facebook group dedicated to the search of private housing in Strasbourg.

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We hope that this information is useful. However, if you have any questions or need clarification about any of the above, please do not hesitate to contact us at: sri-incoming@em-strasbourg.eu.

Sincerely Yours,

The International Office, EM Strasbourg Business School