

INSPIRING IDEAS AND TALENT

Grenoble Campus 2018 - 2019

# INFORMATION PACKAGE INTERNATIONAL STUDENTS

A guide to Grenoble Ecole de Management and life in France

Grenoble

International Student Integration



**GRENOBLE  
ECOLE DE  
MANAGEMENT**

BUSINESS LAB FOR SOCIETY

une école





**PLEASE READ THE FOLLOWING INFORMATION  
CAREFULLY TO PREPARE YOUR STAY**

**THIS WILL BE YOUR SURVIVAL GUIDE AS A FOREIGN  
STUDENT IN FRANCE**

The following information is to help you understand, organize, anticipate and prepare the *practical* side of the adventure you are about to begin. It should answer most of your questions concerning administrative procedures to settle down in France such as housing and insurances.

The International Student Integration Department will be contact you as soon as your acceptance status will be confirmed to us.



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**Welcome to Grenoble**

# GRENOBLE: VIBRANT AND WELCOMING

In an exceptional natural environment, where mountains appear at the end of every street, Grenoble is a leading European center for technological innovation.

More than 60,000 students and 8,000 researchers along with companies such as Caterpillar, Hewlett-Packard, Rhône-Poulenc and Schneider Electric show that Grenoble is a booming city where technology and education play a major role.

The weather in Grenoble varies enormously. We suggest you pack a broad selection of clothing from thick woolly pullovers to T-shirts and shorts. The winters can be icy cold and the height of summer is almost unbearably hot. And, whatever you do, do not forget your umbrella!

For more information about Grenoble:

[Discover Grenoble and the French Alps with Grenoble Ecole de Management](#)

[High-Tech environment](#)

[International Scope](#)

[Grenoble Tourist Office](#)

## GRENOBLE CAMPUS

The Grenoble campus is located in the city's business district, known as Europole. The Grenoble Ecole de Management campus is near the heart of the city and right next to the train station, where trains, buses, tramways and bike paths all intersect. The School is also located right next door to the GIANT innovation campus.

Spread out over almost 37,000 square meters, the Grenoble campus is recognized for its design and ease of access.

As the School continues to expand, it will soon inaugurate a new location on the [GIANT campus](#) within a 10,000 square meter building dedicated to continuing education and training in the fields of management of technology, innovation and entrepreneurship.

## WHO'S DOING WHAT AT GRENOBLE ECOLE DE MANAGEMENT

### Where to find information about your admission file and school fees

Every program has at least one main contact who deals with application files and/or school fees.

Depending on your program, you must already be in contact with the person in charge of your application file. Do not hesitate to send your queries to this person if you have questions or doubts about your admission at Grenoble Ecole de Management.

### Where to find information about administrative and pedagogical issues about your program

Every program has at least one program coordinator. The program coordinator can probably answer most of your questions regarding the program you are taking such as schedules, student portal login and password, student card formalities, absences, your registration in various seminar groups, your examinations, your grades, school certificates, transcripts, etc.

Your program coordinator will contact you, as soon as your attendance have been confirmed, providing your login and password to have access to the school's intranet where you will find your schedule. She will be a great help to you during your studies here.

### Where to find information about the intensive French course

The Language Department organizes an intensive French course for beginners and false beginners every new intake in September. For further details please contact [carole.gally@grenoble-em.com](mailto:carole.gally@grenoble-em.com).

### Where to find information about student counselling and the career center

Grenoble Ecole de Management provides numerous services to support students during their studies.

You will receive further details about these services and how to work with them during the induction week. Meanwhile, you can find general information [here](#).



# 2

**BEFORE ARRIVING  
IN FRANCE & GRENOBLE**

# PREPARE YOUR STAY

You will find below a list of important things to consider before and upon your arrival to Grenoble. If you take them in account, it will be easier to settle you down and start your new life at GEM as an international student.

## STEP

# 1

## YOU HAVE BEEN ADMITTED

### Several months before your arrival at GEM

- 1 Planning your budget [more information page 35](#)
- 2 Searching and booking for accommodation [more information page 52](#)
- 3 Obtaining a visa [more information page 10](#)
- 4 Learning about insurances [more information page 84](#)
- 5 Preparing important documents [more information page 15](#)

## STEP

# 2

## YOU WILL ARRIVE SOON

### Several weeks before your arrival at GEM

- 1 How to get to GEM [more information page 22](#)
- 2 Preparing your arrival (checklist and tips) [more information page 18](#) and [page 27](#)
- 3 Arranging your arrival with your accommodation [more information page 18](#)

## STEP

# 3

## YOU HAVE JUST ARRIVED

### The first few days at GEM

- 1 Check-in your new accommodation [more information page 55](#) and [page 76](#)
- 2 Talking out housing insurance [more information page 90](#)
- 3 Opening a bank account [more information page 93](#)
- 4 Validating your visa or applying for a residence permit [more information page 38](#)
- 5 Applying for housing allowance (CAF) [more information page 81](#)
- 6 Registering with French health insurance (if necessary according to age and nationality) [more information page 85](#)
- 7 Taking out repatriation and civil liability insurances (only for exchange students) [more information page 90](#)
- 8 Come to the Welcome Desk if you need general information about daily life, insurances and/or banking and support with immigration and housing allowance [more information page 29](#)

**You should bear in mind that Grenoble Ecole de Management has no influence whatsoever on French laws regarding foreign citizens traveling to and/or residing in France nor on any change that may occur between the time you read this document and the date of your application. This document should only help you clarify the process.**

## VISA

### Who needs a visa?

You do not require a visa if you are a citizen from one country member of the European Union or the European Economic Zone, or Andorra, Monaco, Switzerland, San Marino, the Vatican. For the complete list see [www.diplomatie.gouv.fr](http://www.diplomatie.gouv.fr).

Students from all other countries must obtain a FRENCH STUDENT VISA from the French Consulate in their country of origin. Students who do not reside in their country of origin can apply at the nearest French Consulate by providing **proof of residence in the country where they submit their visa application**.

**Example:** you are from India, currently residing in Dubai. You apply for a visa at the French consulate in Dubai while providing a proof of residence in Dubai.

Bear in mind that you come to France **as a student**, not as a tourist, even though your study period is short. **A tourist visa is not sufficient and you will face being expelled from France after 3 months and any diplomas or credit obtained will not be recognized.**

**If you are a non E.U citizen and are temporarily studying in one country member of the European Union (e.g.: Netherlands, Germany, etc.), you cannot use the residence permit of that country to apply for the French housing subsidy (abbreviated in APL/CAF).**

**Thus, you must contact the French consulate in the country where you are temporarily residing to obtain a French student visa.**

**Depending on the type of visa you get, you might be eligible for applying for the French residence permit.**

### Who should register with Campus France? <http://www.campusfrance.org>

You should verify if, **depending on your country of residence, - not your citizenship -**, you must register with a Campus France Center **in cases where such a Centre does not exist, apply directly through the French Consulate or Embassy in your country of origin.**

Examples:

- You are Chinese and currently residing in China there is a Campus France center in China you have to register with the nearest Campus France center before you go to the French consulate.
- You are Chinese and currently residing in Switzerland there is no Campus France center in Switzerland you go directly to the nearest French consulate in Switzerland.
- You are Venezuelan, there is no Campus France center in Venezuela but you are residing in Brazil you have to register with the nearest Campus France center before you go to the French consulate.

To fully understand the visa procedures, you may go to these useful links for a list of French Consulates and Visa requirements: <http://www.diplomatie.gouv.fr>

Because regulations are subject to change, it is highly recommended to inquire directly at the nearest French Consulate. The consulate is the sole body authorized to issue a visa and decide what type of visa you should be granted.

**You should also bear in mind that GEM International Student Integration has no influence whatsoever on French laws regarding foreign citizens traveling to and/or residing in France nor on any change that may occur between the time you read this document and the date of your application. This document should only help you clarify the process.**

**Caution!** No organization, individual, or entity has any right in the visa-granting process, which is the sole responsibility of the French consular service. This is why we urge you to make early contact with the nearest Campus France center and/or French Consulate.

### What documents are required to obtain a visa?

- Passport
- Proof of acceptance from GEM
- Proof of accommodation in Grenoble
- Proof of financial support
- Proof of insurance coverage (depending on consulates)
- Proof of vaccinations (depending on consulates)

This list is only informative and requirements vary from country to country. It is your responsibility to contact and check with the nearest French consulate.

## Passport

Your passport must be valid for the duration of your entire stay in France.

## Proof of acceptance from GEM

You must furnish your GEM letter of acceptance, whether you will be a full-time student or an exchange student. This letter must have your first and last name, your date and place of birth, your major and level of study, the year of enrolment or dates of study period.

## Proof of accommodation in Grenoble

You must present an evidence of accommodation for at least 3 months. It is strongly recommend for international students to book their accommodation in advance for the next 6 months or first academic year. Accommodation might be very difficult to find if you wait until your arrival. You can find further information about accommodation in Grenoble in [the housing section](#).

## Proof of financial support

The required amount of financial resources is set by each embassy. The average is approximately **615** Euros per month for living expenses. This amount does not include tuition fees.

## Proof of insurance coverage

All the students coming to France must be covered by a temporary international travel insurance (civil liability, repatriation, travel, etc). You are required to produce proof of this in order to apply for a FRENCH STUDENT VISA.

This insurance should not be taken as a health insurance, temporary travel insurance is only for emergencies.

You can **buy this insurance at home with an insurance provider or with ISSICASSUR** [here](#). For more information please contact: [gem@isicassur.fr](mailto:gem@isicassur.fr)

### **REPATRIATION, CIVIL LIABILITY AND EMERGENCY ASSISTANCE COVERAGE FOR GEM STUDENTS:**

All GEM students who have paid school fees are automatically covered by an insurance package provided by ISICassur called "GEM INSURANCE PACKAGE" including: **Repatriation, civil liability and emergency assistance** for travels for academic purposes outside of your principal country of residence, such as exchange programs, internships, study trips, etc.

The coverage is valid from 1<sup>st</sup> September to 31<sup>st</sup> August for September and January intakes. The insurance will be automatically renewed every academic year. Please note that certificates can be delivered, under request, only when students arrive to the campus in Grenoble as the insurance company needs to certify their arrival in France and at GEM campus.

More information about the GEM insurance package [here](#).

**NOTE FOR EXCHANGE STUDENTS: You are not concerned by the package mentioned above.** It means that GEM will ask you for repatriation and civil liability insurance upon arrival. To know about this procedure in detail please check the ["Insurance Section"](#).

### **FRENCH HEALTHCARE AND TEMPORARY HEALTH COVERAGE:**

**Students in France need to be affiliated to the national healthcare system, requirements about health insurance depend on nationality and age.**

The coverage provided by the French **national healthcare system for students under 28 years olds becomes effective from 1<sup>st</sup> September only**, which is the official starting date of the school year in France. Consequently, if you arrive to Grenoble Ecole de Management before 1<sup>st</sup> September and you are eligible for the French student healthcare coverage, **you must be covered by your own health insurance until you may benefit from the French student social security coverage.**

**This is very important and compulsory in case of serious illnesses or diseases, treatments and/or pregnancy.**

**You can find more information about compulsory insurances in France and at GEM** [here](#).

## Vaccinations

In some countries, the French Consulate may require proof of vaccination against certain diseases.

## What type of student visa can you be granted?

Students **staying less than 3 months will need to apply for a SHORT STAY STUDENT VISA**. A short stay visa is NOT a Schengen visa; a short stay visa is for France ONLY.

Student **staying more than 3 months will need to apply for a LONG STAY SUTDENT VISA**. A long stay visa is NOT a Schengen visa; a long stay visa is for France ONLY.

**Caution!** A tourist visa cannot be converted into a student visa in France or in any other country of the European Union. If you have come to France as a tourist, exempt from a tourist visa due to your nationality and you intend to stay in France to study, you absolutely must return to your country of origin to obtain your student visa

**You will be delivered a visa with the mention:**

Either **“carte de séjour à solliciter dès l'arrivée en France”** (you have to apply for a residence permit once in France with the Prefecture of Grenoble (office at the St. Martin d'Hères Campus).

Or **“CESEDA R311-3 6° autorise travail limité 60% durée légale”** (you have to apply for an OFII stamp once in France, which is the new version of the residence permit).

Or **“dispense temporaire de carte de séjour”** (you are exempted from applying for a residence permit). In this case, you may not be allowed to travel in Schengen countries during your stay in France. Please, inquire at your consulate before your visa is issued).

**To note:** Without **“carte de séjour” or OFFI stamp**, students cannot do salary work or receive the CAF financial help for accommodation.

A long-stay visa is a visa delivered for the number of months you will stay in France and which indicates if you have to apply for a residence permit in France or not. If it is written **“dispense temporaire de carte de séjour” you are not allowed to apply for a residence permit.**

## What does your visa entitle you to do?

## What does your visa mean?

### Visa FRANCE +1 TRANSIT SCHENGEN

The visa “FRANCE +1 TRANSIT SCHENGEN” allows you to come to France through the Schengen area. In case your plane did Mexico – Brussels – Paris, you already used your +1 transit Schengen and cannot leave France anymore for Europe, you'll have to wait for the residence permit (carte de séjour or OFII stamp).

You cannot travel through Schengen area during your studies period. According to your country of origin, and the agreements signed between your country and France, regulations are different: you may be able to travel as a tourist in Europe before coming, and then do your studies period with your visa without going out of France.

At the end of your studies period you may travel again as a tourist (sometimes provided that you do not come back to France).

These are legal obligations set by the visa you receive.

Please check with the French Consulate / Embassy in your country what your student visa allows you to do.

Please also contact foreign Consulates / Embassies in France of the countries you want to visit (in order to know if you can enter foreign countries with this visa, and then be allowed to come back to France).

<http://www.mfe.org/index.php/Annuaire/Ambassades-et-consulats-etranagers-en-France>: this website is done by The French Ministry of Foreign Affairs and gives the contacts of foreign embassies and consulates in France.

You may have to apply for visas to travel in European countries, after getting your residence permit. Please check the previous website to get the information.

### For the students who are required to get a residence permit (Carte de séjour) / OFII stamp

1. **MULT** (multiple entries) on your visa means that you can make as many travels as you wish between France and your home country (direct flights, no transit in Europe) during the length of your visa. This is available until the expiration date of your visa.
2. Once you have your residence permit / OFFI stamp you are able to travel in Schengen area PROVIDED that you fulfill all administrative conditions to enter countries outside France. Please check the previous paragraph.
3. If you wish to travel outside of France but within the Schengen area: a valid multiple-entry long stay visa will suffice to travel in the Schengen area. Border authorities may ask you for the OFII stamp, you will need to show them that you are in the middle of the process to obtain it. This applies only for the first three months upon arrival.

### For the students who are NOT required to get a residence permit (written on the visa)

The French Prefecture cannot transform this visa in any official authorization to leave the country. You cannot leave French territory during your whole stay.

### Visa FRANCE (sauf CTOM)

The visa “FRANCE (sauf CTOM)” allows you to come directly to France (no transit through another country). You can go to France, but not to its CTOM (French overseas territories: French Polynesia, Wallis and Futuna, New Caledonia, French austral territories (TAAF), Mayotte and Saint Pierre and Miquelon).

## SCHENGEN VISA

A Schengen Visa is only for short stays (less or equal to three months). Usually, GEM international students won't get a Schengen Visa but a LONG STAY Visa for STUDIES in FRANCE.

The only exception to this is Indian students coming to France for less than 90 days due to the trimester system in India.

**Note:** the Schengen agreements aim at instituting free movement / circulation of people between the signatory countries. The free circulation measure not only applies to the citizens of the signatory countries, but also applies to all the citizens of the EU and to the non-EU citizens who have a Schengen short stay visa. Since end 1997, all the short stay visas delivered by France are Schengen visas. You should expect a minimum 3-week delay (depending on nationality).

**Please NOTE** that the UK is not a Schengen country! To visit countries **outside the Schengen area**, please inquire at the respective country's Consulate or Embassy located in Paris on whether you need a visa or not.

## IMPORTANT INFORMATION FOR STUDENTS WHO ARE REQUIRED TO GET THE OFII STAMP

When you submit your visa application, you will have to join the French immigration (OFII) form should be filled out by the following students:

- ALL students who will be staying in France for more than six months (180 days)
- Students who will be staying in France for a period of time between four and six months (for a total duration of 91-180 days) who wish to be allowed to work in France while studying
- Students who will be staying in France for a period of time between four and six months (for a total duration of 91-180 days) who wish to be able to extend their visa once they are in France

The French immigration (OFII) form is available online on the Web sites of all French consulates. Students should bring the OFII form to their consulate appointment, and should make sure to print their e-mail address very carefully on the form to avoid any risk of confusion or error.

At that time you'll fill out the upper half of the **OFII form**. The form is available in French only.

You'll also be given an explanatory note. Keep all your documents for the formalities that have to be carried out in France.

**Note:** To have evidence of your arrival in France, before exiting customs, **make sure your passport receives a stamp with the date of your arrival**. If for some reason this is not possible, keep the stub of your airplane and/or train boarding pass or any other document that helps determine the date you entered French territory.

**Upon your arrival** you will need to register with the French Office of Immigration and Integration (OFII) during the first three months of their stay in France.

You will have to send by registered mail to their local OFII:

A completed OFII Residence form (Demande d'Attestation).

A copy of the ID pages of passport, your STUDENT FRENCH VISA and of the immigration stamp received at the border.

## IMPORTANT INFORMATION REGARDING FOREIGN TRAVEL WHILE WAITING TO COMPLETE OFII PAPERWORK

1) If you wish to travel outside of France but within the Schengen zone: a valid multiple-entry long stay visa will suffice to travel in the Schengen area.

2) If you wish to travel outside of France and the Schengen zone or return to your home country:

A. Within the first three months of your arrival in France, travel is authorized without the OFII sticker or proof of paperwork submission ("attestation de dépôt de dossier") provided you have a valid multiple-entry long stay visa

B. Beyond three months, the OFII sticker is mandatory or, in its absence, proof that you have submitted your paperwork to the OFII ("attestation de dépôt de dossier") to leave France. If you have not submitted your paperwork to the OFII in the indicated timeframe (3 months), you will need to apply for another long stay visa in your home country.

**Current Schengen signature countries:** Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland.

**Bulgaria, Cyprus, Ireland, Romania and, most notably, the United Kingdom are NOT part of the Schengen zone.**

**Please read the detailed OFII procedure you need to follow in France upon your arrival** "[VISA & Residence Permit Section](#)"

### Note regarding the Schengen Area:

For students traveling to Schengen countries, please note: The maximum length of stay in Europe for non-European Union passport holders is determined by the Schengen accord and is currently limited to 90 days within any 180 day period. The important thing to note is that you may not leave the Schengen Visa area for a day and return to restart the 90 day clock. In other words, you must be absent from the Schengen area for at least 90 days in a 180 day period to be legal. The following states are part of the Schengen area: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland. Check individual consulates for regulations regarding the necessity of a Schengen visa and/or long-term resident/study visa.



Remember that when traveling outside France, you should enquire at the embassy in Paris of the country you plan to visit whether or not you have to apply for a visa. A French visa is only valid to enter France.

Furthermore, bear in mind that a French long stay visa allows you to travel to, but not reside – i.e. study or work - in Schengen countries. If you go to another country for an internship or an exchange program, you should enquire at the embassy in Paris of that country.

**Reminder!** As an exchange student you cannot do any internship with an internship agreement signed by GEM. This must be signed by your home university.

## CONSTRAINTS RELATED TO “SHORT-TERM VISA” - LESS THAN 6 MONTHS

If you are student from outside the European Union and you come to France for only one semester, your consular service will deliver you a student visa for 6 months, marked “no application for a residence permit”. But with this type of visa, you will probably encounter difficulties if you wish to travel in the Schengen area\*. Please ask at your consular service for precise details before your departure. Also, with this type of visa, you will probably have no rights to housing assistance from the CAF (Caisse d’Allocations Familiales).

# RESIDENCE PERMIT (“CARTE DE SEJOUR”) & OFII STAMP

## Do I need to apply for a residence permit in France?

Since June 2009, long stay visa holders are allowed to reside in France for up to 12 months according to the validity of their visa and purpose of stay. They are no longer required to obtain a residence permit (“carte de séjour”) from the French local authorities (“Préfecture”) as long as their visa is valid.

However, long stay visa holders who intend on staying in France for more than six months have to register to the [French Office of Immigration and Integration \(OFII\)](#) during the first three months of their stay in France.

## How do I register in France?

As soon as you arrive in France, you have to send by registered mail to the local offices of the OFII, please read the [OFII procedure](#).

## Does it concern all long stay visas?

No. These regulations only concern:

- long stay visa to work in France
- long stay visa to study in France for more than six months (student, au pair)
- long stay visa for visitors, if you intend of staying in France for more than six months
- long stay visa for spouses of French national

Other long stay visas holders have to apply for a residence permit in France at the local administration called “Préfecture” within 2 months of their arrival in France.

Students who need a residence permit upon arrival please take an appointment with the [Prefecture of Grenoble](#) - you will need to go to the St. Martin d’Hères Campus.

## Does it concern all nationalities?

No. It does not concern the citizens of:

- The European Economic Area
- Switzerland, Monaco, San Marino, Andorra and Vatican
- Algeria. France has a bilateral agreement with this country regarding immigration matters.
- Also special rules apply for family members of an European Union citizen.

## What shall I do when my long stay visa expires?

If the purpose of your stay is extended, you should apply for a renewal of your residence permit at the local French administration called “Préfecture” two months before the expiration of your visa. The residence permit, which is distinct from a visa, **must be renewed annually**.

If the purpose of your stay in France has ended, you should leave France before the expiration of your visa.

If the purpose of your stay has changed, you should contact the local French administration called “Préfecture” to apply for a residence permit according to your situation two months before the expiration of your visa. Please be aware that a change of status might be refused.

Students who need to renew their student residence permit can find the detailed procedure [here](#).

# EVIDENCE OF ADEQUATE FINANCIAL SUPPORT

The required level of financial resources is set by the Ministry of the Social Affairs, Labour and Solidarity at approximately 615 Euros per month. However, each consular service is free to refer to this sum or to require more at the time of the request for a visa.

In practice, a budget between 900 and 1200 Euros is more realistic. It is important to have a sufficient budget for your needs without putting your health or your studies in danger. (See chapter "[Budget](#)")

The person who will provide support must furnish a signed statement of responsibility (following a model obtainable from the French consular services in your country of origin).

## DOCUMENTS YOU SHOULD BRING WITH YOU

- **Your passport**, it should be valid for your stay in France.
- **French student visa** if needed (valid for your stay in France).
- **Extra passport photos**, 4 or 5 and this only applies for non-European students.
- **Scanned copies of your passport (pages containing information regarding your identity and passport validity), French visa, insurances and accommodation documents, school acceptance letter. You can use a cloud to stock them.**
- **Two or three photocopies of your passport (pages containing information regarding your identity and passport validity), French visa, insurances and accommodation documents, school acceptance letter and all important documents according to the points mentioned below. You will need to submit these copies for some administrative procedures upon arrival.**
- **Health insurance documents**, depending on your age and nationality. Please check the [Insurance section](#) to learn how to proceed accordingly.

The following three cases can be organised in advance, for more information please browse [here](#):

- **European citizens**: European health insurance card (EHIC) valid for the academic year.
- **Quebec citizens**: RAMQ (Régie de l'Assurance Maladie du Québec) certificate/form, for your health expenses.
- **Non-European students over 28 years old**: Private health insurance coverage from home valid for the academic year.

- **Original and photocopy of your birth certificate with filiation, legalized or with an apostille stamp and translated in French by a sworn translator appointed by French courts.** This certificate needs to state the name of your parents. It also requires an official French translation. This translation has to be carried out by a certified translator. Ideally you should have this translated before you arrive in Grenoble. Contact the nearest French Embassy for addresses of certified translators in your country. **Please check the note about birth certificates below to know what you need to do before your arrival in France.**

**This is not compulsory for most of European students. However, it is wise to bring an original and a photocopy in case French authorities ask for this document.**

- **Your last few bank statements** or those of your parents if you are relying on them financially while you are in France. This is **necessary to apply for your residence permit**. You need to show that you have around **615 Euros** per month of your stay in France.
- You might need official documents showing your revenue for the previous year. If you were a student please bring official documents indicating this.
- **Your car registration papers** if you are bringing your car with you, don't forget to bring your car registration papers and to make sure that your car is insured while staying in France.
- **Banking:**
  - **If you have a SEPA "Single Euro Payments Area" bank account DOMICILED IN FRANCE then it is not compulsory to open a French bank account.** Bring you SEPA bank account details IBAN (International Bank Account Number) and BIC/BIC (Bank Identifier Code), called also SWIFT (Society for worldwide Interbank Financial Telecommunication), debit or credit card. You can find general information [here](#). Please **contact your home bank to get further information about SEPA bank account and how to manage it.**
  - **Before your arrival check with your bank if they have facilities to open a bank account in France.**
- **For exchange students only: repatriation and civil liability insurance coverage.** These insurances should be valid for your stay in France. Find more information about these two compulsory insurances [here](#).

### TIPS:

- In case you do not have internet access upon your arrival, it may be useful to create a document containing essential information such as your home address in Grenoble, your residence/landlord telephone number, direction between the station and your accommodation with bus or tramway numbers, name of your program coordinator at GEM, contact at the GEM Admissions Department, etc.
- If your country uses a currency other than the Euro, consider changing money at the airport to be able to make your first payments. Before leaving, check the terms of overseas money withdrawal with your card, because opening an account in France can take one to two weeks, [see banking](#).



## NOTE ABOUT BIRTH CERTIFICATE FOR FRENCH HEALTH INSURANCE AND FINANCIAL ASSISTANCE WITH ACCOMMODATION (CAF)

The LMDE or SMERRA, (health insurance for students under 28 years old), the CPAM (French healthcare system for students over 28 years old) and the CAF (financial assistance with accommodation) are requesting **legal certification on your birth certificate (“Apostille” or “Legalisation” both are intended to confirm authenticity of a legal document)** in order for your registration in the French Health Insurance System and the CAF (financial assistance with accommodation).

Only students from certain countries are affected by this requirement (please see the list below).

For those of you who are concerned by this there are two ways to proceed:

- **Apostille:** this is a simplified procedure, which only applies to certain countries, and which is issued by a Competent Authority in these countries. The following link provides the list of Competent Authorities designated by each Contracting State, the contact details of Competent Authorities and other practical information: [http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)
- **Legalization:** this is a more complex process which retraces the origins of the original document in order to certify its authenticity. For this you will need to go through the Ministry of Foreign Affairs from the country which the birth certificate comes from and then with the French Consular Services from the same country.

Please note, a permanent French Health Insurance number leads to the creation of a Health Insurance Card (“*Carte Vitale*”) whereas a provisional Health Insurance Number is given in the form of an *Attestation*. The medical reimbursement rights are the same for both, but the rights can only be renewed if you are in receipt of the “*Carte Vitale*”.

This is very important for those of you who intend to undertake an internship, as a temporary Health Insurance Number will not allow you to do the internship – you will need a permanent number which can only be obtained by providing this legally certified copy of your birth certificate.

**Please note that you will be required to provide two documents – the copy of your original birth certificate with the “Apostille” or “Legalization” plus a legal translation of this birth certificate.**

**Legal translation of legalized/apostille birth certificate:** French authorities will request an official legal translation in French by a sworn translator appointed by French courts.

### LIST OF COUNTRIES CONCERNED BY FRENCH HEALTH INSURANCE REGULATION: L for « Legalization » and A for « Apostille »

PAYS	LEGALISATION	PAYS	APOSTILLE
AFGHANISTAN	L	SOUTH AFRICA	A
ANGOLA	L	ALBANIA	A
SAUDI ARABIA	L	ANDORRA	A
BAHRAIN	L	ANTIGUA AND BARBUDA	A
BANGLADESH	L	ARGENTINA	A
BELAU (PALAU)	L	ARMENIA	A
BHUTAN	L	AUSTRALIA	A
BIRMANIA (MYANMAR)	L	AZERBAIJAN	A
BOLIVIA	L	BAHAMAS	A
BURUNDI	L	BARBADOS	A
CAMBODIA	L	BELIZE	A
CANADA	L	BIELORUSSIA	A
CHILE	L	BOSTWANA	A
CHINA	L	BRUNEI	A
COMOROS	L	CAPE VERDE	A
CONGO (REP. DEMOCRAT.)	L	CYPRUS	A
NORTH KOREA	L	COLOMBIA	A
COSTA RICA	L	SOUTH KOREA	A
CUBA	L	DOMINICAN (REP)	A
UNITED ARAB EMIRATES	L	DOMINICA	A
ERITREA	L	ECUADOR	A
ETHIOPIA	L	ESTONIA	A
GAMBIA (THE)	L	UNITED STATES	A
GHANA	L	FIJI	A
GUATEMALA	L	FINLAND	A
GUINEA	L	GEORGIA	A
GUINEA-BISSAU	L	GREECE	A
GUINEE EQUATORIALE	L	GRENADA	A
GUYANA	L	HONDURAS	A
HAITI	L	INDIA	A
INDONESIA	L	ICELAND	A
IRAN	L	ISRAEL	A
IRAQ	L	JAPAN	A
JAMAICA	L	KAZAKHSTAN	A
JORDAN	L	LESOTHO	A
KENYA	L	LIBERIA	A

KYRGYZSTAN	L	LIECHTENSTEIN	A
KOSOVO	L	LITHUANIA	A
KUWAIT	L	MALAWI	A
LAOS	L	MALTA	A
LEBANON	L	MARSHALL (ISLANDS)	A
LIBYA	L	MAURITIUS	A
MALAYSIA	L	MEXICO	A
MALDIVES	L	MOLDOVA	A
MICRONESIA	L	MONGOLIA	A
MOZAMBIQUE	L	NAMIBIA	A
NAURU	L	NETHERLANDS	A
NEPAL	L	NEW ZEALAND	A
NICARAGUA	L	PANAMA	A
NIGERIA	L	PERU	A
OMAN	L	RUSSIA (FEDERATION OF)	A
UGANDA	L	ST CHRISTOPHE	A
UZBEKISTAN	L	SAINT LUCIA	A
PAKISTAN	L	ST VINCENT AND THE GRENADINES	A
PAPUA NEW GUINEA	L	SALVADOR	A
PARAGUAY	L	WESTERN SAMOA	A
PHILIPPINES	L	SAO TOME AND PRINCIPE	A
QATAR	L	SEYCHELLES	A
RWANDA	L	SWEDEN	A
SAINT-SIEGE (VATICAN)	L	SURINAME	A
SOLOMON ISLANDS	L	SWAZILAND	A
SIERRA LEONE	L	TONGA	A
SINGAPORE	L	TRINIDAD AND TOBAGO	A
SOMALIA	L	UKRAINE	A
SUDAN	L	VANUATU	A
SRI LANKA	L	VENEZUELA	A
SYRIA	L		
TAJIKISTAN	L		
TAIWAN	L		
TANZANIA	L		
EASTERN TIMOR	L		
THAILAND	L		
TURKMENISTAN	L		
TUVALU	L		
URUGUAY	L		
YEMEN	L		
ZAMBIA	L		
ZIMBABWE	L		

## Translation of documents

If you need a legal translation in French for your official documents, for instance the birth certificate or the driving license, you may contact the ADATE (Association Dauphinoise Accueil Travailleurs Etrangers).

This association proposes a translation service and interpretation in 22 languages.

The translation of the document costs 20 to 40 Euros.

**ADATE**  
**Association Dauphinoise Accueil Travailleurs Etrangers**  
 96, rue de Stalingrad - 38 100 Grenoble  
 Corner « rue de Stalingrad / rue des Alliés » close to the OFII headquarters  
**How to get there : TRAM A – Stop “MC2”**  
[www.adate.org](http://www.adate.org)    Tel. 04 58 17 64 90

**Certain documents may not be approved by the ADATE; you may contact a translator from the Court of Appeal in Grenoble.**

To obtain the list of the translators, please visit:

**Court of Appeal in Grenoble**  
**7 Place Firmin Gautier**  
**38000 - Grenoble**

# PRACTICAL ADVICE AND WARNINGS

## Housing: The importance of a permanent address in France

An address in Grenoble is the starting point to settle you down in France: validation of visa/OFIL stamp, French bank account, housing benefit, compulsory insurances, mobile and internet services, get the student card...

We strongly advise you to book your accommodation before your arrival in Grenoble, it will speed up the whole integration process and you will have enough time to fulfill French administrative procedures and to enjoy the beginning of the academic year.

You need to consider some important facts:

- Living in Grenoble requires a certain budget and it might be expensive.
- Student accommodation fills up very quickly.
- Adapt your search to what is most convenient for international students without a guarantor.
- Prefer furnished accommodation
- Avoid flat sharing

There are more than 60 000 international and French students in Grenoble looking for a place to live. Most of students start to settle down since June or July (September intake), as you can see you need to secure your place at the same time even if you arrive in September. For those arriving in January, remember that there are not so many free places so you will need to anticipate and make arrangements before your arrival.

It takes time to find housing and you will need to be patient, we advise you to start your search as soon as possible. Please check the [housing section](#) of the guide

## Financial aspects

The financial resources required by the consular authorities are not sufficient to be able to live even as students. (See [chapter "Budget"](#))

Please plan your budget to have enough money to avoid a precarious lifestyle or the need to ask for help.

If your country uses a currency other than the Euro, consider changing money at the airport to be able to make your first payments. Before leaving, check the terms of overseas money withdrawal with your card, because opening an account in France can take one to two weeks, [see banking](#).

## Organizing your arrival

It is very important to plan ahead your arrival to avoid bad surprises. In order to do this please consider the following:

1. Schedule your arrival time with your accommodation
  - In France offices are open until 6 p.m. so it is very important to warn your landlord/residence to avoid bad surprises on arrival.
  - In case you arrive too late you will maybe need to book a hotel room for a night, you can find the list of hotels below.
2. Arrive before your classes and the induction week starts and during the first days of the Welcome Desk. You will have time to settle you down and to prepare your paperwork.
3. Arrive during week days, from Monday to Friday. Avoid arriving at the weekend, since many services and administrative offices are closed on Saturday and Sunday.
4. Arrive during office hours, from 9 a.m. to 5 p.m. Remember that between lunchtime – 12 p.m. to 2 p.m. offices and administration in France are usually closed.
5. Pay attention to French bank holidays and summer (August) and winter breaks (end of December). In general people is out of their offices and administrations, shops and restaurants are closed.
6. Bring your ID documents and school acceptance letter if you want to have access to GEM and the Welcome Desk.
7. Avoid bringing luggage to GEM, for security reasons we can't stock it on campus. Go directly to your residence/flat and then you can come to the school.

## For your peace of mind!

Please be vigilant with your belongings. In particular, do not leave your computers unattended. It is better to put them in a backpack rather than a computer bag.

## Need a hotel?

If you have not arranged accommodation for your stay in Grenoble, you should think about reserving a hotel for the first few days or weeks, while you look for housing.

### Remember!

**It is wiser to book your accommodation in advance as long as you don't have a permanent address in Grenoble you won't be able to start administrative procedures.**

## Hotel List

### Hotel Ibis Grenoble Gare

*Address:* 27 Quai Claude Bernard  
*Web Page:* <http://www.ibishotel.com/gb/hotel-2737-ibis-grenoble-gare/index.shtml>  
*Phone:* Tel: (+33)4/76 86 68 68 Fax: (+33)4/76 50 95 03  
*Estimated Price:* 62 Euros per night – single room, not including breakfast

### Hotel Ibis Grenoble Centre

*Address:* 5, rue de Miribel, Les Trois Dauphins, Place Félix Poulat  
*Web Page:* <http://www.ibishotel.com/gb/hotel-0612-ibis-grenoble-centre/index.shtml>  
*Phone:* Tel: (+33)4/76 47 48 49 Fax: (+33)4/76 47 78 22  
*Estimated Price:* 59 Euros per night – single room, not including breakfast

### Hotel Alize

*Address:* 1, rue Amiral Courbet  
*Web Page:* <http://www.hotelalize.com/english/welcome.htm>  
*Phone:* Tel: (+33)4/4 76 43 12 91  
*Estimated Price:* 45 Euros per night

### Hotel de l'Europe

*Address:* 22, place Grenette  
*Web Page:* <http://www.hoteleurope.fr/>  
*Phone:* Tel: (+33)4/76 46 16 94 Fax: (+33)4/76 43 13 65  
*Estimate Price:* 55 Euros per night – single room

### Hotel Europole

*Address:* 29, rue Pierre-Sémard (opposite GEM)  
*Web Page:* <http://www.hoteleuropole.com/>  
*Phone:* Tel: (+33)4/76 49 51 52 Fax: (+33)4/76 21 99 00  
*Estimated Price:* 83 Euros per night – single room

### Hotel Le Gambetta

*Address:* 59, bd Gambetta  
*Web Page:* <http://www.hotel-resto-gambetta.com/>  
*Phone:* Tel: (+33)4/76 87 22 25 Fax: (+33)4/76 87 40 94  
*Estimated Price:* 49 Euros per night – single room

### Hotel Le Lux

*Address:* 6, rue Crépu  
*Web Page:* <http://www.hotel-lux.com/>  
*Phone:* Tel: (+33)4/76 46 41 89 Fax: (+33)4/76 46 51 61  
*Estimated Price:* Not available

### Hotel Terminus

*Address:* 10, place de la Gare  
*Web Page:* <http://www.terminus-hotel-grenoble.fr/>  
*Phone:* Tel: (+33)4/76 87 24 33 Fax: (+33)4/76 50 38 28  
*Estimated Price:* 68 to 99 Euros per night – single room

**Youth Hostel Association**

*Address:* 10, avenue du Gresivaudan  
*Web Page:* <http://www.hihostels.com/dba/hostels-Grenoble---Echirolles-020012.en.htm>  
*Phone:* Tel: (+33)4/76 09 33 52 Fax: (+33)4/76 09 38 99  
*Estimated Price:* 17.20 Euros per bed

**Grenoble Europole – Park & Suites**

*Address:* 25, avenue Doyen Louis Weil  
*Web Page:* <http://www.parkandsuites.com/fr/appart-hotel-grenoble-europole.php>  
*Phone:* Tel: (+33)4/76 69 60 60 Fax: (+33)4/76 69 60 69  
*Estimated Price:* From 75 Euros per night and per apartment, including breakfast.

**ResidHotel**

*Address:* 8, place de la Gare  
*Web Page:* <http://www.residhotel.com/>  
*Phone:* Tel: (+33)4/76 50 77 88 Fax: (+33)4/92 28 21 69  
*Estimated Price:* 78 Euros for a studio for 2 persons and 98 Euros per studio for 4 persons.

***For more information and access maps, please see hotel web pages or check the [Grenoble Tourisme Office](#)***



# 3

**HOW TO GET TO  
GRENOBLE ECOLE DE MANAGEMENT**

Grenoble is at the heart of a dense transportation network. You thus have various options for coming to Grenoble, depending on your departure point.

In the most likely case, you will be flying to Grenoble. The nearest international airports are located in St Etienne de St Geoirs (Grenoble-Isère Airport), Lyon (St. Exupéry airport) and Geneva (Cointrin airport). Alternatively you may fly into Paris (Roissy-Charles de Gaulle airport) and take a train to Grenoble (recommended), or a connecting flight to Lyon and then a shuttle to Grenoble.

## FROM LYON ST. EXUPERY AIRPORT

[Lyon St. Exupéry airport](#) is the most convenient airport for flying to Grenoble.

Most European airlines fly here, so if you are coming from far away (North or South America, Asia) you will probably be able to find a connecting flight to Lyon through each airline's hub.

### BUS

[www.faurevercors-aeroport.fr](http://www.faurevercors-aeroport.fr)

We recommend that you take the shuttle bus from Lyon St. Exupéry airport to Grenoble.

- **Schedule:** every hour between 7:30 a.m. and 10:00 p.m.
- **Duration:** 1 hour
- **Departure point:** Departure level in Terminal 1
- **Arrival Point:** Grenoble Bus Station (Gare Routière)
- **Prices:** 20 Euros one-way fare. 15 Euros for under 25
- **Where do I buy my ticket:** From the ticket desk just beside the departure point

### TRAIN

[SNCF web site](#)

- **Schedule:** around 3 per day
- **Duration:** 1 hour, 4 minutes.
- **Departure point:** Lyon St Exupery TGV station
- **Arrival Point:** Grenoble train station
- **Prices:** 20 Euros one-way fare. 15 Euros for under 25
- **Where do I buy my ticket:** From [SNCF website](#) - you must book in advance!

**NOTE: If you are under 25, we recommend that you purchase a "Carte jeune" which entitles you to between a 25% and a 50% discount when you travel by train. The card costs 49 Euros and is valid for an entire year. When you make your train reservation, show that you have this card to obtain a discount.**

<http://www.sncf.com/fr/tarifs-reduits/carte-jeune>

### Late arrival?

If you arrive very late at Lyon airport and have missed the last shuttle bus and the last train, we recommend that you stay the night in a hotel close to the airport and take the shuttle bus the following morning.

A taxi between Lyon St Exupéry airport and Grenoble is outrageously expensive, well over 100 Euros!

Need a hotel? **Hotel by the airport:** The Lyon Satolas Kyriad Hotel. single room 58 Euros, double room 61 Euros

## FROM GRENOBLE AIRPORT

### BUS

- **Arrival:** the bus station ("Gare routière") next to the train station in Grenoble
- **Price:** 12.50 Euros. A discount applies to holders of a valid student card
- **Tickets:** sold at the ticket desk inside the airport
- **Departure:** from the airport

[Grenoble airport website](#)



# FROM PARIS

With France's TGV (high-speed train), the access to Grenoble from [Paris Charles-de-Gaulle \(Roissy\)](#)\* airport is quite easy.

You have two options:

- take the TGV directly from the airport
- or go into the centre of Paris and take the TGV from there

## TGV

### TGV (HIGH-SPEED TRAIN) FROM PARIS CHARLES-DE-GAULLE AIRPORT

- **Schedule:** Either direct TGVs or connecting trains from Lyon, consult the [SNCF website](#) for schedules
- **Duration:** between 3 hours 45 mins. And 4hours 15 mins.
- **Departure point:** Airport CDG 2 TGV - Terminal 2D (free shuttle buses between different terminals in the airport)
- **Arrival Point:** Grenoble
- **Prices:** from around 50€ to over 100 €\*\*
- **Where do I buy my ticket?** From the [SNCF website](#). Book well in advance for good prices!

### **TGV FROM THE CENTER OF PARIS**

- **Schedule:** Either direct TGVs or connecting trains from Lyon, consult the [SNCF website](#) for schedules
- **Duration:** between 3 (direct) and 4 hours (connecting)
- **Departure point:** Gare de Lyon, in Paris
- **Arrival Point:** Grenoble
- **Prices:** from 22 to over 90 Euros depending on time and date\*\*
- **Where do I buy my ticket?** From the [SNCF website](#). Book well in advance for good prices!

\*\*If you are under 25, we recommend that you purchase a "Carte jeune" which entitles you to between a 25% and a 50% discount when you travel by train. The card costs 49 Euros and is valid for an entire year. When you make your train reservation, show that you have this card to obtain a discount.

## How do I get from Charles-de-Gaulle (CDG) airport to the Gare the Lyon, in Paris?

You have several options:

### COMMUTER TRAIN/RER

- **Schedule:** No schedules, several trains per hour
- **Duration:** 45 minutes. to 1 hour
- **Departure point:** RER B (blue line) from CDG1 or CDG2
- **Arrival Point:** RER A (red line) to Gare de Lyon
- **Connection:** Change from RER B to RER A (direction Marne-la-Vallée/Chessy/Boissy-St-Léger) at **Châtelet les Halles** and get off at the **first stop**
- **Prices:** 9,30 Euros
- **Where do I buy my ticket?:** at the RER station in the airport

[Consult the airport's website for directions](#)

### AIR FRANCE COACH, LINE 4 (LES CARS AIR FRANCE)

- **Schedule:** 7 a.m. to 9 p.m.
- **Duration:** about 40 minutes
- **Departure point:** several different points throughout Charles-de-Gaulle airport
- **Arrival Point:** Gare de Lyon
- **Prices:** 14 Euros
- **Where do I buy my ticket?:** at the Air France Coaches [ticket counter](#) or directly from the driver

## Taxi

- **Duration:** from 40 minutes up to more than an hour, depending on traffic
- **Departure point:** taxi stands in front of every terminal at the airport
- **Arrival Point:** Gare de Lyon
- **Prices:** 35 to 50 Euros

**Note:** If you are approached by someone offering you a ride in the terminal, **DO NOT** accept it! This person is not a licensed taxi driver and can charge you any rate he wishes. Only pick up a taxi from the taxi stand in front of each terminal.

\* You may see or hear Charles-de-Gaulle airport referred to as Roissy. This is an alternative name for the airport, and is used because it is the nearest town to the airport.

# FROM GENEVA

You have two options for getting from [Geneva's airport](#) to Grenoble: train or bus

## Shuttle train from the airport to Geneva main station

**Schedule:** 5 times an hour

**Duration:** 6 minutes

**Where do I buy my ticket?:** You can buy a ticket at the airport railway station for your complete journey to Grenoble

## Train from Geneva to Grenoble

**Schedule:** 3-4 trains a day; consult the [SNCF website](#).

**Duration:** 2 hours

**Where do I buy my ticket?:** You can buy a ticket at the airport railway station for your complete journey to Grenoble or on the [SNCF website](#).

If you are under 25, we recommend that you purchase a "Carte 12-25" which entitles you to between a 25% and a 50% discount when you travel by train. The card costs 49 Euros and is valid for an entire year. When you make your train reservation, show that you have this card to obtain a discount.

## Bus

<https://www.aerocar.fr/en/>

**Schedule:** 3 times a day every day: 11.00 a.m., 2:30 p.m. and 7:30 p.m.

**Duration:** 2 1/2 hours

**Prices:** 43 Euros one way or 69 Euros for a return ticket

**Departure:** Geneva Airport, from arrivals sector

**Arrival:** Grenoble Bus Station (Gare Routière)

**Where do I buy my ticket?:** from the Tourist Information-counter in arrivals sector

## Hotels near Geneva airport

If you will be arriving late, you should book into a hotel close to the airport.

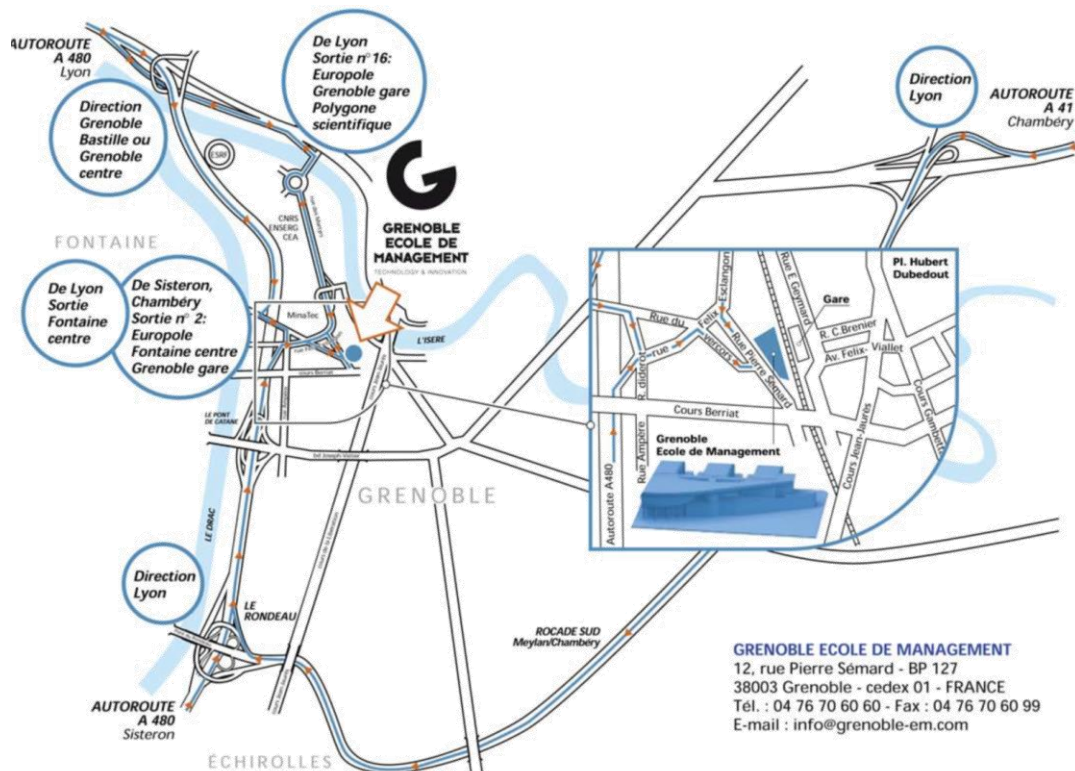
Check [here](#) to find out about airport hotels and their corresponding free shuttle bus services.

# GRENOBLE TRAIN/BUS STATION

The train and bus stations ("Gares") are right next to each other, and GEM - Grenoble Ecole de Management - is situated **directly behind the stations**. You will find us in the business neighborhood known as Europole.

When you come out of the train station, look behind you, across the tracks and you will see the school (the name "Grenoble Ecole de Management" is written on the building). Take the subway under the train tracks to come out on the other side, and you're there!

If you get lost, ask someone for directions to "Ecole de Commerce" the school's more common nickname.



# 4

## GETTING SETTLED IN GRENOBLE

# WHAT DO I NEED TO DO UPON ARRIVAL TO GRENOBLE?

Please consider that you should arrive to Grenoble before your classes start and in time for the Welcome Desk. It will be easier to settle you down and organise banking, insurances, get the OFII stamp and apply for the housing allowance from the CAF (Caisse d'Allocation Familiale).

## Get settled into your accommodation

You must have a permanent address in Grenoble for the length of your stay to start administrative procedure in France. You should book your accommodation before your arrival. Keep your lease carefully filed away. See [HOUSING](#).

## Apply for housing insurance

You are now renting a place and you have to obtain **housing insurance within two days upon your arrival**.

Housing insurance is compulsory to cover the tenant's risks (fire or water damage...) and natural disasters (storms, floods). This insurance is often called "multi-risk renter's insurance". A document will be required by the owner as proof. This insurance not only protects accommodation but also the tenant. If the tenant causes an accident or hurts somebody, even outside the housing, it will require the "Civil liability insurance" (damage to a third party).

You can subscribe to this insurance in private insurance companies or banks. Some private student residences offer an all included packaged with this insurance.

You can also buy this insurance online with ISICASSUR, please browse [here](#). In case of questions please contact [gem@isicassur.fr](mailto:gem@isicassur.fr).

Beware! According to the types of insurance, the risks covered are not the same - you should pay attention to the contracts proposed.

In the event of theft, you must report this to the police and do not touch anything before authorization. It is then necessary to make a statement to your insurance company.

## Open a bank account in Grenoble

You will need one in order to receive financial assistance – CAF - if you qualify, and for medical refunds from the French Healthcare System. Do not forget to ask for a RIB ("Relevé d'Identité Bancaire"), i.e. the particulars of your bank account or post-office bank account. Find more information [here](#).

To open an account you will need:

- Passport
- GEM student registration certificate (acceptance letter)
- Housing contract
- Some money for a deposit

Don't forget to ask for a "carte bleue" - which acts like a debit card, and a "chéquier" (cheque book). **A cheque book is sometimes necessary in France.**

## Check compulsory insurances for GEM

You need to have **compulsory insurances which MUST BE VALID FOR THE WHOLE ACADEMIC YEAR** in order to become an enrolled student at GEM. For more detailed information please carefully read the [insurance section](#).

### Health

- **European students, you need to present your European Health Card.**
- **Student from Quebec:** RAMQ (Régie de l'Assurance Maladie du Québec) certificate/form, for your health expenses.
- **Non-European students**
  - **Students under 28 years old** need to subscribe to it through GEM student portal upon arrival.  
**Students who are under 28 years old and who need to register through the French Healthcare System will need to pay for the health coverage every new academic year.** Please be sure to include this in your budget.  
Please note that the **French Healthcare System will ask you the certified/legalized birth certificate**, [you can find more information about this procedure on page 17](#). You need to legalize this document before your arrival in France in order to obtain your health insurance card ("Carte Vitale"). Remember that if you plan to do an internship or work you MUST hold this insurance card.
  - **Students over 28 years old** can buy a private health insurance at home before arrival with SMERRA in Grenoble or apply for the French healthcare coverage with the CPAM (under certain conditions), this last one can take 3 to 6 months. For more detailed information read the [Insurance Section](#).

## Repatriation and civil liability insurances (only for exchange students)

For more detailed information read the [insurance section](#).

## Obtain your student card with your program coordinator

Below a general idea of the paperwork you will need to provide to your program coordinator through the student portal in order to apply for your card. Your program coordinator will update you with all the required paperwork by sending you an email. Remember to stay tuned and check your messages to don't miss this important information.

### French and European Students

- A copy of your European Health Card along with the official document showing dates of validity. This must be applied before leaving your home country (or Carte Vitale if French citizen)
- For French students, apply and pay for French health insurance (SS).
- A copy of your ID card or passport.
- Your address in Grenoble.

### Non-European Students under 28 years old

- Apply and pay for French health insurance (SS).
- A copy of your passport containing Visa details and the OFII stamp (Office Française de l'Immigration et de l'Intégration).
- Your address in Grenoble.

### Non-European Students over 28 years old

#### \*If you have a private health insurance

- A copy of this document from your country (must include repatriation insurance)

#### \*If you do not have a private health insurance

- Register at the C.M.U., 2 rue des Alliés Grenoble. Please note that this insurance can more expensive than a private insurance, it also takes time (at least 6 months) to get it.
- A copy of your passport containing Visa details and the OFII stamp (Office Française de l'Immigration et de l'Intégration).
- Your address in Grenoble.

## Validate your VISA as a residence permit

**Get the OFII stamp "Office Française de l'Immigration et de l'Intégration" (only necessary for certain non-European students.)**

To know if you need to go through these procedure please verify the inscription at the booton of your visa [here](#). For more details about the procedure please read the [visa & residence permit section: Validation of your visa upon arrival in France](#)

## Apply for financial assistance with accommodation (CAF)

**You will only be eligible for financial assistance under certain conditions**, you can try to get the CAF at the beginning but after some time they will block the payment until you provide a copy of this stamp.

**Students whose visa states "*Dispensé temporaire de carte de séjour*" are not entitled to this benefit.**

**European students who stay more than 3 months can apply without problem.**

You will need to submit your application on-line at <http://www.caf.fr/> . Once you have completed the online form, you will be requested to print it off and sign it. You will need to present the following documents/information:

- Legalized/Apostille birth certificate (for Non-European students) or copy of your passport/copy of your National Identity Card (for European students)
- For non-European students: French Student Visa (for a first time) and your OFII Stamp (later).
- Scholarship certificate (if you have one)
- Proof of income for previous year if you worked.
  - Bank account in France or SEPA "*Single Euro Payment Area*" **DOMICILED IN FRANCE**.

You can go to the CAF Grenoble:  
3, rue des Alliés - 38100 – Grenoble

Open from Monday to Friday from 8:30 a.m. to 12:00 p.m. and from 1:30 p.m. to 4:30 p.m.

Phone: 0810 29 29 29\* \*Direct line for students. Cost of a local call on a landline phone; with possible surcharge from a mobile, depending on your telephone provider.

For more details about these procedure go to [CAF section](#)

# Come to the Welcome Desk

The "Welcome Desk" is an event organised twice a year by the GEM International Student Integration and Aloha Student Association. Its mission is to welcome and provide general information and assistance with some French administrative formalities to new international students coming to GEM.

If you are coming to the Welcome Desk in order to help you to settle you down in Grenoble, **we strongly recommend that you arrive during the first days. This will ensure that you will fulfil with most all the administrative formalities on time: OFII, CAF and banking.**

**Remember to bring the necessary paperwork so that the team can help you, find below the check list of documents you need to prepare.**

A multicultural team of bilingual students (English-French) will assist you with all aspects of integration to Grenoble.

**The Welcome Team can help international incoming students with the following:**

## 1. GENERAL INFORMATION ABOUT FRENCH ADMINISTRATIVE FORMALITIES

- Immigration: OFII stamp
- Housing: Tenant's rights, CAF online application
- Insurances: health insurance, repatriation insurance, housing and civil liability insurance.
- Daily life: telephone and internet
- Banking: CIC bank corner

## 2. GUIDES AND PLANS TO HELP YOU

- International student guide
- Mini guides and factsheets
- Street maps

## 3. ACTIVITIES

The Welcome Team organizes daily activities in the afternoons and in the evenings to help you find your way around the school and to have fun while you settle in to Grenoble:

- City tours
- Visits to Ikea
- Restaurants and more...

## 4. INFORMATION ABOUT HOUSING

**Remember that you should reserve a place to live before your arrival. This will avoid last minute surprises as accommodation is hard to find in September and January.**

However, the Welcome Team can let you know if there are still some availabilities in private student residences. You will need to adapt your search to the availabilities and conditions such as high rent at the time of your arrival in Grenoble.

## Welcome Desk September Intake 2018

From Monday 03 to Thursday 13 September (dates will be confirmed soon)  
Monday to Friday from 9:00 a.m. to 12:00 p.m. and from 2 p.m. to 5:00 p.m.

***Closing at 12:00 p.m. on Thursday 11<sup>th</sup> January***

**At the first floor of the school – Room C141**

**Please note that GEM International Student Integration  
will be closed for summer and winter holidays**



# Welcome Desk check-list: Prepare the following documents to attend the Welcome Desk

## To register to the Welcome Desk

- ☐ Your passport
- ☐ Your school acceptance letter
- ☐ International Student Charter dated and signed (the Welcome Team can provide it at the Welcome Desk)

## To open a bank account

- ☐ Passport original and photocopy
- ☐ GEM student registration certificate (acceptance letter) original and photocopy
- ☐ Rental agreement 'bail' (to proof your address in Grenoble otherwise you won't be able to open a bank account)

## To apply for financial assistance with accommodation CAF

### If you are a member of the EU or Switzerland:

- ☐ French bank account details (RIB) or details from an account opened in the Single Euro Payments Area (SEPA) DOMICILED IN FRANCE.
- ☐ Your rental agreement "bail"
- ☐ A scanned copy of your passport or your ID card
- ☐ A scanned copy of your birth certificate
- ☐ A scanned copy of both sides of your European Health Insurance Card or private insurance with your name and expiration date.

### If you are a non-European member:

- ☐ French bank account details (RIB) or details from an account opened in the Single Euro Payments Area (SEPA) DOMICILED IN FRANCE.
- ☐ Your rental agreement "bail"
- ☐ A scanned copy of your passport and your VISA (you will be asked to provide a copy of the OFII stamp later on)
- ☐ A scanned copy of your legalized/apostille birth certificate

## Validation of your French student visa: Applying for the OFII stamp

### To start the formalities at the Welcome Desk

- ☐ Your permanent address in Grenoble
- ☐ Your passport
- ☐ Photocopy of your passport pages containing information regarding your identity and passport validity.
- ☐ Photocopy of the visa issued to you at the French Consulate
- ☐ Photocopy of the stamp from the French immigration officer (or from the authorities of the country of transit), showing the date of your coming through the relevant border
- ☐ The OFII form completed ("Demande d'attestation OFII")

## TO BEAR IN MIND!

Arrive during the first days of the Welcome Desk and during offices opening days and hours, this will ensure that you will fulfil with most all the administrative formalities on time: OFII, CAF and banking.

Bring the necessary paperwork and photocopies if you need support with OFII, CAF and banking procedures.

You will need a permanent address in Grenoble if you want to start the OFII, CAF and banking procedures.

Pay attention to the opening days and office hours!

# DEALING WITH THE FRENCH ADMINISTRATION

## Some tips to bear in mind!

You will notice soon that France is quite bureaucratic, and you have to be prepared to wait for the bank to give you your chequebook and your debit card, wait for the Sécurité Sociale to get your social security number and wait for the Préfecture to give you your residence permit. **Patience is a key word.**

When you deal with the French administration, the following advice might help you to make the process a bit easier, although not faster:

- If you don't speak French, you might find that the civil servant in front of you gets a bit stressed especially at busy hours. But if you at least **try** to speak a little French, people will be much friendlier. Try to pick quiet times to deal with administrative formalities or come when the office opens in the morning.
- Be patient! Bring a good book, and stay polite at all times!
- As a general rule, French people are normally concerned about losing face - this explains why you should handle status-conscious civil servants with care.
- In France the customer is not always right... Just continue being polite, and try to remain calm - but firm.
- Be prepared to come back several times to resolve an issue.
- Phone calls are not the best solution! To get a complete answer you will have to go in person and ask your questions. In France personal contact is very important.

## Personal safety in Grenoble

Grenoble is a small and very enjoyable city nestled in the Alps. Living in Grenoble is very comfortable and convenient due to its geographical location in France and Europe, and its transportation facilities. You will probably spend the best time of your life in our beautiful region and school. However, do not forget to be careful about your personal security.

Our international students are so happy to be in France that sometimes they forget to pay attention to their personal safety. Unfortunately, we have experienced a couple of unpleasant incidents. As in many cities all around the world, Grenoble has recently shown a slight increase in personal crime which has not been the case in the past. As an international student, you can be a target for harassment and theft.

**As we are very concerned about your comfort and security, we would like to make the following suggestions:**

- **At night, always try to go out in a group and be discreet about the fact that you are from abroad. Even if it is a very short distance, take a taxi. Don't put your safety at risk for a few Euros.**
- **If you do find yourself out late at night, be very discreet, do not reply to strangers. Walk home with friends at night.**
- **Be discreet also with valuable items such as laptops, jewellery, mobiles and do not carry too much money on you.**
- **Don't put yourself in a dangerous situation by drinking too much. In France, it is not usual for young women to drink to excess.**
- **Lock housing doors at all times, even when you are inside.**
- **Lock car doors, even while travelling in the car.**
- **Do not carry more than 20 Euros at a time on your person and secure your cash in a bank.**
- **Students living in Echirolles area should be especially vigilant.**

Please remember the following telephone numbers for the emergency services:



Ambulance: **15**  
Fire: **18**  
Police: **17**

The closest police station to the school ("commissariat" or "Hôtel de Police" in French) can be found at **36 boulevard Maréchal Leclerc**, telephone: **04 76 60 40 40**.

*If unluckily anything is stolen from you or something bad happens to you, please go to this station with your papers and make "une déposition" (a report).*

This information should not discourage you from enjoying your stay, just be careful!

If you have any concerns about any of these issues, please contact GEM International Student Integration.

## **An American Student's Point of View on Personal Safety in Grenoble:**

*"I think it is very important to tell students to carry only the amount of money they will need for the nights they go out. Many students will have more money than they have ever had on hand because they are in France, living away from home. It is always smarter to just bring a little bit of cash and maybe a French bank card with a limited amount balance. Leave most money and credit cards with large limits at home.*

*French female students do drink to excess sometimes but as part of the culture, the French boys whom they are with always customarily walk them home or they just stay out at a friend's place. I have never experienced a French girl who walks home alone after midnight. In American culture, the girls who get too drunk will leave the party without an escort, out of embarrassment. Here, they definitely need to take it easy until they know people whom they can trust.*

*Also, if you are a foreign student in a situation that is uncomfortable on the street with a dangerous looking person it is better to say nothing and keep walking away than to speak English to them.*

*Sorry to be politically incorrect but unfortunately much of this advice is more pertinent for women. Nonetheless, men also need to be careful.*

*When you come to a new city, it takes time to learn how to live safely in a new environment. You may discover here a new freedom and a new way of life. Nevertheless, you're important to us, so please, don't forget to take care of yourself!"*



5

**BUDGET**

Here's a rough guide on what to expect to spend, both at the start of your stay and during your stay. Rates change every new year in September.

#### UPON ARRIVAL:

- a) Expenses are higher at the start; you are advised to have approximately 2000€-2300€ at your disposal when you arrive.
- b) **Money:** Bring some cash with you and an international debit card. Please do not bring cheques from your own country.

#### ACCOMMODATION:

- a) **Deposit**, normally 2 months' rent ≈ **600-1710€** - refunded at end of your tenancy  
\*For CROUS accommodation: Please consider that you should pay ≈ 1000€ while applying for this housing option.
- b) **Handling fee "Frais de dossier" 250€ (private student accommodation only)**
- c) **Registration fee "Frais d'inscription" 110€** (if you use a real state agency to find accommodation)

#### INSURANCE:

- a) **Housing insurance** around **70€** for the year depending on the size of your room.
- b) **Health insurance**
  - **Under 28 years old:** ≈ **217€** registration for the French Healthcare System for Students. Compulsory for non-European students or European students without the EHIC.  
**NOTE FOR STUDENTS UNDER 20 YEARS OLD: Non-European students under 20 years old, born after 31/08/1998,, do not pay the subscription fee for basic coverage. However, they must choose a either SMERRA or LMDE.**
  - **Over 28 years old:** ≈**40-65€ per month** (\*Private insurance, check conditions [here](#)). Compulsory to have a health insurance for all students over 28 years old. Important Note: Remember to renew your health insurance for the second year of your program if you stay in France.
- c) **Other compulsory insurances only for exchange students:**
  - Civil liability insurance (usually comes together with housing insurance).
  - Repatriation insurance (the best is to buy it at home before your arrival).
- d) **Complementary health insurance (optional)** : strongly recommended in case of illnesses, diseases or risky sport activities. Cost depends on your individual's needs and your choice.

#### OTHER EXPENSES:

- a) **Books:** ≈ **150€- 400€**, depending on your program - check with your program administrator for a precise figure (for GGSB students only).
- b) **Timbre fiscal = 60€** (non-European students), stamp required to obtain your "**OFII stamp**".
- c) **Timbre fiscal = 79€** (non-European students), stamp required to validate to renew your residence permit.
- d) **Resit examination/assignment for 30 hour module: 75€**
- e) **Resit examination/assignment for 15 hour module: 75€**
- f) **Replacement of lost or stolen student cards: 40€**
- g) **Replacement of lost or stolen student card sticker: 20€**

#### DURING YOUR STAY

- a) **Monthly expenses:** A realistic figure for living expenses is 750 € per month. This does not include outings, travel outside of Grenoble and other luxury items. (eg. if you have a car, you need to factor in the running costs)
- b) **Accommodation:** Rent **400-750€**
- c) **Gas/Electricity** - depends on consumption, higher in winter ≈ **30-50€**
- d) **Water** ≈ **15€**
- e) **Telephone/internet: 30€**
- f) **Food:** ≈ **300 €** Example - **3€** for a meal at the d'Arsonval CROUS student restaurant
- g) **Transport:** Monthly pass for bus/tram **26,50€**, annual pass **212€** (19-25 year old students only), or buy a ticket for 30 journeys, **34,30€** (all ages).
- h) **Housing Tax (Taxe d'Habitation):** ≈ **Your usual monthly rent**, payable once per year and depending on housing conditions. Students who live at CROUS or rent a room (ex: with a family) are exempted from this tax.

#### PLEASE NOTE:

- a) **Housing insurance:** to be taken out when finding accommodation.
- b) **Housing deposit:** usually 2 months' rent, **this deposit cannot be used as the last two months' rent**. The landlord has two months in which to return your deposit  
**At the start and at the end of your tenancy**, you must make an inventory of every item in your accommodation. Obviously, the final list must match the list at the start. Also, you must leave the accommodation in a clean condition. If there is anything missing or broken, the landlord can withhold part or all of your deposit
- c) **You may be eligible for housing benefit**

## 5.1 Budget Summary

Type of expense	Amount (In Euros)	Comments
<b>Upon arrival</b>		
Hotel (2 – 3 star)	30 - 80	per night approx.
CROUS accommodation	2200 - 5000	approx. for the academic year
Accommodation through an agency	250 - 300	processing fees approx.
Accommodation deposit (private/direct)	1100	approx.
First month's rent	400-750	approx.
Housing Tax	Your usual rent per month	per year
Fiscal Stamp	60 - 79	per year *Only for visa holders
<b>Insurance per year</b>		
Compulsory French Healthcare under 28	217	per year
Compulsory Health Insurance over 28 (Private insurance)	40-65	per month approx.
Only for exchange students: repatriation/civil liability	70 - 100	per academic year
Compulsory Housing Insurance	70	approx.
Optional Complementary health insurance	100 – 300	cost will depends on individual needs
<b>Other Expenses</b>		
Books	150 - 400	approx.
Revenue stamps/"Timbre Fiscal" for your "OFII stamp"	60	Non-EU students
Resit examination/assignment for 30 or 15 hour module	75	
Replacement of lost or stolen student cards	40 (card) 20 (sticker)	
<b>Total recommended cash in hand upon arrival</b>	<b>1600 - 2600</b>	<b>approx.</b>
<b>Monthly Expenses</b>		
Rent	400 - 750	per month approx.
Gas/Electricity	30 - 50	per month approx.
Water	15	per month approx.
Telephone/internet	30	per month approx.
Food	300	per month approx.
Transport - Bus pass	26.50 - 34.30	per month
<b>Miscellaneous</b>		
Eating out	From 10 to 30 - personal preference/ less expensive at noon (per day)	
Toiletries/cleaning supplies	Personal preference	
Mobile phone	From 30 to 50 per month approx. - personal pref.	
Personal Travel	Personal preference	
Emergency cash (recommended)	Personal preference	
<b>Special Event/Evenings during the semester</b>		
Integration weekend	200 (optional)	
Gala	40 – 60 per ticket	recommended
Altigliss (ski trip)	1400 (optional)	
Soirées (Multiple evenings during the semester)	15 average	personal preference
<b>Total monthly expenses</b>	<b>1000– 1500</b>	<b>per month approx.</b>



# 6

## Validation of visa & Residence Permit

# VALIDATION OF YOUR VISA UPON ARRIVAL IN FRANCE: HOW TO OBTAIN THE OFII STAMP

## OFII (Office Française de l'immigration et de l'intégration)

### STEP 1: VERIFICATION OF YOUR VISA

Verify the bottom part of your visa to know if you need to apply:

#### “CESEDA – AUTORISE TRAVAIL LIMITE 60% DUREE LEGALE”

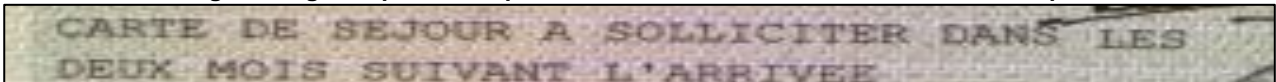
The French authorities have issued you with a long stay visa allowing you to stay in France under the following conditions:

1. Upon your arrival in France, you must make sure that the Immigration Officer at the port of entry stamps your passport with the date of entry.  
If you are transiting through another Schengen state, the stamp must be obtained from the relevant authorities in the country of transit. In this case it is understood that you will enter France no later than five days after this date of entry.
2. Your visa needs to be validated by the Office Français de l'Immigration et d'Intégration (OFII). Proceed to step 2.



#### « CARTE DE SEJOUR A SOLLICITER »

You don't need to go through this procedure please read “Renewal for the student residence permit” next section.



#### “DISPENSE TEMPORAIRE DE CARTE DE SEJOUR”

You don't need to go through this procedure, please go ahead with the other administrative formalities but remember that you cannot apply for CAF.



**Important!** Since the completion of these formalities may take a while, approximately two or three months, you must start the process within the first days of your arrival in France. Failing to do so within three months could result in a procedure against you, for staying illegally in France, and in the payment of a legalizing fee.

### STEP 2: REGISTRATION OF YOUR STAY IN FRANCE OBTAIN THE STICKER FROM THE "OFII" IN YOUR PASSPORT

#### 1. Preparing your file and sending your application to the OFII

Your long stay visa becomes the equivalent of a "Titre de séjour" (Resident permit) in France only when it has been validated by the "OFII" (Office Français de l'Immigration et de l'Intégration). To carry out this formality, you must immediately upon your arrival in France:

- a) Complete the form titled "Demande d'attestation OFII" that you were given with your visa, by filling in:
  - Your date of arrival in France
  - Complete address in Grenoble (including the number of your apartment and/or mail box)
  - Telephone number(s)
  - Full number of your French visaThe "OFII" will use all this information to validate your application file and contact you, read page 41 to know how to fill this form. **See the form in the following pages to know how to fill the form.**
- b) Attach to the original form (“Demande d'attestation OFII”) all the following photocopies:
  - Your passport pages containing information regarding your identity and passport validity.
  - The stamp from the French immigration officer (or from the authorities of the country of transit), showing the date of your coming through the relevant border
  - The visa issued to you at the French Consulate.
- c) Send your complete application file by post, as soon as you arrive in France, to:  
OFII GRENOBLE  
76, rue des Alliés  
38100 – GRENOBLE

**IMPORTANT!** It is strongly recommended to send your file by certified mail “courrier recommandé avec accusé de réception”, this is the only way to know if the OFII received your application. To avoid any mail distribution problems, make sure that your name is written on the letter box of the place where you are living.

Any missing information or document in your application dossier will result in it not being validated. Do not forget that you have a limit of three months to validate your visa. If you wait longer, your papers will not be in order and administrative penalties can be taken against you.



## 2. Confirmation that your file has been received by the OFII and appointment to get your stamp

Good to know! Receive a confirmation from the OFII can take some time, from 1 to 4 weeks (sometimes more depending on OFII logistics, be patient!).

After a few weeks and if your file is complete you will receive the following documents:

- a) **"ATTESTATION DE RECEPTION DU FORMULAIRE DE DEMANDE D'ATTESTATION OFII"** : A document confirming that your file has been received by the OFII. This temporary document will enable you to prove the legality of your stay in France while waiting for your OFII stamp. If you have not received this notice you can contact the OFII at [etudiant.grenoble@ofii.fr](mailto:etudiant.grenoble@ofii.fr)  
**Do not confuse this document with the receipt from the post office if you have sent your application by certified mail "courrier recommandé avec accusé de réception".**
- b) **"CONVOCATION PAR L'OFII DE L'ACCOMPLISSEMENT DES FORMALITÉS"** : A notice indicating the date, the hour and the place of your appointment with the OFII in order to get your stamp for the definitive validation of your visa. You can receive it with the document mentioned above or later. The OFII will let you know where to go, there are two offices in Grenoble. If you have not received this notice or if you have questions or doubts about your appointment you can contact the OFII at [etudiant.grenoble@ofii.fr](mailto:etudiant.grenoble@ofii.fr)

Make sure that you turn up for the appointment on the day, the time and the place indicated and taking with you the following documents:

- Your passport
- A passport-size photograph, front facing with head uncovered
- A proof of your residence in France: a photocopy of a rent receipt or an electricity/gas/fixed telephone line/water bill in your name, or, if this is not available, a statement certifying your residence by the person providing you with accommodation, together with photocopies of that person's identity document and an invoice in the name of that person
- Do not pay attention to the medical check-ups mentioned in the notice.
- A fiscal stamp (timbre fiscal) for 60 euros or the proof of online payment of the stamp to this amount. You can purchase a fiscal stamp at the Prefecture, and also in certain tobacco/press outlets or online at: [www.timbresofii.fr](http://www.timbresofii.fr).  
**Beware:** you cannot buy the tax stamp directly from the OFII.

If you need to contact the OFII for any question regarding your appointment or the status of your file you can send an e-mail at: [etudiant.grenoble@ofii.fr](mailto:etudiant.grenoble@ofii.fr)

## 3. The OFII stamp

Once these formalities are carried out, your visa and the endorsement by the "OFII" (Vignette OFII) on your passport will authorize you to stay legally in France for the entire length of your French visa.



**REMEMBER! THE VALIDITY DATES OF YOUR VISA DETERMINATES THE DURATION OF YOUR STAY IN FRANCE**

## 4. Receiving a notice for medical examination from the ISSO

As from 2017 it is no longer mandatory to make a medical visit to validate the visa and to obtain the OFII stamp. However, since January 2017, higher education institutions are responsible for ensuring the health monitoring and disease prevention of foreign students. In this context, the ISSO invites students for medical visits.

You will certainly receive a notice **"CONVOCATION VISITE MÉDICALE/ MEDICAL EXAMINATION APPOINTMENT"** from the ISSO. It is not compulsory to attend but highly recommended for a preventive medical follow-up for students and the public health".

## IF YOU NEED TO TRAVEL BEFORE OBTAINING THE OFII STAMP

1. **YOU WISH TO TRAVEL TO ANOTHER SCHENGEN ZONE COUNTRY:** Your long stay multiple entry visa allows you to do so anytime. Verify that you have the inscription "MULT" on your visa, which means you may enter the Schengen area an unlimited number of times. Border authorities may ask you for the OFII stamp, you will need to show them that you are in the middle of the process to obtain it by showing the receipt from the OFII "Attestation de reception du formulaire de demande d'attestation OFII".
2. **YOU WISH TO TRAVEL TO A COUNTRY OUTSIDE THE SCHENGEN ZONE, OR TO YOUR COUNTRY OF ORIGIN:**  
**Attention! For these countries you need to check the visa requirements according to your nationality.**
  - a) **WITHIN THE FIRST 3 MONTHS OF YOUR ARRIVAL IN FRANCE:** your long stay multiple entry visa allows you to do so without having the OFII sticker in your passport or receipt stating your file has been received. You need to verify that you have the inscription "MULT," on your visa, which means you may enter in France an unlimited number of times. Border authorities might ask for the stamp, you can show the receipt from the OFII stating that your file has been received "Attestation de reception du formulaire de demande d'attestation OFII".
  - b) **AFTER THESE 3 MONTHS:** you have to have the sticker "Vignette OFII" in your passport. Failing to comply with the necessary formalities with the OFII within 3 months of your arrival in France will result in your having to present a new application for a long stay visa at the French consulate or embassy of your country of origin

### STEP 3: RENEWAL OF YOUR AUTHORIZATION TO STAY

If you wish to renew your student resident permit you must, within the last two months before your visa expires, go to the relevant local authorities of your place of residence ("Préfecture") and apply for a student resident permit. You can find information about this procedure in the next section - [Visa & Residence Permit Section/Renewal](#). Failing to do so will result in your having to return to your last country of residency to request a new visa.

#### OFII GRENOBLE - OFFICE FRANÇAIS DE L'IMMIGRATION ET DE L'INTEGRATION

**CENTRAL OFFICE**

76 rue des Alliés - Parc de l'Alliance - 38100 – GRENOBLE

**Opening hours**

Monday – Friday from 8h30 to 12h00 and from 13h30 to 16h30

**How to get there**

Bus route number 13 going from Grenoble Trois Dauphins (downtown Grenoble) to Echirolles La Loire. Stop "Grenoble – Eugene Sue"

**E-mail:** [grenoble@ofii.fr](mailto:grenoble@ofii.fr)

**Web site:** [www.ofii.fr](http://www.ofii.fr)

**Phone:** +33 4 76 40 95

**ST. MARTIN D'HERES OFFICE** Service Accueil International (ISSO) 1025, avenue centrale – 38402 - St. Martin d'Hères

**IF YOU NEED TO CONTACT THE OFII FOR ANY QUESTION REGARDING YOUR APPOINTMENT OR THE STATUS OF YOUR FILE YOU CAN SEND AN E-MAIL AT:** [etudiant.grenoble@ofii.fr](mailto:etudiant.grenoble@ofii.fr)

VISA DE LONG SEJOUR - DEMANDE D'ATTESTATION OFII (Article R 311-3 du code de l'entrée et du séjour des étrangers et du droit d'asile) à adresser à l'Office français de l'immigration et de l'intégration et de l'intégration (voir adresses au verso) dès l'arrivée en France	
<b>TO BE COMPLETED WHEN YOU APPLY YOUR VISA</b>	
NOM DE NAISSANCE : <b>LAST NAME</b>	PRENOM : <b>FIRST NAME</b>
NOM D'EPOUSE : <b>IN CASE YOU ARE MARRIED- YOUR LAST NAME</b>	SEXE : MASCULIN <input type="checkbox"/> ; FEMININ <input type="checkbox"/> ;
BIRTHDAY : DAY/MONTH/YEAR	A : <b>PLACE OF BIRTH</b>
	PAYS : <b>COUNTRY</b>
<b>YOUR STATUS</b>	<b>SINGLE</b> <b>MARRIED</b> <b>WIDOW</b> <input type="checkbox"/> <b>DIVORCED</b> <b>SEPARATED</b>
FILIATION : PERE	NOM : <b>FATHER'S LAST NAME</b> PRENOM : <b>FATHER'S FIRST NAME</b>
MERE	NOM DE NAISSANCE : <b>MOTHER'S LAST NAME</b> PRENOM : <b>MOTHER'S FIRST NAME</b>
NATIONALITE : <b>NATIONALITY</b>	
PASSEPORT : NUMERO	<b>PASSPORT NUMBER</b> <b>ISSUANCE DATE : DD/MM/YYYY</b>
	A : <b>AT / WHERE</b>
<b>TO BE COMPLETED BY THE FRENCH CONSULATE</b>	
CADRE RESERVE AU CONSULAT	CONJOINT DE FRANCAIS <input type="checkbox"/> ; ETUDIANT <input type="checkbox"/> ; VISITEUR <input type="checkbox"/> ; MENTION SALARIE <input type="checkbox"/> ; MENTION TRAVAILLEUR TEMPORAIRE <input type="checkbox"/> ;
<b>TO BE COMPLETED BY YOU UPON YOUR ARRIVAL IN FRANCE</b>	
ADRESSE EN FRANCE : <b>ADRESS IN FRANCE</b>	
CHEZ : <b>NAME OF THE TENANT (if necessary)</b>	
BATIMENT : <b>BUILDING (if necessary)</b>	NUMERO : <b>NUMBER</b>
RUE : <b>STREET NAME</b>	
CODE POSTAL <b>ZIP CODE</b>	VILLE : <b>CITY</b>
TELEPHONE : Fixe : <b>PHONE NUMBER</b>	Portable : <b>MOBILE</b>
VISA : <b>VISA NUMBER</b>	<b>VISA VALIDITY DATES</b>
DATE D'ENTREE EN FRANCE : <b>ENTRY DATE IN FRANCE</b>	FROM DD /MM/YYYY TO DD /MM/YYYY
Fait à <b>GRENOBLE</b> le <b>DATE</b>	Signature : <b>SIGN HERE</b>
<b>TO BE COMPLETED BY THE OFII</b>	
CADRE RESERVE A L'OFII	RECU LE : NUMERO DOSSIER OFII : DATE DE VALIDATION : DT (2)

**This form is very important for you. You will receive one at the French Consulate in your country, keep it with you please**

## OTHER CASES

### 1<sup>st</sup>. Case:

- **You are a national of a European Union member state:**

Since January 2004, in accordance with Article 14 of Law no. 2003-1119 of November 26, 2003 relating to the control of immigration and residence of foreigners in France and to nationality, the residence permit is no longer required for nationals of the European Community (European Union member states, the European Economic Zone and the Swiss Confederation).

The requirement to hold a residence permit remains for nationals of those countries who joined the European Union on January 1, 2007, and who wish to exercise a professional activity during the period of validity of their temporary admission, except for those from Cyprus and Malta. However, they will no longer require a long-term visa.

### 2<sup>nd</sup>. case:

- **You are an Algerian national and you request a first “student” residence permit:**

You must register at the Prefecture's website. The Prefecture will send you an appointment by e-mail. Please note that you should go to the Prefecture office at the St. Martin d'Hères Campus.

### 3<sup>rd</sup>. Case:

- **You request renewal of your “student” residence permit (all nationalities including Algerian, except European Union residents):**

You must register at the Prefecture's website. The Prefecture will send you an appointment by e-mail. Please note that you should go to the Prefecture office at the St. Martin d'Hères Campus.

### 4<sup>th</sup>. Case:

- **You are a student's wife/husband and wish to renew your residence permit:**

Please see the appropriate list of documents in the Prefecture's website to establish the file for your request. You should submit your file at the same time as your wife/husband; during the appointment that will be fixed for him/her to submit his/her personal file. You must register at the Prefecture's website. The Prefecture will send you an appointment by e-mail. Please note that you should go to the Prefecture office at the St. Martin d'Hères Campus.

### 5<sup>th</sup>. Case:

- **You hold a “short-term” type “C” visa stating “ETUDIANT-CONCOURS”:**

Subject to justifying your success in the entry exam for the establishment concerned, you may request a residence permit.

You must register at the Prefecture's website. The Prefecture will send you an appointment by e-mail. Please note that you should go to the Prefecture office at the St. Martin d'Hères Campus.

N.B. for Cases 3, 4 and 6: The date and time of the appointment to submit your request for a residence permit are mandatory and strictly personal. If you do not have an appointment, your file will not be accepted. There is no point in going to the Prefecture representation at the St Martin d'Hères Campus before the date of your appointment. If your file is incomplete, it will be returned to you and a new appointment will be fixed based on the availability of the service.

## **Préfecture Representation & International Student Services Office – ISSO at Saint Martin de Hères Campus**

1025 Avenue Centrale

Domaine Universitaire

38402 Saint Martin d'Hères

Tram lignes B et C - stop « Bibliothèques universitaires »

Monday to Friday from 9 a.m. to 5 p.m. (6 p.m. in September)

04 56 52 97 89

Contact ISSO : [isso@grenoble-univ.fr](mailto:isso@grenoble-univ.fr) (Office for Foreign Students)

Web ISSO: [www.international.grenoble-univ.fr](http://www.international.grenoble-univ.fr)

Web Préfecture (to take appointments): [www.isere.pref.gouv.fr](http://www.isere.pref.gouv.fr)

# RENEWAL OF THE RESIDENCE PERMIT

<b>STEP 1</b> <b>Make an appointment with the Prefecture in Grenoble, be sure that you can get all the necessary documents.</b>	<b>STEP 2</b> <b>Prepare your file. You can contact the ISSO in case of questions about the paperwork.</b>	<b>STEP 3</b> <b>Submit your files and get the "Récépissé" at the Prefecture office in St. Martin d'Hères Campus</b>	<b>STEP 4</b> <b>Obtain the residence permit at the Prefecture office at the St. Martin d'Hères Campus</b>
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**To be able to renew your French student residence permit you have to prove that you are pursuing serious studies in France.** Please produce the originals and the photocopies of the documents requested by the Prefecture : (NOTE: If you organize the documents in the same order as listed here the procedure at the Prefecture will go a bit faster (make one file with photocopies - that you will hand in - and one with the originals).

Below an general list of what you will need to provide for your file.

## 1. Identity justification:

- The copy of your **Passport** should contain the pages where appears: date of entry in France, identity, number, and the validity and also the **French VISA** and the **OFII stamp**.
- Three identity photos** not older than 3 months, full-face, bareheaded, size 3,5 x 4,5 cm.
- A **birth certificate** or a marriage certificate - and your family booklet if you have children and/or your judgement of divorce if you are divorced, translated in French.
- Social security certificate:** A document to proof that you are affiliated to the French healthcare system. Ask the SMERRA, LMDE or CPAM according to your case.

## 2. Enrolment justification:

Your existing Student card (correspondence courses give no right for getting any types of residence permit) delivered by **an establishment approved by the Ministry of National Education – GEM** - or **a new registration certificate** from the school or preliminary registration certificate, waiting for the student card.

Then, according to the status:

- For the trainee students: training period agreement dated, signed, stamped, mentioning the duration and nature of the training. "Convention d'stage".
- For the doctoral students: produce the tutor certificate, explaining the objectives, the duration of the thesis and the defending date.

## 3. University curriculum's justification:

In all cases of renewal of student residence permit: fill out the form regarding the university curriculum and provide the school report and diplomas. The Préfecture will provide you the form "Cursus Scolaire et Universitaire".

You also need to attach **the transcripts and/or diplomas obtained during your studies in France so far**, as your coordinator program to provide you your transcripts.

For the student repeating the courses or changing the orientation: produce an explicative letter about the changing of orientation, marks and prior diplomas.

## 4. Proof of resources:

A certificate from your bank, showing you have got either 7380 Euros for the whole school year or that you receive at least 615€ into your bank account regularly each month.

Or a certificate of grant (scholarship) or certificate of resources delivered by your embassy

Or a statement of commitment "attestation de prise en charge" written by the guarantor: (last tax notice, last 3 monthly salary listings, a bank certificate showing the regular deposit.)

## 5. Proof of Residence

not older than 3 months in the "department" of Isère (stating that you are living in Grenoble or another municipality in the "department" of Isère). (Ex: housing contract, electricity bill with your name on from the GEG/EDF, or a housing insurance where your address is mentioned.)

If you can't produce these documents, usually because someone is hosting you, you need to procedure an official certificate signed by your host, you can download the form [here](#). You host will need to provide: a photocopy of identity card or residence permit, a proof of residence under his/her name (housing contract, housing tax, electricity/gas/water/ telephone bills.

The first option is obviously the easiest.

## 6. The completed form called: "Demande de titre de séjour"

(see the form below). The Prefecture will send you all the form while confirming your appointment.

## 7. The day you will get your new residence permit you need to buy a **fiscal stamp**, cost: 79€

**No documents in foreign language will be accepted.** You have to present documents translated by an official translator.



## Need information and support?

The Prefecture, GEM and Grenoble Université has set up a special office for international students at St Martin de Hères, if you have any doubt or query about the renewal of your student resident permit please do not hesitate to go or to contact this service, the team will provide you a quick and accurate information and they will be more than pleased to help you.

### **Antenne Préfecture Saint Martin d'Hères/ International Students and Scholars Office (ISSO)**

1025 Avenue Centrale - Domaine Universitaire de St Martin d'Hères/Gières

Tram B et C – Stop « Bibliothèques Universitaires »

Monday to Friday from 9 a.m. to 5 p.m. (6 p.m. in September). No appointment needed.

Phone : 04 56 52 97 89 E-mail: [isso@grenoble-univ.fr](mailto:isso@grenoble-univ.fr) Website: <http://international.grenoble-univ.fr>

## SOME TIPS TO TAKE IN MIND!

To obtain your “Récépissé”, you must have your passport with you.

To obtain your residence permit, you must have both your “Récépissé” and your old residence permit with you.

Do not forget to submit the documents missing in your files if it is necessary. 4. Please note that you must go to the St Martin d'Hères Campus in order to present your renewal file.

The Prefecture can change some procedures at last minute.

Appointments won't be necessarily taken two months before the expiring date of your permit/visa, you will need to be really patient with the Prefecture and its representation at the St. Martin d'Hères Campus.



Identification de l'autorité qui reçoit la demande

N° 20.3243

**DEMANDE  
DE TITRE DE SÉJOUR**

Numéro de classement du dossier - 14

**LE DEMANDEUR**

Nom de naissance

Première demande ☐ C ☐  
Renouvellement ☐ R ☐Duplicata ☐ D ☐  
Mariage-Divorce ☐ M ☐Modif. d'état civil ☐ S ☐  
Autres modif. ☐ N ☐Nom d'Épouse  
(s'il y a lieu)Prénoms  
au complet

Né(e) le

 J  M  A

à Ville ou commune

Code pays

Nationalité

Code nationalité

Domicile  
France

N°

Nature  
de la voie

Nom de la voie

Code postal

Ville ou commune

Chez

Père Nom

Prénoms

Mère Nom  
de naissance

Prénoms

votre Situation de famille

Célibataire ☐ C ☐Marié(e) ☐ M ☐Veuf(ve) ☐ V ☐Divorcé(e) ☐ D ☐

Conjoint(e) (s'il y a lieu)

Nom  
de naissance

Prénoms

Nationalité

Code

Résident en France

☐ O ☐ N ☐Nature du  
titre de séjour

N°

Enfants

Total

Français

Nés en France

Résidents

mineurs (nombre)

Signature du demandeur (1)

**LE TITRE DE SÉJOUR**Titre informatisé  
(s'il y a lieu)

N°

Ancien résident (interruption de séjour)

OUI ☐ O ☐NON ☐ N ☐

Entrée en France

Date

 J  M  A

Condition normale

☐ N ☐

Régularisation

☐ R ☐

Carte délivrée

Nature

Valable du

 J  M  A

au

 J  M  A

Dépôt de la demande le

 J  M  A

Le droit d'accès aux informations prévu par la loi n° 78-17 du 6 janvier 1978 relative à l'informatique, aux fichiers et aux libertés s'exerce auprès de la préfecture de la résidence du demandeur conformément à l'article 6 du décret du 29 mars 1993 portant création d'un système informatisé de gestion des dossiers des ressortissants étrangers en France. En cas de refus de fournir les informations susmentionnées, l'administration ne pourra établir le titre sollicité. Toute fausse déclaration est passible des peines d'emprisonnement et d'amende prévues par les articles 441-6 et 441-7 du nouveau Code pénal.

# RENSEIGNEMENTS RELATIFS AU CURSUS SCOLAIRE ET UNIVERSITAIRE DEPUIS L'ARRIVÉE EN FRANCE

- - -

Je soussigné

**NOM - PRÉNOM** SURNAME and NAME

**DATE d'ARRIVÉE EN FRANCE :** DATE OF YOUR ARRIVAL IN FRANCE

**Certifie sur l'honneur les informations portées ci-dessous par mes soins relatives à mon cursus d'études en FRANCE.**

ANNÉES	NATURE DES COURS SUIVIS	DIPLÔME (S) OBTENU (S)
<b>20.. /20..</b> Duration of the academic year: 2011/2011 2011/2012	Name of your program (MIB,MSc MKT, MBA...)	As you are going to renew your permit for your second year you don't have your diploma so just put <b>"en cours"</b> and <b>attached your transcripts obtained            during your studies</b>

Fait à **GRENOBLE** le **DATE**

**Signature du demandeur  
du titre de séjour**

**SIGN HERE**

# DIPLOMATIC REPRESENTATION IN GRENOBLE



**Consulat d'Algérie**  
6, chemin du commerce  
38100 Grenoble  
Tel. 04 76 54 30 18



**Consulat de Grèce**  
9, rue de la Liberté  
38000 Grenoble  
Tel. 04 76 47 39 23



**Consulat d'Italie**  
6 Place Docteur Leon Martin  
38000 Grenoble  
Tel. 04 76 46 15 68



**Consulat de San Marin**  
10, rue de Belgrade  
38000 Grenoble  
Tel. 04 76 46 36 82



**Consulat Honoraire de Slovaquie**  
Maison de l'International  
Parvis des droits de l'homme  
Jardin de Ville - 38000 Grenoble  
Tel. 04 76 88 25 43



**Consulat de Tunisie**  
4, rue Alexandre 1er de Yougoslavie  
38000 Grenoble  
Tel. 04 76 43 26 01

## Representatives in Lyon:

Algeria, Germany, Austria, Benin, Brazil, Burkina Faso, Canada, Ivory Coast, Denmark, the United States, Finland, Great Britain, Greece, Italy, Luxembourg, Madagascar, Morocco, Mexico, Netherlands, Poland, Portugal, Slovakia, Czech Republic, Thailand, Tunisia, Turkey, Yugoslavia.

Find the addresses of consulates in Lyon at [www.consulats-lyon.fr](http://www.consulats-lyon.fr)

Find the complete list of consular representations in France [here](#).



## FURTHER NOTES AND USEFUL FORMS

### Return to the country of origin before obtaining the OFII stamp or the residence permit

If you must return to your country of origin before obtaining your residence permit, we suggest you to read the information mentioned below before your departure. If your visa is expired, you are likely to have your access denied at the frontier at the time of your return. You will have to make a new request for visa in your consular service.

### In the case of the request of the OFII stamp (to make valid the student visa as a residence permit):

When a student holding a student visa valid as a residence permit it is possible to return his country of origin but the student must inform the OFII about this.

**OFII GRENOBLE - Office français de l'immigration et de l'intégration**  
**Address:** 76 rue des Alliés - Parc de l'Alliance - 38100 GRENOBLE  
**Opening hours:** Monday – Friday from 8h30 to 12h00 and from 13h30 to 16h30  
**E-mail :** [grenoble@ofii.fr](mailto:grenoble@ofii.fr) **web site :** [www.ofii.fr](http://www.ofii.fr)  
**Phone:** +33 4 76 40 95 45

### In the case of the renewal of the residence permit:

A student can travel between France and his country of origin with the “Récépissé” and the old residence permit.

**Important note:** Certain countries refuse these conditions. Please double-check with proper authorities before your departure in order to avoid complications at the time of your return in France; otherwise, you will have to make a new request for visa at your consulate.

### Translation of documents

If you need a legal translation in French for your official documents, for instance the birth certificate or the driving license, you may contact the ADATE (Association Dauphinoise Accueil Travailleurs Etrangers).

This association proposes a translation service and interpretation in 22 languages.

The translation of the document costs 20 Euros and a reduction of 10% is available to foreign students.



**ADATE**  
**Association Dauphinoise Accueil Travailleurs Etrangers**

96, rue de Stalingrad - 38100 - Grenoble

Corner « rue de Stalingrad / rue des Alliés »  
close to the OFII headquarters

How to get there : TRAM A – Stop MC2

[www.adate.org](http://www.adate.org) Tel. 04 58 17 64 90

Certain documents may not be approved by the ADATE; you may contact a translator from the Court of Appeal in Grenoble. To obtain the list of the translators, consult the site of the Court of Appeal in Grenoble:

**7 Place Firmin Gautier**  
**38000 - Grenoble**

## ATTESTATION SUR L'HONNEUR D'HÉBERGEMENT

Je soussigné(e) \_\_\_\_\_

né (e) le \_\_\_\_\_ à \_\_\_\_\_

de nationalité \_\_\_\_\_

profession \_\_\_\_\_

situation familiale \_\_\_\_\_

demeurant à \_\_\_\_\_

\_\_\_\_\_

déclare sur l'honneur loger l'étudiant

(nom et prénom) \_\_\_\_\_

pour la durée de l'année scolaire.

Joindre photocopie de la quittance d'E.D.F. (moins de 3 mois) au nom du logeur et de sa carte d'identité ou de résident.

**GRENOBLE, LE**

**Signature**

***Pour un Français : joindre une copie de la carte nationale d'identité***

***Pour un étranger : joindre une copie du titre de séjour***

***This form works like a housing certificate when you live with someone  
and you don't have a housing contract***

# ATTESTATION SUR L'HONNEUR DE PRISE EN CHARGE A ÉTABLIR PAR UNE PERSONNE RÉSIDANT EN FRANCE

Je soussigné (e) \_\_\_\_\_

né (e) le \_\_\_\_\_ à \_\_\_\_\_

de nationalité (1) \_\_\_\_\_

profession \_\_\_\_\_

situation familiale \_\_\_\_\_

demeurant à \_\_\_\_\_

déclare sur l'honneur prendre en charge l'étudiant

(nom et prénom) \_\_\_\_\_

pour la durée de l'année scolaire.

1) Pour le logement - la nourriture (2)

2) Par le versement d'une somme mensuelle de 430 € (2)

Joindre photocopie de l'avis d'imposition ainsi que la quittance d'E.D.F. au nom du logeur.

**GRENOBLE, LE**  
**Signature**

**(1) Pour un Français : joindre une copie de la carte nationale d'identité**

**Pour un étranger : joindre une copie du titre de séjour**

**(2) Barrer éventuellement la mention inutile**

**You can use this form when someone will take care of your expenses in  
France**



# 7

## HOUSING

# OVERVIEW OF THE ACCOMMODATION SITUATION IN GRENOBLE

**Grenoble Ecole de Management does not have its own student accommodation, therefore all our students live off-campus with a large proportion of them living within walking distance of the school.**

With a total population of 60,000 students in Grenoble, there is obviously a lot of competition to find a place to stay.

In France, it is normal procedure for a landlord/landlady to ask for a **GUARANTOR**. A guarantor is someone who signs a legally binding agreement to pay the rent on behalf of someone if that person defaults on their rental payments. The guarantor normally has to be resident in France (but does not necessarily need to be French). **This is an obvious disadvantage** for our international students as most of them cannot provide a guarantor. If you can provide a guarantor, the process will be much easier for you.

In the following pages you will find housing solutions for private student residences with special international student booking facilities. If you go elsewhere it is more difficult as you will need a French resident to guarantee your accommodation.

It is worth noting that the Grenoble Ecole de Management welcomes more than 1000 international students per year and no-one has ever been left homeless. **International students book their accommodation before their arrival.**

Please note that both residencies and private landlords will ask you to pay a deposit that usually corresponds to 1 or 2 months' rent. You will ask to get this money returned when you move out. The landlord has 60 days under French law to pay you back the deposit, but it's obviously an advantage for you to settle this issue before leaving France. Make sure to leave the apartment in the same condition as you found it when moving in. If the apartment is dirty, damaged or if items are broken, the landlord might keep part of your deposit money as compensation. This is also the case if you have not paid all your bills - electricity, water, etc. - before leaving.

**Do not be surprised if landlords, agencies or residences ask you to book from July – August, this is a common practice as the demand is high and it is also the only way to secure a place for your arrival. In general, they will give priority to long stay reservations from July and put on a waiting list those starting in August and refuse those for short stays. For short stays please refer to the aparthotels and LC-Mobility or contact directly the Studapart support team.**

**Disclaimer:** Please note that Grenoble Ecole de Management provides general information about platforms/services/residencies and may in no circumstance be held accountable for any problems arising.

**Accommodation is a personal choice as well as the booking procedure. If a student, upon arrival, does not want to move into the apartment that has been assigned to him/her, the student will have to accept the economic consequences of breaking the intended contract and take responsibility for finding another place to live.**

## WHAT YOU NEED TO CONSIDER FOR YOUR HOUSING SEARCH

There are many factors to consider when renting in France, the first one is the language barrier: you need to understand French and the real state regulation which is quite complicated even from French citizens. This is why international students prefer an adapted option with private student residences:

- Full furnished accommodation
- English speaking staff
- Booking facilities for international students (no French guarantor needed)
- Online reservation available
- Extra charges and facilities included (water, electricity, security, internet, housing insurance, fitness room, laundry...)
- Location near GEM (all students live very close to the school, this is important for your student life)
- Easy to settle down

Some advices:

- Don't be surprised by the rent rates. It's worth considering all the facilities and time saving.
- Try to contact as much as residences you can. Be patient and insist if you don't get a reply right away.
- Pay attention to the fact that residences will give preference to long stay reservations starting from July/August (September intake) and from December/January (January intake). If you want to book from August/September or if you are looking for a short stay you will be on a waiting list and then refused. For those cases, it will be better to consider the aparthotels and LC-Mobility which are mentioned below.
- Prefer single studios/apartments, it is too far complicated to share something on arrival and you need also to focus on your studies.
- If you want to visit the residences please contact them directly to book an appointment. You should note that if you come in May/July or November/December to arrange accommodation, the landlord/residence might expect you to pay rent for the months of May/June or November/December to secure your place.
- Try to get some feedbacks, there are residences which are more popular than others because of the quality service, facilities, location, rates, staff, etc.

## What about landlords offers?

This option can be difficult if you don't understand French. Besides, as mentioned above, the French real state regulation is complicated and quite bureaucratic. In general, this option is not recommended for international students.

Below some points to consider while renting with landlords:

- Language barrier: Landlords don't necessarily speak English
- Landlords give preference to long stays starting from July/August (September intake) and from December/January (January intake). If you intend to book something only for a short stay it is going to be very difficult
- Landlords ask for a French guarantor.
- If you come in May/July or November/December to arrange accommodation, the landlord/residence might expect you to pay rent for the months of May/June or November/December to secure the your place
- Paperwork can be tricky and difficult to understand. Be aware of scams!
- Be extremely careful with ads and offers from landlords, you should respect the French real state legal procedure otherwise you won't be able to claim anything after signing your contract
- Settle down while renting with a landlord can take some time as you need to take care of: internet, telephone, gas, electricity, etc....
- Pay attention to the location, try to live close to the campus and in the city center.

## Shared accommodation: What you need to know

Shared accommodation it is usually consider as an affordable option. However, it is not a popular choice between international new comers as it can pose many problems, especially for those who need and who want to focus on their studies during the academic year. Besides, it is quite difficult to find in Grenoble, mainly for those who want to book it from their home country.

As mentioned above, you must be extremely careful with ads and offers from landlords. Besides, landlords give preference to students on a long stay.

Below a few tips to take in consideration:

- People in shared living space must communicate about how they expect to live together. Set out guidelines in advance to avoid any problems that might occur. Talk about responsibilities for household chores, personal property, keys and privacy. Discuss who will take care of paying the rent, phone bills, utilities and other shared expenses.
- How do your roommates view additional roommates, overnight guests, smoking, food, drug and alcohol usage, will you share an Internet connection and, what type, and quiet time? If private space (such as bedrooms) are different in some way (such as size or view), discuss who will take which one and at what, if any, additional cost.
- Beyond the need to respect each other's living area, at least one roommate needs to assume some legal obligations. Someone must take responsibility for damages to the property and for paying the rent on time.
- Rights and responsibilities vary somewhat according to the conditions defined in the lease you sign. There are specific laws that apply to landlords and tenants in France. For more information: [www.adil38.org](http://www.adil38.org)
- Usually the person or persons who sign(s) the lease or make(s) a verbal agreement with the landlord become legally responsible for the actions of the other roommates. If two or more tenants are on (i.e. sign) the same lease each is responsible for the whole rent. The guarantor's liability will depend on the agreement with the landlord. Likewise the renter listed on the utility and telephone bills must ensure payment.
- Remember, you will be responsible for your roommates' actions if they are not on (i.e. have not signed) the lease. If each of you holds separate leases, you are only responsible for what is in your written agreement. If you both sign the same lease, you are both equally responsible and the landlord can choose to enforce the lease terms against either, or both of you.

To get accurate information about legal issues or questions concerning tenant's rights in France you can contact ADIL, a French organization which provides free legal advice: [www.adil38.org](http://www.adil38.org) (information available only in French).

### REMEMBER!

**Accommodation fills up very quickly, many residences and apartments are already full for the academic year so please don't wait until you arrive.**

**You need a permanent address in Grenoble for at least the first 4 or 6 months to start other important administrative procedures such as immigration, insurances, banking, student card and more.**

**There are some legal procures you will need to follow after finding accommodation, more information [here](#) and [here](#).**

# WHAT YOU NEED TO DO AFTER FINDING YOUR ACCOMMODATION

## Procedures and useful terms

In order to avoid some traps, you should be aware of some essential information before signing a lease agreement. In France, the lease agreement protects not only the tenant, but also the owner.

You can find further details [here](#).

- 1** • Sign the lease and give the deposit to secure your accommodation
- 2** • Schedule your arrival time with your residence/landlord
- 3** • Subscribe to a housing insurance
- 4** • Make an inventory when arriving
- 5** • Pay the rent on time
- 6** • When the times comes, give notice of departure
- 7** • Make an inventory before leaving
- 8** • Give back the keys to the residence/landlord



# WHERE TO FIND ACCOMMODATION

There are basically three ways to book your accommodation:

1. You can use the **housing platform managed by Studapart**. You can find several offers from private student residences, they are mentioned below and you can find further details in the following pages.
2. You can **contact some private student residences directly**, they are mentioned below and you can find further details in the following pages.
3. You can **contact LC Mobility for a personalized housing service**. They proposed different packages and rates depending on the services you would like to request.

There are also some other options but you will need to consider some pros and cons before: booking procedure, rent, French guarantor, language barrier, location, extra facilities, etc.

## Housing platform managed by Studapart

This platform is edited and managed by the start-up [Studapart](#). The platform is private, free and entirely dedicated to GEM students. You will receive a code to [log into the platform](#) once you will be enrolled at GEM.

The platform allows GEM students to:

- Search rentals: Homes or apartments to rent, roommate requests, sublets in France and abroad. You can book your accommodation with some of the residences mentioned in following pages as well as real state agencies and landlords.
- Publish ads: Homes or apartments to rent, roommate requests, and sublets in France and abroad.

In case of questions or if you need support with your housing search please contact the Studapart support team at [booking@studapart.com](mailto:booking@studapart.com)

You can find the following private student residences in the platform, these residences are located close to the school and in the city center. Remember, **if you are coming for the September intake they will give priority to long stays (a year contract), for the January intake they will maybe accept short stays (6 months contract):**

1. Cardinal Campus Oxygène
2. Cardinal Campus Savoie
3. Citadines City Center Grenoble
4. Studéa Carré des Halles
5. Studéa Louis Weil
6. Studéa Grenoble Centre
7. Studélites Grenoble Carline
8. Les Estudintes Botticelli
9. Les Estudines Europole
10. Les Estudines Marie Curie

To get further details about the offers please browse to the platform and do not hesitate to contact the team support.

## Private student residences & aparthotels to contact directly

You may contact the following private residences which are located near the campus.

The following aparthotels/residences won't ask you for a French guarantor if you indicate that you are an international student at Grenoble Ecole de Management. However, they will probably ask that your parents sign a guarantor-document.

### Aparthotels and residences for short stays:

1. Opéralia Grenoble les Cedres
2. Privilodges Le Château

### Aparthotels and residences for long stays (short stays- 6 months contract - maybe available for January intake):

1. Cardinal Campus Stendhal
2. Les Privilodges Campus Cœur de Ville
3. Les Privilodges Campus Universités
4. Les Privilodges Campus Valmy Park
5. Mutelles de France – Service Logements
6. Opéralia Grenoble les Cedres
7. Privilodges Le Château

You will find the contact details and booking condition in the following pages, do not hesitate to contact the residence to get further details about availabilities.

## LC Mobility

LC Mobility is a personalized service for accommodation search for long and short stays in Grenoble. Ideally for families.

You can find further details [here](#).

## Where to find accommodation: Housing platform managed by Studapart

Many offers from private landlords, student residences and real estate agencies around campus, are grouped in this platform: <http://grenoble-em.studapart.com/en/>

**New GEM students can create their account with their personal information (email + password). They will have to validate your account with the key code provided by GEM.**

Each GEM student can access to offers by connecting with the school login credentials too.

Below some of the offers you can find in this platform, for further assistance please contact the Studapart team support.

**Have a question or doubt about the platform? Contact the Studapart team support  
Monday to Saturday from 8:30 a.m. to 7:30 p.m. CET (Central European Time)  
[booking@studapart.com](mailto:booking@studapart.com) - +33 1 80 92 64 01**

### SOME OF THE RESIDENCES YOU CAN FIND THROUGH THIS PLATFORM

#### Studéa Louis Weil – Ref #538



#### Types of accommodations :

Type	Area	Furnished	Rent/month	Booking fees	Deposit
Studio	18m <sup>2</sup>	Yes	491 to 495€	150€	1 month max
Studio	19 to 20m <sup>2</sup>	Yes	545 to 505€	150€	1 month max
Studio	24m <sup>2</sup>	Yes	580€	150€	1 month max

*\*Prices are indicative and not contractual*

The city center nearby: Just minutes from downtown, the neighborhood offers a pleasant living environment. By choosing this residence you will have Internet access via optical fiber and unlimited offered in each apartment.

**ACCESS:** 450m from GEM – 3 min by walk

## Studéa Carré des Halles – Ref #560



### Types of accommodations :

Type	Area	Furnished	Rent/month	Booking fees	Deposit
Studio	18m <sup>2</sup>	Yes	450 to 475€	150€	1 month max
Studio	19 to 22m <sup>2</sup>	Yes	520€	150€	1 month max

*\*Prices are indicative and not contractual*

Historic Site Bouchayer - Viallet : This new residence is located in the district in rehabilitation Bouchayer - Viallet and is close to many shops. Access to downtown is directly by tram which is located close to the residence.

**ACCESS:** 1km from GEM – 10 min walk

## Studéa Grenoble Centre – Ref #557



### Types of accommodations:

Type	Area	Furnished	Rent/month	Booking fees	Deposit
Studio	18m <sup>2</sup>	Yes	530 to 545€	150€	1 month max
Studio	19 to 22m <sup>2</sup>	Yes	530 to 570€	150€	1 month max
Studio	26 to 33m <sup>2</sup>	Yes	580 to 702€	150€	1 month max

*\*Prices are indicative and not contractual*

At the heart of vibrant, this student residence is Ideally located, close to schools, public transport and amenities of the city. You get all the benefits of a city associated with a great ease of movement. Where No matter your education, it will be easily accessible either by bus, or by car or foot . HOT WATER AND HEATING INCLUDED.

**ACCESS:** 1,4km from GEM – 10 minutes walk



## Estudines Europole Residence – Ref #754



### Types of accommodations :

Type	Area	Furnished	Rent/month	Booking fees	Deposit
Studio	18 to 25m <sup>2</sup>	Yes	425 to 645€	200€	1 month max
Studio	25 to 44m <sup>2</sup>	Yes	495 to 760€	200€	1 month max
T2	40m <sup>2</sup>	Yes	760€	200€	1 month max

*\*Prices are indicative and not contractual*

The Europole Les Estudines Residence offers apartments ranging from studios to one-bedroom units, furnished and fully equipped for your comfort. Many services and amenities are available like internet access.

Situated in the city center, the Residence is close to all conveniences: about 200m from the train station, public transportation, and shops. Direct access to the center by tram line B.

**ACCESS:** 110m from GEM – 1 minute walk

## Estudines Marie Curie Residence – Ref #757



### Types of accommodations :

Type	Area	Furnished	Rent/month	Booking fees	Deposit
Studio	17 to 22m <sup>2</sup>	Yes	490 to 605€	200€	1 month max
Studio	25 to 26m <sup>2</sup>	Yes	630€	200€	1 month max
T2	30m <sup>2</sup>	Yes	775€	200€	1 month max

*\*Prices are indicative and not contractual*

The Marie-Curie Les Estudines student residence offers studio and one-bedroom apartments, furnished and fully equipped for your comfort. Many services and amenities are at your disposal.

The Residence is in an ideal location: close to conveniences and the train station. Direct access to universities and schools (stop: Cité Internationale) just outside the residence.

**ACCESS:** 600m – 5 minutes walk

## Citadines City Centre Grenoble – Ref #961



### Types of accommodations:

Type	Area	Furnished	Rent/month	Deposit
Studio	25m <sup>2</sup>	Yes	427€	1 month max
T2	35m <sup>2</sup>	Yes	511€	1 month max

*\*Prices are indicative and not contractual*

Surrounded by glorious national parks – the Parc du Chartreuse, the Parc des Ecrins and the Vercors Massif – Apart'hotel Citadines City Centre Grenoble invites you right into the heart of an exceptional natural environment.

**ACCESS:** 12 minutes from GEM by public transport

## Cardinal Campus Oxygène– Ref #971



### Types of accommodations:

Type	Area	Furnished	Rent/month	Deposit
Studio	25m <sup>2</sup>	Yes	520 to 670€	1 month max

*\*Prices are indicative and not contractual*

This new living space fits into our concept of collaborative residence. It becomes a space for exchange. This is why in addition to the many facilities a range of open-access services to all tenants including as a fitness room and a common terrace overlooking the Vercors, a coworking space, a universe botany, local 2 wheels and unelaverie. We also run throughout the year for events promoting understanding among all tenants to live a unique and warm year.

**ACCESS:** 450m from GEM – 5 minutes walk



## Cardinal Campus Savoie – Ref #972



### Types of accommodations :

Type	Area	Furnished	Rent/month	Deposit
Studio	16 to 20m <sup>2</sup>	Yes	430 to 480€	1 month max
Duplex	30m <sup>2</sup>	Yes	650€	1 month max
T2	27 to 28m <sup>2</sup>	Yes	660 to 700€	1 month max
T1 Balcony	21m <sup>2</sup>	Yes	510 to 520€	1 month max

*\*Prices are indicative and not contractual*

The newly renovated student residence in Grenoble The Savoie, offers furnished apartments type Studios , T1, T1bis and T2 at very attractive prices. All apartments have free and unlimited WIFI. A gym and a study room are freely available to all our tenants. Close to shops and public transport, the Savoy residence will seduce you with its ideal location in the city center. Flatmate possibility.

**ACCESS:** 550m – 6 minutes walk

## Estudines Botticelli Residence



### Types of accommodations:

Type	Area	Furnished	Rent/month	Booking fees	Deposit
Studio	19m <sup>2</sup>	Yes	490 to 600€	200€	1 month max
Studio	26 to 30m <sup>2</sup>	Yes	675€	200€	1 month max
T2	59 to 69m <sup>2</sup>	Yes	930€	200€	1 month max

*\*Prices are indicative and not contractual*

The Botticelli Les Estudines Residence offers lots of apartments, from studios to two-bedrooms, all fully equipped and furnished.

The Residence located in the town of Fontaine, a few minutes by tram from the train station, the center of Grenoble, and the High schools and universities.

**ACCESS:** 12 minutes from GEM by public transport

## Studélites Carline - Ref #1388



### Types of accommodations:

Type	Area	Furnished	Rent/month	Booking fees	Deposit
Studio	18 to 21m <sup>2</sup>	Yes	450 to 500€	250€	1 month max
T1 Bis	41 to 44m <sup>2</sup>	Yes	790 to 835€	250€	1 month max

*\*Prices are indicative and not contractual*

Situated within the new Grenoble Presqu'île district, the international innovation campus in the city centre, the Carline private student hall of residence offers furnished and well-equipped rental apartments (1-room and extra large 1-room apartments) with all mod cons.

**ACCESS:** 15 minutes from GEM by public transport

**Have a question? Contact the platform team support**

**Monday to Saturday**

**8:30 a.m. to 7:30 p.m. CET (Central European Time)**

**[booking@studapart.com](mailto:booking@studapart.com) - +33 1 80 92 64 01**



## Where to find accommodation: Private student residences & aparthotels to contact directly



### Opérialia Grenoble Les Cèdres

13-15 avenue Marcelin Berthelot 38100 GRENOBLE

Phone: +33 (0)4 76 28 10 00

Mail: accueil@operalia-lescedres.fr

## The best way to live and study in Grenoble !



Focus on your school's work, we take care of everything else !

As every student, you want to avoid administrative issues and accommodation troubles, but **finding an all-inclusive apartment** (including water, electricity, internet) can be complicated !

Discover our aparthotel, specialist in long stays, that offers fully-equipped apartments as well as a welcoming team ready to help you out in a foreign country. **We are your answer !**

	GEM	City centre	Tramway (line A)
	30 min.	10 min.	Stop « Mounier », just in front of our aparthotel
	15 min.	5 min.	

### INCLUDED SERVICES

Reception 24/7  
Weekly housekeeping  
Weekly fresh linens  
Internet access  
Fitness room  
Electricity charges  
Water charges  
Air conditioning and heating  
Television with international channels  
Individual safe



Each apartment is fully equipped with a kitchen (crockery and cooking utensils, ceramic hob and extractor fan, a microwave oven, a fridge, a kettle and a coffee maker, a dishwasher with washing tablets, dish cloth, sponge and washing up liquid), bathroom with hairdryer, plenty of storage space, a desk with internet access, flat screen television with a wide selection of international channels and a safe.

	Size	Description	Rates*
Small studio	18 m <sup>2</sup>	Living room with a wall folded bed	630€ / month
One bedroom apartment	35 m <sup>2</sup>	Living room with a pull-out bed and bedroom with two singles beds	1150€ / month

### SERVICES

Breakfast  
Laundry  
Dry-cleaning service  
Outside car park



\*Rates for 2017-2018, offer subject to availability and to the acceptance of the rates conditions linked to this offer.  
City tax : 0,90€ / night / person

[www.operalia-lescedres.fr](http://www.operalia-lescedres.fr)

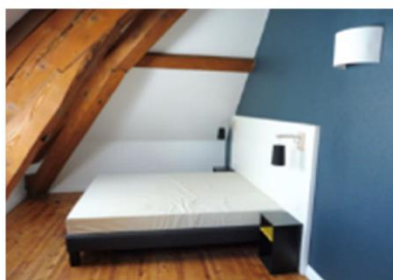
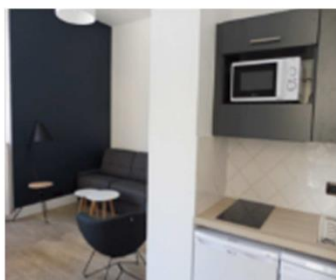




## LOOKING FOR...

**A lovely fully furnished flat down town Grenoble...Here it is !  
 Whether you are a student or a member of the teaching staff,  
 if you stay for over one month, we have your accommodation !**

The residence is perfectly located downtown within 10 minutes walking distance from GEM ! It is at the crossroads of 3 main tramway. Shops, food stores, supermarkets, nice bars and restaurants are available also just round the corner.  
 And you guess what ?.....You will live in one the most famous beautiful historical building in Grenoble.....LE CHÂTEAU, completely renovated in June, 2017 !!



Type of Apartment	1-3 month	3 months +
Single room in shared flat	650 €	550 €
Studio	980 €	890 €
T2 (2 rooms apartment)	1250 €	1100 €

Including wifi and a monthly provision for electricity water and heating. Does not include city tax (0.88 €/day/person). 1 month deposit refunded within maximum 1 month after checkout. Laundry pack 70 €, parking 100 €/m, end of stay cleaning : room 80€, studio 80€, T2 160€. (excluding dishes).

## APARTEMENT FACILITIES

- > **Kitchen** : ceramic hob, fridge + freezer, microwave, dishwasher, coffee maker, kettle, pack of dishes
- > **Living area / bedroom** : double bed, TV french channels, desk, table and chairs, armchairs. (With separate bedroom in T2 and larger).
- > **Bathroom with shower cabin** : sink, mirror, heated towel rack, toilet



Disable Access



Laundry facilities



Wifi



Bike storage



Multilingual reception



Secure access



Parking for rent

Application files available  
 Online or by phone (we speak English ☺)

DEPOSIT  
 1 month (encashed)

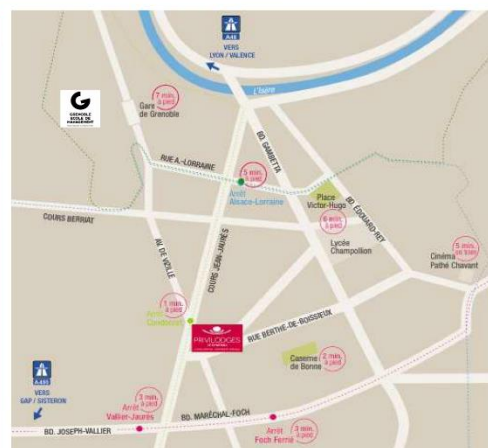
LODGING INSURANCE  
 Compulsary (offers available)

## PRIVILODGES LE CHÂTEAU

1 rue Guy Allard 38000 Grenoble  
 04 76 12 98 98  
[grenoble.lc@privilodges.com](mailto:grenoble.lc@privilodges.com)

[www.privilodges.com](http://www.privilodges.com)

**NO APPLICATION FEES**





# Student Residence **STENDHAL I & II**

5/7 rue du Dr Mazet 38 000 GRENOBLE

## 33 RESIDENCES IN FRANCE

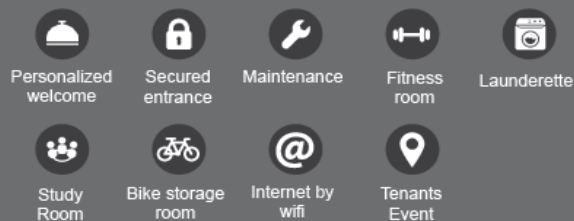


### APARTMENTS READY FOR RENTAL

These apartments are ready to be rented, and are furnished with high standard equipment including:

- Equipped kitchen : fridge, cooking area & storage
- Dining table and chairs, desk & cupboards
- Single or double bed (according to the type of apartment)
- Storage (wardrobe, bookcase)
- Shower, toilets, washbasin, bathroom furniture

### + RESIDENCE SERVICES



### BOOKING CONDITIONS

- your Id card
- your bank details
- your student's card or certificate of admission
- details regarding the guarantor

**FOREIGN GUARANTORS ACCEPTED**

Flat sharing possible

TYPE OF ACCOMMODATION		RENT 2017 /MONTH
Classic accommodations in STENDHAL I	15-16 sqm street oriented Studio	440 €
	17-18sqm street oriented Studio	450 €
	19-21sqm street oriented studio	480 €
	19-21sqm courtyard oriented Studio	495 €
Premium accommodations in STENDHAL I	16sqm street oriented Studio	485 €
	18sqm street oriented Studio	500 €
	20sqm street oriented Studio	525 / 555 €
	27sqm courtyard or street oriented T1bis*	630 €
	27sqm dble bed + sofa bed T2*	680 €
	34sqm dble bed + sofa bed T2*	700 €
Premium accommodations in STENDHAL II	20sqm street oriented Studio**	510 €**
	27 sqm courtyard oriented T1bis**	615 €**

\*Additional fees of 40 €/ month for flat-sharing

\*\*No WIFI

**Entrance fee** 350 €

**Deposit** 600 € studio - 700 € T1/T1bis - 800 € T2

**Housing insurance**

compulsory multi-risk housing insurance before check-in

OUR APARTMENTS ARE ELIGIBLE TO CAF (SOCIAL WELFARE FAMILY ALLOWANCE)

For any information or reservation, please contact us on

+ 33 6 45 70 40 15 or [grenoble@cardinalcampus.fr](mailto:grenoble@cardinalcampus.fr)

**WWW.CARDINALCAMPUS.FR**

Official host of *happy students*





CŒUR DE VILLE - GRENOBLE

# GEM STUDENTS

## YOU TAKE CARE OF YOUR STUDIES, WE TAKE CARE OF YOUR HOUSING!

**Do not hesitate! Competitive rates, the heart of town, all amenities at walking distance : GEM, INP, Scientific Research Center, IUT...**

Bus, cable car and train station nearby, shopping centers, supermarkets and shops.  
A quiet and silent street close to schools and all live areas of town!



## EQUIPMENT OF YOUR APARTMENT

- **Fully equipped kitchen area:** fridge, ceramic glass cook top, microwave, table and chairs, cupboards.
- **Living area/night area :** bed, bedside table, desk, hangers <sup>(1)</sup>, chairs, large single bedding in studio <sup>(2)</sup>.
- **Bathroom:** shower or bath, mirror, furniture, washbasin, towel dryer.

<sup>(1)</sup> (T2 have a separate bedroom and a living area) <sup>(2)</sup> (from 90 x 200)

### 1 TO 4 MONTHS RENT

Apartment type	Monthly rent *
<b>Studio / Single occupancy</b>	<b>790 €</b>
<b>T1 / Single or double occupancy</b>	<b>890 €</b>
<b>T2 / Single or double occupancy</b>	<b>1150 €</b>

\* All charges included: Internet (cable), residence tax, water, electricity (unless excessive consumption).  
Bed linen, plates and dishes, TV provided. Invoicing by started fifteen.  
50% of the first rent to firmly confirm the reservation.

### 5 MONTHS AND MORE

Apartment type	Monthly rent ***
<b>Studio 18 m<sup>2</sup></b>	<b>545 €**</b>
<b>Studio 21 m<sup>2</sup></b>	<b>560 €**</b>
<b>Studio 19 m<sup>2</sup> balcony/terrace</b>	<b>590 €**</b>
<b>T1 28 m<sup>2</sup></b>	<b>640 €**</b>
<b>T1 28 m<sup>2</sup> balcony/terrace</b>	<b>690 €**</b>
<b>T2 26 m<sup>2</sup> balcony/terrace</b>	<b>725 €**</b>
<b>T2 28-34 m<sup>2</sup> balcony/terrace</b>	<b>755 €**</b>

\*\* All charges included except electricity, hot water, local residence tax, and housing multiple-risk insurance (mandatory). Free use of cold water, Internet and building charges included.

\*\*\* Starting from : according to apartment, floor, bedding, facing/aspect, terrace/balcony.

### BOOKING FILE

Available at welcome desk or via email

### DEPOSIT

1 month rent (collected)

### HOUSING INSURANCE

Multiple-risk insurance is mandatory (not included in the rate)

### FILES FEE

250 € (instead of 350 €)

### GEM STUDENT

10 € discount on 18 m<sup>2</sup> studio



## PRIVILOGES CAMPUS CŒUR DE VILLE

Contact : Estelle CAPELLI, at business hours from Monday to Friday.

Reception desk closed on Wednesday afternoon.

39 rue Génissieu 38000 Grenoble • 04 76 88 87 37

info.grenoblecampuscœurdeville@privilodges.com

[www.privilodges.com](http://www.privilodges.com)







UNIVERSITÉS - GRENOBLE

# GEM STUDENTS

## YOU TAKE CARE OF YOUR STUDIES, WE TAKE CARE OF YOUR HOUSING!

**Do not hesitate and choose our competitive rates!**  
**Below our special GEM rates!**

The residence Campus Universités is located in a residential area, close to the city center and next to the tramway C and the buses lines C5, 12 and 13, for an easy access to the university, the high schools (Business & Management School, INP...) and the Scientific Research Center.



## EQUIPMENT OF YOUR APARTMENT

- Fully equipped kitchen area: fridge, ceramic glass cook top, microwave, table and chairs, cupboards.
- Living area / night area: bed, bedside table, desk, hangers, chairs (T2 have a separate bedroom and a living area).
- Bathroom: shower, mirror, furniture, washbasin, towel dryer.

### 1 TO 4 MONTHS RENT

Apartement type	Monthly rent *
Studio / Single occupancy	775 €
T1 / Single or double occupancy	890 €
T2 / Single or double occupancy	1150 €

\* All charges included: Internet (cable), residence tax, water, electricity (unless excessive consumption). Bed linen, plates and dishes, TV provided. Invoicing by started fifteen. 50% of the first rent to firmly confirm the reservation.

### 5 MONTHS AND MORE

Apartement type	Monthly rent ***
Studio 20 m <sup>2</sup>	510 €**
Studio 20 m <sup>2</sup> balcony	520 €**
T1 between 23 m <sup>2</sup> and 35 m <sup>2</sup>	Between 540 € and 720 €
T2 between 32 m <sup>2</sup> and 38 m <sup>2</sup>	Between 640 € and 720 €

\*\* Starting from, depending of apartment, surface, floor, orientation, size of bed.

\*\*\* All charges included except electricity, hot water, local residence tax, and housing multiple-risk insurance (mandatory). Free use of cold water, Internet and building charges included.

### BOOKING FILE

Available at welcome desk or via email

### DEPOSIT

1 month rent (collected)

### HOUSING INSURANCE

Multiple-risk insurance is mandatory (not included in the rate)

### FILES FEE

250 € (instead of 350 €)

### GEM STUDENT

10 € discount on 20 m<sup>2</sup> studio



## PRIVILOGES CAMPUS UNIVERSITÉS

Contact : Harmony FRICK, at business hours from Monday to Friday.

11 rue Elie Cartan 38100 Grenoble • 07 82 94 56 89

info.grenoblecampusuniversites@privilodges.com

[www.privilodges.com](http://www.privilodges.com)



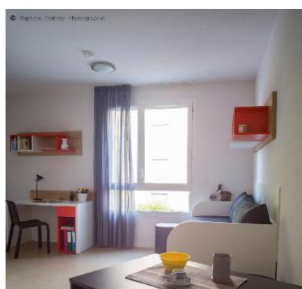




# GEM STUDENTS TO SHINE IN YOUR STUDIES AND RADIATE IN THE

The student residence Valmy Park is ideally situated, next to the parc Paul Mistral and to the Grenoble Campus, at 10 minutes by foot from the inner city and near the stop Flandrin Valmy Tram C.

The residence Valmy Park offer a modern, friendly and practical accommodation



Apartment type	Monthly rent*long stay	Monthly rent*short stay
Studio Cap 1 / Cap 2	530 € / 550 €	790 €
Studio Cap 3	570 €	
T1 Cap 1	590 € / 600 €	890 €
T1 Cap 2	620 €	
T1 Gold / T2	740 €	1150 €

\* Long stay. Included : Internet, cold water, building charges, residence services.  
Not included : hot water, heating, electricity, housing insurance, local residence tax

\*\* Short stay (less than 6 month) All charges included : Internet, residence tax, cold and hot water, heating, electricity, bed linen, crockery, TV, building charges.  
50 % of the first rent to firmly confirm the reservation.

## EQUIPMENT OF YOUR APARTEMENT

> **Fully equipped kitchen area** : fridge, microwave, electric cook top, crockery, plates, glasses

> **Living / night area** : trundle bed, or bed with storage, desk, table, chair, stools, shelves, wall cupboard.

**Bathroom** : shower, washbasin, mirror, towel dryer, peg



Easy access



Laundry



Internet



Bike storage



Fitness room



Multilingual staff



Secure access

### BOOKING FILE

Available at the office or via email

### DEPOSIT

1 month rent (collected)

### HOUSING INSURANCE

Multi-risk insurance is mandatory, (not included in the rent)

**APPLICATION FEE** : 250 €  
(instead of 350 €)

**GEM STUDIO** : 10 € discount  
on 530 € rent



## PRIVILODGES Valmy Park

Contact Céline, at business hours

5 boulevard Clémenceau 38100 Grenoble  
**07 68 76 61 85**

grenoble.vp@privilodges.com

[www.privilodges.com](http://www.privilodges.com)





” Rent an apartment, it is easy! ”

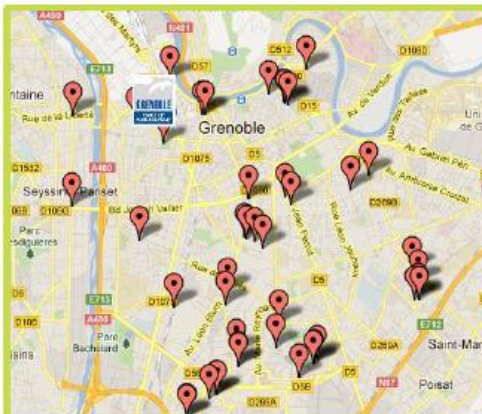


Service Logements Etudiants et Jeunes Actifs

24-26 Av. Albert 1<sup>er</sup> de Belgique 38000 GRENOBLE

Phone : +33 (0)4 76 20 44 66

E-mail: [logement@mfrs.fr](mailto:logement@mfrs.fr)



## ADMISSION FEE

~~100 €~~

**50 € \***

\*50% offered to GRENOBLE  
Ecole de Management

## OUR OFFER

- Attractive prices
- Admission fee: Only 50 €, refundable\*
- Deposit: One-month

*\*If the tenant, when he/she leaves the housing, finds a successor according to our criteria*

## A wide choice of apartments

103 individual accommodations  
49 to be shared

## A vast area

Grenoble and its suburbs

## Service Charges are Included

Insurance, water, heating... according to apartment complexes  
All housing assistance (APL, ALS) are deducted.

## Furnished Apartments

Kitchen with hot plates, refrigerator, table, chairs, sofa bed...

**Our team is available to help you, advise you and accompany you during the visits**

## RATES 2017\*

School year 2017-18

Location	Area		Monthly rate (charges included)
	From	to	
Grenoble city center	16m <sup>2</sup>	74m <sup>2</sup>	from 412€
South Grenoble	24m <sup>2</sup>	97m <sup>2</sup>	from 391€
Seyssinet-Pariset	21m <sup>2</sup>	25m <sup>2</sup>	from 386€
Fontaine	58m <sup>2</sup>		601 €

\*Rates change every august intake



PINAL Residence



Join us on Facebook !

Logements Etudiants et Jeunes Actifs

<http://www.mfrs.fr/facebook-logement>



## Where to find accommodation: LC Mobility



LC Mobility is a services company created especially for students, PhD students and researchers from all countries, coming alone or with their family, for a stay in Grenoble.

They offer customized package according to your needs: accommodation search, settle you down in France, administrative procedures and more.

LC-Mobility can help you to find an accommodation solution; it's up to you to choose yours:

- Single Room in residence
- Shared flat
- Studio
- Apartment/house

For further details please contact them:

Website: <http://www.lc-mobility.com/uk/accueil.php>

Email: [contact@lc-mobility.com](mailto:contact@lc-mobility.com)

Address : 45 Avenue Alsace Lorraine - 38000 Grenoble

Telephone: +33 (0)4 76 50 25 83 from 9 a.m. to 6 p.m. GMT+1 - from Monday to Friday.

## Other options for your accommodation search

### Residences

Below you will find some other options for your accommodation search. Most of these residences will ask for a French guarantor and French bank account details in some cases, you should speak French in order to contact these residences.

- Foyer de l'Etudiante [www.foyer-etudiant.org](http://www.foyer-etudiant.org)
- Résidences Campus de Bissy [www.campusdebissy.com](http://www.campusdebissy.com)
- Résidence Houille Blanche [www.rhbgrenoble.com](http://www.rhbgrenoble.com)  
2, avenue des Jeux Olympiques - 38100 Grenoble  
30 min. tram and bus ride to school (bus n° 26, tram B).  
**Please note that we do not recommend GEM students to live in this area**
- Adoma [www.adoma.fr](http://www.adoma.fr)  
*For students on a tight budget, Adoma offers a limited amount of inexpensive accommodation. The studios are located in the south of Grenoble, one tram stop from Grand Place. It is a 20-minute tram ride to school from there. They offer either furnished rooms or studios with shared bathroom and kitchen facilities.*  
**Please note that we do not recommend GEM students to live in this area**
- Clef (French guarantor required) [www.logetudes.com](http://www.logetudes.com)
- Gestrim (French guarantor required) [www.gestrim.com](http://www.gestrim.com)
- Société Dauphinoise pour l'Habitat (French guarantor required) [www.sdh.fr](http://www.sdh.fr)

### **The two following residences belong to Roman Catholic institutions:**

- Centre Théologique de Meylan [www.ctm-grenoble.org](http://www.ctm-grenoble.org)  
*For students under 26. Only possible to rent for 2 semesters.*
- Communauté du Chemin Neuf [www.chemin-neuf.org](http://www.chemin-neuf.org)

### Classified ads – Remember to be extremely careful!

There are various websites you could consult for accommodation possibilities; you would need to find out if a guarantor is required and you must speak French in order to understand the information that you can find through these links.

Here are some suggestions:

<http://www.easyyroommate.com/>

<http://www.easycoloc.com/wordpress/>

<http://www.appartager.com/>

<http://www.leclubetudiant.com/>

<http://www.fnaim38.com/>

Room or apartment for short stays:

## Remember!

You must be extremely careful with ads and offers from landlords and from internet.

## In case of problems about tenant's rights in France

To get accurate information about legal issues concerning tenant's rights in France you can contact ADIL, a French organization which provides free legal advice: [www.adil38.org](http://www.adil38.org). Information available only in French but you can ask for an English speaker if you make an appointment with a legal counselor.

## Association Départementale Information Initiative Jeunesse, ADIIJ de Grenoble

The ADIIJ Grenoble welcomes, informs and helps students with questions about education and training, recreation and sports, holiday, international, practical life, health, etc. They have also a service to find jobs and housing.

16, bd Agutte Sembat - 38000 Grenoble  
Site web : [www.adijj.fr](http://www.adijj.fr) (in French)

## DIGI: Domicile Inter-Génération Isérois

DIGI is a solidarity association and their services offer the possibility for an elderly French person and a student to get to know each other while living under the same roof.

The students get a separate room with a lock in the elderly person's apartment and in exchange the student offers his/her company, small services, etc.

As an example: Some elderly persons are afraid of being alone at night in case they fall and are not able to get up again. Knowing that there is another person in the house, just in case, is reassuring.

The student does not take care of cleaning or of medical tasks. The elderly people are physically independent.

**Company and solidarity** are the key words, for instance by sharing a meal together. Therefore, **the student must speak some French** to be able to communicate.

Living under the same roof as a French person is of course an excellent opportunity to improve your language skills and to learn more about the French mentality and way of life.

**Price:** Upon arrival the student and the elderly person have a 2-week "trial-period" before they sign a joint contract. Then the student pays a fee of **175 Euros a year** (150 Euros in January) to the association. In addition the student pays **45 Euros per month** to share the costs of electricity, water, gas, etc.

**It is important to understand that this service is not an option if you are only looking for inexpensive accommodation. This solution means you commit yourself to giving some of your time, and to offer company. You are of course not obliged to stay home every night, but a regular presence is required.**

**Interested?** Please contact: [Association de solidarité "DIGI"](#)

## Good to know !

- During the summer and winter holidays in France it is not recommend to come to Grenoble to try to settle practical and administrative matters. It is better to wait until the re-opening of the School. Please check the academic year calendar.
- **Please be aware that the accommodation service is available to all students apart from those receiving scholarships from EDUFRANCE, EGIDE or SFERE. As part of the terms of the scholarship, these organisations are obliged to assist their beneficiaries directly in securing accommodation.**
- **Think it twice if you wish to change your accommodation later, you should be prepared to handle this by yourself.**



# CROUS (Centre Régional des Œuvres Universitaires et Scolaires)



CROUS is a housing option for students. It is only suitable for students on a very tight budget as it is a very basic accommodation. It offers rooms/studios in CROUS residences which are very cheap starting from 177€ month to 450€/month. This is the great advantage with CROUS.

However you might take in consideration the following:

- **It is only available for the September intake.**
- **You can stay only for 6 months or 1 year, stays cannot be extended.**
- **Booking conditions and application procedure are quite strict (as you can read below).**
- **CROUS cannot guarantee that you will get a room in the residence you will apply for,**
- **Buildings, rooms and facilities are very basic and minimal.**

**These residences belong to CROUS, GEM is only the intermediary between students and CROUS for the online application procedure.**

GEM International Student Integration will contact new students to give further details about the application procedure. CROUS won't accept your application if you contact them directly. So please, don't take in count the information you can find on CROUS website as the CROUS/GEM agreement is specific for GEM international students.

## Booking conditions

### Application deadline:

June 13 (September intake). Limited number of places, inscriptions can be closed before the deadline.

### Assignations and housing certificates:

CROUS will send assignations during the first two weeks of July.

### Residences:

Rooms are assigned according to availabilities in the four residences proposed by CROUS, you risk to go to other similar CROUS residence.

Ex: you can apply for MDE and you can go to HOME or other residence.

If you are allocated a room at one of the 4 residences, **CROUS will not allow you to move to another residence.**

### Period of stay and arrival date:

**Contracts start on 01<sup>st</sup> September and not before that date and they cannot be extended.** This is due to the few available places for new comers every new intake.

There are two possible choices:

- **From 01<sup>st</sup> September to 31<sup>st</sup> December**
- **From 01<sup>st</sup> September to 31<sup>st</sup> August next year**

**Arrival and check-in will be organized only from 01<sup>st</sup> September during office hours (Monday to Friday from 9 a.m. to 12 p.m. and from 2 p.m. to 4:30 p.m.). You will need to consider this important fact for transport arrangements on time. If 01 September is a weekend day – Saturday/Sunday - you will need to arrive on Monday, this is because CROUS offices are closed during the weekend.**

If you are going to arrive late you must inform GEM and CROUS about your new arrival date. Otherwise, you risk to pay one month rent. **Do not plan to arrive during the weekends or before the dates indicates above, the administration of the residences will be closed.**

**Short stays (less than 6 months):** You can always go through this procedure even if you want to stay a few months but you need to consider that you should pay the whole rent until the date CROUS will assign.

### Departure, what you need to do according to the French law:

You will be assigned a room/studio until 31<sup>st</sup> December or 31<sup>st</sup> August according your choice. Remember, CROUS contracts are available only for the first academic year, they won't be renewed.

You need to give a month's notice to the intendant of your residence before the 01<sup>st</sup> of the month that you wish to leave. The rent and the deposit will be reimbursed to you after leaving the CROUS residence in around two months.

## Fees:

Deposit and rent depends on the residence. International students should make a bank transfer to CROUS including the deposit and the first months. Please note that CROUS increases the rent fee every September, the numbers mentioned next page from last year. However rates will be almost the same.

The deposit will be reimbursed two months after you leave the residence and if you respect the departure procedure as mentioned above.

## Housing Insurance:

Please note that you will need housing insurance, you will buy it upon your arrival to Grenoble. (See chapter "Insurance").

Don't worry, you have 48 hours since your arrival in the residence.

## Online application for GEM international students:

The International Student Integration Service will contact you as soon as your acceptance status has been confirmed by the Admissions Department at GEM.

### Acceptance status:

#### a. For non-exchange students (paying program):

- School fees and deposit:
  - **International programs - BIB, MIB, MSc and MBA students** will need to pay at least 50% of school fees in order to apply for CROUS otherwise your application files won't be accepted.
  - **Pass-World students** will need to be officially accepted by GEM and pay the deposit of their school fees otherwise application won't be accepted.

#### b. For exchange students (ERASMUS):

- You must be accepted by GEM (not your school) before you apply for CROUS accommodation otherwise we won't be able to proceed with your application.

### How to apply:

1. GEM International Student Integration - Grenoble will send you the link and password through the online application by email.
2. Before you start the online procedure prepare the following documents:
  - a) Copy of your CROUS bank transfer receipt for the application fee in PDF format 250k max.  
You must name the file as follows: Your first name\_Your last name\_Transfer.  
Example: John\_Smith\_Transfer.pdf
  - b) Copy of your passport in PDF format 250k max.  
You must name the file as follows: Your first name\_Your last name\_Passport.  
Example: John\_Smith\_Passport.pdf
3. The online application form is a housing contract so be careful and take in mind all the responsibility that it represents. In France when you accept the contract conditions you take an engagement.

## The engagement you will need to take with CROUS and GEM

Remember that you are taking an engagement with CROUS and GEM.

Please note that once you have obtained a room at the CROUS you are bound by the same rules as if you had signed a housing contract with a private landlord. If you do not show up at the CROUS residency when you arrive in Grenoble, the CROUS will charge you one month's rent.

Take in count that if you decide to apply for CROUS and you send your application file you won't be reimbursed if you desist. However, you can desist under the following conditions


- By sending an email to GEM International Student Integration before the application deadline.
- If your visa has been refused: you will need to present a proof from the French Consular Representation.
- In case of serious illness: you will need to present a medical certificate addressed to CROUS.

GEM and the International Student Integration do not make any exceptions to the CROUS' policy, and they will not be able to negotiate out of paying the fee if the CROUS has not been informed in time. This means that if you have a room with the CROUS upon your arrival in Grenoble, GEM International Student Integration and the Welcome Team will not be able to help you find other accommodation through the Welcome Desk. We have to give priority to students without any housing. You are considered as already lodged for your whole stay.

## CROUS' RESIDENCES AVAILABLE FOR GEM STUDENTS

CROUS assigns places according to arrivals and availabilities, the single studio/room as well as the residence is usually proposed but this is not sure until you check-in the residence. Rates changes every September.

Please note that CROUS increases the rent fee every September, the numbers below are from last year. However, rates will be almost the same.

<b>RESIDENCE</b>		<b>ARSONVAL</b> 16 rue Casimir Brenier - 38000 Grenoble This residence is situated in the center of Grenoble, very close to the school (10 minutes walking distance)
	Type	Single furnished rooms
	Surface	9 m2
	Facilities	Living room, laundry, internet connection, shared kitchen and bathroom
	Rent	177€ per month (charges included)
	Deposit and application fee	1 100€ This represents the total for 300€ for the deposit and 800€ for the first months of the rent.
	To take in count	Few available places. If you want to apply for this residence you need to consider that CROUS will give priority to students who will stay more than a year. Remember, rooms are very basic and not comfortable.
	360° visit	<a href="#">Arsonval room</a>
<b>RESIDENCE</b>		<b>LA MAISON DES ETUDIANTS (MDE)</b> 6 Place Pasteur – 38000 – Grenoble This residence is situated near the center close to the tramway A and C and bus N31 and N34.(20 minutes from the school)
	Type	Single furnished studios with kitchenette and bathroom
	Surface	12 to 16 m2
	Facilities	Bike garage, lift, internet, digicode
	Rent	367€ to 407€ per month (charges included)
	Deposit and application fee	1 560€ This represents the total for 360€ for the deposit and 1 200€ for the first months of the rent.
	To take in count	Kitchen utensils are not included.
	360° visit	<a href="#">MDE studio</a>
<b>RESIDENCE</b>		<b>HOME DES ETUDIANTS (HOME)</b> 2 Avenue Général Champon – 38000 – Grenoble This residence is situated in the city center, close to tramway A and C and bus N31 and N34.(20 minutes from the school)
	Type	Single furnished studios with kitchenette and bathroom. Remember that even if you apply for this residence CROUS can assign you a room/studio in another one according to their availabilities.
	Surface	14 m2
	Facilities	Bike garage, lift, internet, digicode
	Rent	383€ per month (charges included)
	Deposit and application fee	1 560€ This represents the total for 360€ for the deposit and 1 200€ for the first months of the rent.
	To take in count	Remember that even if you apply for this residence CROUS can assign you a room/studio in another one according to their availabilities.
	360° visit	<a href="#">HOME studio</a>
<b>RESIDENCE</b>		<b>GENEVIEVE JOURDAIN</b> 6 rue de Vassieux en Varcords – 38000 – Grenoble This residence is situated in the new business district of “Presque Ile” close to Europole area and GEM. You can take tramway B (5 minutes distance).
	Type	Single furnished studios with kitchenette and bathroom
	Surface	18 m2
	Facilities	Laundry, Wi-Fi, restaurant, lift, bike garage
	Rent	352,38€ per month (charges included)
	Deposit and application fee	1 560€ This represents the total for 360€ for the deposit and 1 200€ for the first months of the rent.
	To take in count	Remember that even if you apply for this residence CROUS can assign you a room/studio in another one according to their availabilities.
	360° visit	Not available

# MEANING OF TERMS

French apartment types are determined by the number of rooms in the apartment. The kitchen, bathroom and toilet are not counted in this naming system:

<b>Studio</b>	Bachelor/studio apartment: one room with small kitchenette in the room
<b>F1/T1</b>	One-room apartment: separate kitchen
<b>F2/T2</b>	Two-room apartment: typically a living room, a kitchen, and a separate bedroom
<b>F3/T3</b>	Three-room apartment: typically a living room, a kitchen, and two separate bedrooms
<b>F4/T4</b>	Four-room apartment: typically a living room, a kitchen, and three separate bedrooms
<b>F5/T5</b>	Five-room apartment: typically a living room, a kitchen, and four separate bedrooms

Here are some typical terms and abbreviations you will encounter when looking through ads for apartments:

Term/Abbreviation	French Meaning	English Meaning
ASC.	Ascenseur	Elevator / Lift
Balc., Terr.	Balcon, Terrasse	Balcony
C.C.	Charges (locatives) Comprises	Rental charges included in rent
CH.	Chambre / Chauffage / Charges	Be careful! This can either mean bedroom (chambre), heating (chauffage), charges (rental charges)
CHAUFF.	Chauffage	Heating
CHAUFF.COLL.	Chauffage Collectif	Communal Heating
CHAUFF.INDIV.ELEC.	Chauffage Individuel Electrique	Individually controlled electric heating
CHAUFF.INDIV.GAZ.	Chauffage Individuel au Gaz	Individually controlled gas heating
CHAUFF.INDIV.FUEL	Chauffage Individuel au Fuel	Individually controlled oil heating
Cuis.	Cuisine	Kitchen (not equipped)
Cuisine américaine		Kitchen open to the living room
DB	Droit de bail	Lease
DBLE	Double	Double
DS MAISON	Dans Maison	Flat in a house
EAU CH.	Eau Chaude	Hot water
EAU FR.	Eau Froide	Cold water
ET., ét.	Etage	Floor (number)
EXPO.	Exposition (suivie de Nord, Sud, Est, Ouest)	Apartment faces (description followed by North, South, East, West)
GAR.	Garant exigé	Guarantor required
GRD. STAND.	Grand Standing	Nice building
Hon., F.A.	Honoraires, Frais d'agence	Agency fees/ commission
IMM.	Immeuble	Building
Kitch. / cuis. équipée	Kitchen / cuisine équipée	Kitchen (equipped with appliances and kitchen furniture)
LCA	Location Courte Acceptée	Short-term rental accepted
Meublé		Furnished
Mezz.	Mezzanine	Intermediate floor
Part.	Particulier	Private landlord, not a rental agency
POSS.	Possibilité	Possibility
R.D.C.	Rez-De-Chaussée	Ground floor
SDB	Salle de Bains	Bathroom

# PROCEDURES AND USEFUL TERMS

In order to avoid some traps, you should be aware of the following essential information before signing a lease agreement. In France, the lease agreement protects not only the tenant, but also the owner.

## To sign a lease agreement:

The lease is the contract which proves that you rent your housing legally.

With the owner, you will have to sign the lease in which the following should be clearly stated:

- the effective date and the duration (it is generally for 1 year for furnished rentals)
- the designation and description of housing
- the rent
- the methods of payment
- any extra monthly costs or "charges"
- the deposit

The lease must be established in **2 originals**, and must obligatorily be signed by the tenant (you) and the leaser (owner or rental agency).

**IMPORTANT NOTE:** The school has worked very hard to establish good relationships with Grenoble's residences. Please be respectful and do not do anything that might jeopardize the good relationship that we have worked hard to establish. Remember that while you are here, you are acting as an informal ambassador for both your home country and the Grenoble Ecole de Management.

## Find a Flat "conventionné APL ou ALS"

If you are requesting a OFII stamp/resident's permit ( [carte de séjour](#) ) you will probably be entitled to get financial assistance with accommodation (CAF) ([read CAF section](#)). You should find accommodation which is "approved" for the purposes of requesting the financial assistance. Ask prospective landlords or landladies if the accommodation is "conventionné APL ou AL".

## Decency

The housing must meet certain criteria, at least a kitchen with cold and hot water, sufficient heating installation and no potential danger...The housing surface must be 9m2 minimum for a single person and 16m2 for a couple.

## Signing a Contract / "Le Bail"

When you find your accommodation, you must sign a contract. This is called a "bail" in French. The contract should be filled out in two copies: one for you and one for the landlord / landlady.

The typical rental contract in France is for three years, with a notice period of three months. That means that if you wish to leave the accommodation before the three years are over, you must give the landlord/landlady at least three months' notice ("préavis") before your planned departure date.

If you are not comfortable with French, try to have someone accompany you who speaks or understands French, so that you are clear on the conditions of the rental. The Aloha student association can help you out with this.

Some contracts, notably for furnished accommodation, are for a fixed period with no notice period. That is, you are supposed to rent the accommodation for the entire period specified in the contract and cannot hand in your notice and leave earlier than the date specified (or if you do, you are still obliged to pay the rent). Check carefully what type of contract you are signing.

## Guarantor/ "Garant"

The landlord or landlady may request that a third person act as a guarantor for you. The guarantor is responsible for paying the rent if you are not able to do so yourself. Normally, real estate agencies require a guarantor living in France. A student's parents would normally be expected to do this. Some landlords or landladies may be more lenient and may instead ask you to provide your parents' salary slips or a financial declaration\*.

## \*Financial Declaration

### What is a financial declaration?

This is a letter that can be written by the parent(s) or guardian(s) of the student, stating that he/she has the resources necessary to live in France.

### Do I need this document?

With this financial commitment the entire administrative process in France (obtaining the residence permit/carte de séjour, accommodation, and opening a bank account) can be much easier. We therefore highly recommend that the parents/guardians of the student write a letter IN FRENCH following the model below (English version for reference only). This is not an official document, and thus remains optional.



### French Version :

Je soussigné(e), **[M. / Mme] [surname and first name of the parent or guardian]** résidant au **[address of the parent or guardian]** déclare être **[le père / la mère / le tuteur]** de **[surname and first name(s) of the student]**, demeurant à la même adresse.

Je confirme que je serai responsable financièrement pour l'étudiant cité ci-dessus pendant son séjour en France, à Grenoble Ecole de Management, au cours de l'année académique 2009–10.

Fait à **[town where the person writing the letter is when writing the letter]**, le **[date]**.

**Signature**

### English Version :

I, **[Mr / Mrs] [surname and first name of the parent or guardian]** residing at **[address of the parent or guardian]** do hereby certify that I am the **[father / mother / guardian]** of **[surname and first name(s) of the student]** who also lives at the above address.

I confirm that I shall be financially responsible for the above-mentioned student during his/her period of study in France at Grenoble Ecole de Management during the academic year 2009–10.

Written in **[town where the person writing the letter is when writing the letter]**, on **[date]**

**Signature**

## Paying a Deposit / "La Caution"

You will probably be asked to provide a deposit for your apartment. The amount of the deposit will be no more than the equivalent of two months' rent. This deposit covers any possible damage you may do to the apartment while you are occupying it. By law, the landlord or landlady must return the deposit to you within two months after you leave the accommodation. Of course, they may retain money from your apartment for damage you may cause in the apartment, or for cleaning expenses if you leave the apartment in a dirty state, etc. This will be determined by you and the landlord/landlady when you complete the inventory.

## Inventory/ "L'Etat des Lieux"

When you sign the contract, or when you move into the accommodation, you will have to examine the condition of the accommodation with the landlord/landlady and fill in a document called the "Etat des Lieux". The "Etat des Lieux" lists all the rooms in the accommodation, all the equipment and furniture provided and the condition that the rooms, equipment and furniture are in. For example, if there are any stains on the carpet, or if something is broken, this should be stated on the "Etat des Lieux".

You must carry out an "Etat des Lieux". This should be done by both you and the landlord or landlady together in the accommodation.

Keep a copy of the "Etat des Lieux" along with your copy of the contract.

When you leave the accommodation you should then carry out another "Etat des Lieux", checking against the first "Etat des Lieux" that all the equipment provided is still there and noting any differences in the condition of the furniture etc. Again, you should keep a copy of the second "Etat des Lieux".

The landlord / landlady will use differences between the two "Etats des Lieux" to evaluate whether your deposit will be returned in full or not. For example, if you do not leave the accommodation in a clean condition, the landlord is entitled to retain money from your deposit to cover the cleaning costs. Or if you have broken something in the accommodation, the landlord may retain money to have it replaced or repaired.

## Rent « Loyer » and extra costs « charges »

Your rent each month will probably be made up of the basic rent ("loyer"), the "charges locatives" and the "droit au bail". "Les charges" or extra costs are added to the basic rent and you will have to pay them every month at the same time as the basic rent. The amount is to cover the maintenance of the building, the lift, and other such facilities. Your landlord or landlady should be able to specify what is included in the "charges".

## Rent Receipt/ « Quittance de Loyer »

The "quittance de loyer" is basically a receipt which the landlord or landlady gives you, free of charge, every month when you pay your rent. It proves that you have paid your rent and can also be used as a proof of your address.

## Housing tax

The “taxe d’habitation” concerns people who are residing in accommodation on the 1st of January. International students living at CROUS are exempted from this tax. Your landlord or landlady may also pay this tax directly. The landlord can ask you to pay the tax in advance when you move in, or he/she can make provision for the amount in your rent. In both cases, request written confirmation and receipts. This tax is charged for each and every unit of accommodation (house, flat, residence studio etc), so if more than one student is living in the accommodation the tax should be shared between them.

It is possible to avoid paying this tax by making a request to the Tax office and by justifying your income but most cases are rejected. The amount is approximately equivalent to the amount of your monthly rent and you should pay it around October.

Please, before signing your housing contract, talk with your landlord about this tax and try to find a deal, otherwise you will be surprised when you leave Grenoble and you receive the tax letter back home.

## Housing insurance

Housing insurance is compulsory to cover the tenant's risks (fire or water damage...) and natural disasters (storms, floods). This insurance is often called “multi-risk renter's insurance”. Proof of subscription will be required by the owner. This insurance not only protects accommodation but also the tenant. If the tenant causes an accident or hurts somebody, even away from the housing, it will be covered by “Civil liability insurance” (damage to a third party).

The “mutuelles étudiantes” proposes “multi-risk renter's insurance” at advantageous prices. You can also subscribe to this insurance in private companies or banks. Find more information about where to buy it [here](#). Beware! According to the types of insurance, the risks covered are not the same; you should pay attention to the contracts proposed.

In the event of theft, you must report this to the police and not touch anything before authorization. It is then necessary to make a statement to your insurance company.

## Departure notice “Préavis”

Depending on the conditions of your rental contract, you will need to inform your landlord or landlady well in advance of your planned departure date. This is called the “préavis”. A “préavis” is a registered letter informing your landlord/residence in advance of your planned departure date. It is very important that you send the “préavis” as a registered letter to have a legal proof, even if you also inform your landlord verbally.

- **UNFURNISHED ACCOMMODATION:** For an unfurnished flat, you have to give notice 3 months' notice “préavis” before moving out.
- **FURNISHED ACCOMMODATION:** By French law, the tenant has to provide only one months' notice to the landlord. If the contract indicates something Check your contract carefully to find out how long in advance you have to hand in your notice.

You will need to send your landlord or landlady a registered letter with acknowledgement of receipt (“lettre recommandée avec accusé de réception”). You will find a sample letter below.

The owner can terminate the contract only if the tenant does not respect his obligations (not paying the rent, no insurance...). The owner must justify the reason for the reclaiming the premises and must give 6 months' notice before the expiry of the lease.

[your name and address] George Locataire 12 rue Pierre Sépard 38000 Grenoble		[landlord's name and address] Gérard Propriétaire Place de Verdun 38000 Grenoble
		Grenoble, le [date] 1er février 2009
Recommandée avec accusé de réception		
Madame, Monsieur,		
Pour des raisons de changement de situation personnelle, j'ai l'honneur de vous donner congé de l'appartement que j'occupe selon bail du [date of the rental contract].		
A l'issue du préavis indiqué dans le bail, soit le [departure date], je me tiendrais à votre disposition pour l'état des lieux et la remise des clefs.		
Merci de me proposer une heure de rendez-vous.		
Veuillez agréer, Madame, Monsieur, l'assurance de mes salutations distinguées.		
		George Locataire [signature]

## Limited Duration Contract

A contract also be signed for a limited time period, for instance for 12 months. You should still send a written “préavis” 1 month/3 months before the rental period ends. You can leave such an accommodation at an earlier stage too - if you respect the 1 month/3 months “préavis”.

With private residencies such as the Estudines, the contracts are either for 6 months or one full year. You will have to pay for the whole rental period even if you leave before. You will also have to give 1 month “préavis” before your contract’s final date, otherwise your contract will be automatically renewed.

## Returning the keys “Remise de Clefs”

It is essential that you give back the keys to the apartment on the date indicated in your préavis/or in the contract. If you do not do this, the landlord can make you pay for every day/week that runs after this date, until the keys are returned.

## In case of problems

**CLCV (Consommation Logement et Cadre de Vie)** is a national association representing tenants and joint owners. It proposes information, advice or accompaniment (to avoid the traps of certain contracts, study all clauses and seek a solution if there is litigation between tenant and owner...).



**CLCV 38**  
**Consommation Logement et Cadre de Vie**  
31, rue Alfred de Musset  
38100 Grenoble  
Tel. 04 76 22 06 38  
E-mail: [clcv@wanadoo.fr](mailto:clcv@wanadoo.fr)  
website : [www.clcv.org](http://www.clcv.org)

**ADIL – Agence Départementale d’information sur le Logement**, specialised lawyers on housing issues help you for free (available only in French).



**ADIL DE L'ISÈRE**  
**Agence Départementale d’Information sur le Logement**  
2, boulevard du Maréchal Joffre  
38000 GRENOBLE  
Tel : 04 76 53 37 30  
website: <http://www.adil38.org/>  
E-mail : [contacts@adil-isere.com](mailto:contacts@adil-isere.com)

## Other organizations for tenants’ defense in Grenoble such as:

- **La Confédération Nationale du Logement**  
(CNL 38, e-mail: [cnl@free.fr](mailto:cnl@free.fr), web site: <http://www.lacnl.com/>)
- **Le Pact de l'Isère** (e-mail: [pact.isere@libertysurf.fr](mailto:pact.isere@libertysurf.fr))

*\* **Disclaimer:** Please note that Grenoble Ecole de Management provides general information about accommodation options and may in no circumstance be held accountable for any problem arising between the two parties. If a student, upon arrival, does not want to move into the apartment that has been assigned to him/her, the student will have to accept the economic consequences of breaking the proposed contract and the responsibility for finding another place to live.*



# SERVICES

## ELECTRICITY AND GAS

### How do I get electricity in my apartment?

First, find out from your landlord whether electricity and gas are connected in your apartment before you move in.

If they are not connected, you will need to contact the GEG for an address in Grenoble, ENGIE or the EDF if you live outside Grenoble.

- **GEG – Gaz Electricité de Grenoble**  
8, place Robert Schuman, 38000 Grenoble  
<https://particuliers.geg.fr/>
- **EDF**  
[www.edf.fr/](http://www.edf.fr/) (in English)
- **ENGIE**  
<https://particuliers.engie.fr/en.html> (in English)

### What information do I need?

They will ask for the name of the person that lived in the apartment before you (so don't forget to ask the landlord / landlady for this) and they will arrange an appointment with one of their technicians. **Connection fee:** approximately 30 euros.

If your apartment is connected you still need to contact the electricity/gas provider with the name of the previous tenant of your apartment, in order for them to change the name on the bill to yours.

### How much do I pay for electricity?

Providers offers different subscription packages, depending on your energy needs (e.g. the number of appliances you have in the apartment) their customer service representatives will be able to tell you what package the previous tenant had. For a small fee, they also offer reduced electricity rates.

Ask if the "**tarifs avec heures creuses**" can apply to your electrical needs.

If your landlord or landlady receives your apartment's electricity bill and will then charge you, be very careful and to pay the bill only if it is shown to you.

**Don't get ripped off with supposedly huge electricity bills!**

### In case of emergency :

- |                               |             |                |
|-------------------------------|-------------|----------------|
| • Gaz Électricité de Grenoble | gas         | 04 76 84 36 36 |
|                               | electricity | 04 76 84 37 37 |
| • ENGIE                       |             | 08 00 47 33 33 |
| • EDF English helpline        |             | 09 69 36 63 83 |

## WATER

### How do I get water in my apartment?

Find out from your landlord or landlady if the water needs to be turned on in your apartment before you move in.

If your apartment is in Grenoble and the water needs to be turned on, you must contact the **Régie des Eaux de Grenoble** in order to schedule an appointment:

- **Régie des Eaux de Grenoble**  
6, rue Colonel Dumont  
38000 - Grenoble  
[www.eauxdegrenoblealpes.fr](http://www.eauxdegrenoblealpes.fr)  
**In case of an emergency, call 04 76 98 24 27**

## TELEPHONE AND INTERNET

### Mobile Phones and Internet

There are so many different mobile phone options and companies in France that it is difficult to include them all.

There are four big telephone and internet operators in France: **Orange** (France Telecom), **SFR**, **Free** and **Bouygues**. Each network has a wide offering of subscription services ("avec abonnement") or pay-as-you-go ("sans abonnement").

Pay-as-you-go services are generally more advantageous for foreign students. There is no minimum obligation with these services, no contract and you only pay for the calling time you use.

With a subscription service you are tied to a one- or two-year contract. Although this can usually be cancelled by sending a letter stating that you will be leaving the country, you pay a monthly fee for a certain amount of calling time. With these services, the mobile phone is usually much cheaper than with a pay-as-you-go service, since the operator makes money on your calls, not on the sale of the equipment.

**French operators usually offer package including: mobile, home phone line, internet and cable TV.** Their offers often so-called "free" phone calls to 30-40 different countries. Be aware that many of them require a 12-month subscription.

### What documents do I need?

You will need to show your passport and a proof of residence (for example, your rental contract). You will also need to provide them with:

- The apartment's address
- The floor the apartment is on
- The flat number (if there is one)
- The name and phone number of the previous tenant (ask your landlord for this)

You will usually be connected within 48 hours of requesting a phone line, if the previous tenant had a land line. If this is not the case, you must be prepared to wait for several weeks for a technician to come and make the installation.

Be aware that there are quite high set-up fees for the phone line, as well as a monthly line rental fee. The set-up fee will appear on your first phone bill. Ask the provider for the rates.

Once your line is activated, you can either rent a phone from your provider for as little as 3 euros/month, or you can buy a phone at with your telephone provider.

### Calling Long Distance?

With an internet connection, Skype is a good, free way of communicating with the world.

Also, many different companies offering internet services include phone calls to 30-40 different countries in their offers. Some other offers available:

## FINANCIAL ASSISTANCE WITH ACCOMMODATION



All students, including international students, can take advantage of French government help towards cost of accommodation called "allocation logement" or by the initials AL or APL, so long **as you fulfill certain conditions**. This scheme is administered by the *Caisse d'Allocations Familiales* called "la CAF"

### How can I benefit from the APL or AL?

To benefit from the APL OR al, you must be the principal renter of a dwelling, new or old, which is covered under an agreement between its owner and the French government. The social status, age and previous history of the renter are irrelevant. The amount of the APL benefit varies. It is calculated according to your resources, the size of your family, the place of residence, amount of rent and employment status. For students, a minimum revenue is applied.

**The student must be tenant, subtenant or flat mate in a new or old dwelling.** It must be his principal residence, with the rental agreement established in the name of the occupant. One technical detail: the housing cannot measure less than 9 m<sup>2</sup> for one person or 16 m<sup>2</sup> for a couple. Also, it must meet standards of salubrity.

### Amount of benefits

The benefits are variable. It considers the student's resources, the number of dependents in his care, the place of residence, the amount of rent and the type of occupation (shared or furnished). For students who have no declared resources, a minimum revenue is applied for purposes of calculation. It is €4,400 for grant holders and €5,500 for others, except in hostels where the figures are €3,700 for grant holders and €4,200 for others.

## Eligibility conditions

**Attention: not all students are eligible for these benefits.**

**Foreign students may receive it if they have an OFII stamp or a French residence permit that is currently valid.**

ALS and APL are never paid during the first month of residency. For more information, contact your [Caisse d'Allocation Familiales](#).

## How to apply

### YOU WILL BE ONLY ELIGIBLE FOR FINANCIAL ASSISTANCE IF:

- ☐ You are staying for a minimum of 3 months in your accommodation in France.
- ☐ The landlord is not a member of your family or spouse.
- ☐ The contract for the accommodation is in your name.
- ☐ You must have a bank account opened in France or in the Single Euro Payments Area (SEPA) DOMICILED IN FRANCE.
- ☐ You are from a European Member country.
- ☐ You are a non-European Member and you have an OFII stamp or a French residence permit that is currently valid (you have 3 months from your arrival to get the OFII stamp on your passport and provide it to the CAF)

**NOTE: If your visa states « Dispensé temporaire de carte de séjour » and/or you don't have the OFII stamp after 3 months you will not be entitled to this benefit.**

**YOU CAN ONLY APPLY ON-LINE. If you submit your application forms by mail it won't be accepted.**

### HOW TO PROCEED: DOCUMENTS AND INFORMATION TO START THE PROCEDURE

- a) The request is made online through the CAF website [www.caf.fr](http://www.caf.fr) and look for "Demande de prestation".  
You will need the following documents for the online application:
  - ☐ **Your rental agreement "bail" with the amount of your rent and charges, your complete address in Grenoble, name and address of your landlord/residence.**
  - ☐ **Your bank account details - IBAN and swift code.**
  - ☐ **For students accommodated in CROUS or private residences, the certificate for the CAF containing the SIRET code and the tenant number (provided by the residence).**
- b) Follow the instructions that you will find the page below to know how to proceed with the online application and scan the required documents, according to your nationality, to complete your file.
- c) After you finished, download the application file "Déclaration" in PDF form, together with "L'Attestation de Loyer / Residence" filled and signed by your landlord/landlady/residence **if required**, and save them so that you have a record of your request.
- d) Remember that if you need to print "L'Attestation de Loyer / Residence", this form has to be filled and signed by your landlord/landlady/residence.
- e) Once this has been done, and if you were unable to attach scanned documents, you can send copies of the following requested documentation according to your nationality:

#### DOCUMENTS YOU WILL NEED FOR YOUR CAF APPLICATION FILE AFTER YOU START THE PROCEDURE:

##### If you are a member of the CEE/EEE/Switzerland:

- ☐ A copy of your passport or your ID card
- ☐ A copy of your birth certificate (legalized or with the apostille stamp and translated if needed). This is not a standard requirement but sometimes CAF administration can ask for this document.
- ☐ A copy of both sides of your European Health Insurance Card (EHIC) with your name and expiration date.
- ☐ "L'Attestation de Loyer / Residence" (proof of rental) if it is required at the end of the application on line
- ☐ Your school attendance certificate called "certificat de scolarité" – you can obtain it from your program coordinator once you fulfil the formalities to obtain your student card.

##### If you are a non-European member:

- ☐ A copy of your passport and your VISA (you will be asked to provide a copy of the OFII stamp later on). If you don't provide a copy of the OFII stamps the CAF will immediately stop the payments.
- ☐ A copy of your birth certificate (legalized or with the apostille stamp and translated if needed)
- ☐ "L'attestation de loyer/ residence" if it is required at the end of the application online
- ☐ Your school attendance certificate called "certificat de scolarité" – you can obtain it from your program coordinator once you fulfil the formalities to obtain your student card

#### IT IS POSSIBLE TO SCAN REQUIRED DOCUMENTS DURING YOUR ONLINE APPLICATION

If you do not manage to do it you have to use your CAF ID number to send back the requested documents. If so, please send these documents to complete your on-line application file by certified mail to the following address:

## HOW MUCH FINANCIAL HELP WILL YOU RECEIVE?

How much you get depends on your income, family status, type of accommodation (furnished or not, shared rental, etc.), the rental fee, etc. A simulation can be done on the CAF website: <http://www.caf.fr/allocataires/mes-services-en-ligne/estimer-vos-droits>

## HOW DOES IT WORK?

Submit your request immediately, as soon as you arrive, housing support entitlement also depends on the date you send your request. Housing benefit is paid one month after the month the application is accepted. **There is no benefit for the 1st month.** Besides, there is always a one-month delay to get the benefit on the bank account. **It means that it takes 2 months after the request to receive the first payment.** Eg. Students arriving in September and who apply for financial assistance on that month will be accepted by October and will get the money on their bank account by November. Housing benefit calculation is based upon your income of the year before last year.

## HOW TO PROCEED WHEN YOU LEAVE YOUR ACCOMMODATION?

DO NOT FORGET TO INFORM THE CAF WHEN YOU ARE LEAVING YOUR ACCOMMODATION OR WHEN YOUR SITUATION CHANGES

If you leave the apartment in the end of May remember to report it to the CAF like that you will get your benefit for the last rent on your bank account in June. It is important to leave your bank account open until the last payment has been done.

## NEED INFORMATION OR HELP?

You can go to

### CAF de Grenoble

3, rue des Alliés - 38100 – Grenoble

Office hours: Monday to Friday from 8:30 a.m. to 4:30 p.m.

Phone: 0810 29 29 29\* or 0 810 25 38 80

*\*Direct line for students. Cost of a local call on a landline phone; with possible surcharge from a mobile, depending on your telephone provider.*

### CAF Grenoble Centre

3 rue de Belgrade, 38000 – Grenoble

Open from Monday to Friday from 8:30 a.m. to 12:00 p.m. and from 1:30 p.m. to 4:30 p.m.  
except for Tuesdays from 10 a.m. No appointment needed

## Note about birth certificate and CAF application:

The CAF is requesting **in some cases legal certification on your birth certificate (“Apostille” or “Legalisation” both are intended to confirm authenticity of a legal document)** in order for your registration in the system.

Only students from certain countries are affected by this requirement (**please see the list at the beginning of the guide**).

For those of you who are concerned by this there are two ways to proceed:

- **Apostille:** this is a simplified procedure, which only applies to certain countries, and which is issued by a Competent Authority in these countries. The following link provides the list of Competent Authorities designated by each Contracting State, the contact details of Competent Authorities and other practical information:  
[http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)
- **Legalization:** this is a more complex process which retraces the origins of the original document in order to certify its authenticity. For this you will need to go through the Ministry of Foreign Affairs from the country which the birth certificate comes from and then with the French Consular Services from the same country.

This is very important for those who intend to apply for the CAF. You risk to lose your rights to apply for financial assistance with accommodation if you don't provide the legal certification on your birth certificate.

**Please note that you will be required to provide two documents – the copy of your original birth certificate with the “Apostille” or “Legalization” plus a legal translation of this birth certificate.**

**Important note for European students:** In some cases the CAF is going to ask for a certified and translated copy of your birth certificate. It will be good idea to bring a certified birth certificate in case you need it. You can translate in Grenoble with ADATE organization.

8

INSURANCE

# SUMMARY OF YOUR INSURANCE REQUIREMENTS

MAKE SURE YOU HAVE THE FOLLOWING INSURANCES VALID FOR THE WHOLE ACADEMIC YEAR

1. Health Insurance (Basic coverage) + Complementary Health Insurance (optional). According to age & nationality
2. Housing
3. Repatriation and civil liability insurances – **Only for exchange students**

**Students with a scholarship:** Students should ask the scholarship provider if they will pay, totally or partially the insurances mentioned above.

## 1. HEALTH INSURANCE

### The French healthcare system for students (basic coverage)

French healthcare insurance is compulsory for any student who is registered on a program in a French University or Business School for more than 3 months and for the duration of the program.

The affiliation fee for the French Health Insurance is compulsory for all non-European students under 28 years old. It provides 70% coverage.

**According to your age and nationality you have need to choose according to the options below.**

STUDENTS UNDER 20 YEARS OLD			
Students under 20 years before 1st September of the current academic (born after 31/08/1998) do not pay for the subscription fee for the basic coverage with the French healthcare system for students. In case of questions please contact your program coordinator on arrival.			
UNDER 28 YEARS OLD		28 AND OVER 28 YEARS OLD	
If you are under 28 before 1 <sup>st</sup> Sep. of the current academic year		If you are over 28 from 1 <sup>st</sup> Sep. of the current academic year	
EU/EEC CITIZEN	NON-EU CITIZEN	EU/EEC CITIZEN	NON-EU CITIZEN
<p>You need either:</p> <p>a) The European health insurance card (EHIC) valid for your stay in France</p> <p>or</p> <p>b) You have to be affiliated to the French healthcare system for students under 28 years old.</p>	<p>You have to be affiliated to the French healthcare system for students</p> <p>Subscription will be made on line through the school student portal upon arrival.</p>	<p>You need either:</p> <p>a) The European health insurance card (valid for your stay in France)</p> <p>or</p> <p>b) Private insurance</p>	<p>You need either;</p> <p>a) <b>Private insurance:</b> This is the option for student living in France for the first time.</p> <p>or</p> <p>b) <b>PUMa</b> "Protection Maladie Universelle": French healthcare system for students 28 or over residing in France for at least 3 months.</p>
<b>STUDENTS FROM QUEBEC</b> need to bring the RAMQ form "Regie de l'Assurance Maladie du Quebec"			

### Complementary health insurance and special needs

#### Case 1: If you subscribe to the French Healthcare System or you hold the European Health Card

Medical expenses are not entirely covered by the French healthcare systems and the EHIC. For better coverage, especially in case of illnesses or diseases, treatments and/or pregnancy, it is strongly recommended for GEM students to be covered with a complementary health insurance, also known as a "mutuelle". Students can buy the "mutuelle" upon arrival and after inscription to with the LMDE or SMERRA through the school, by going directly to the same agency (LMDE or SMERRA) they have chosen for the basic coverage.

#### Case 2: If you have a private insurance

Students must make the necessary arrangements with their home insurance company to be covered in case of serious illnesses or diseases, treatments and/or pregnancy

## 2. & 3. OTHER COMPULSORY INSURANCES

- Repatriation (only for exchange students)
- Civil liability (only for exchange students)
- Housing insurance

**Remember to renew your insurances every new academic year during your studies at GEM**

# TEMPORARY TRAVEL AND HEALTH INSURANCE

For the first weeks/months of your stay, we insist that each student comes to France with some kind of temporary travel and health insurance. Students applying for a French visa will be asked to provide this insurance to the French Consulate but it should not be taken as a health insurance policy. Temporary travel insurance is only for emergencies.

In case of serious illness or in case you need a special medical treatment you should be covered before your arrival. Take into account that applying for the French Healthcare System takes time so don't count on this coverage upon your arrival to take care of your health expenses.

## **Where to buy it:**

- a) You can **subscribe with ISSICASSUR** [here](#). For more information please contact: [gem@isicassur.fr](mailto:gem@isicassur.fr)
- b) At home with any insurance company.

## FRENCH HEALTHCARE SYSTEM FOR STUDENTS

### 1. Students from the EU and Iceland, Liechtenstein, Norway and Switzerland



**The European Health Insurance Card (EHIC)** ensures that you will get the same access to public sector healthcare (e.g. a doctor, a pharmacy, a hospital or a healthcare centre) as nationals of the country you are visiting. If you have to receive medical attention in a country that charges for healthcare, you will be reimbursed either immediately, or after you go home to your own country. The idea is that you are given the care you need to allow you to continue with your stay.

However, it is important to note that the card does not cover your healthcare costs while abroad if you are travelling in order to obtain treatment for an illness or injury that you had before travelling. Nor does the card cover you for private sector healthcare providers.

### Healthcare under 28

If you are an EU citizen going to study in France, check with the health insurance in your home country whether they will cover the cost of your healthcare abroad for the full duration of your studies.

**Some national health insurers will only cover the costs of your healthcare in another country for a limited time. If this is the case for you, you will need to register for state healthcare in the country where you are studying or to sign for the French Healthcare System for students under 28.**

As long as your home health insurance covers you during your studies abroad, you will need to have a valid [European Health Insurance Card](#) with you to receive medical help from local doctors, and to claim for reimbursement of any costs.

All E111 and E128 forms are now invalid. You now need to apply for a European Health Insurance Card.

**Be prepared for differences with your own national system: in some countries, for example, payment upfront is required at the doctor's, whereas you may be used to a system in which no money changes hands.**

### European Health Insurance Card

You can get a European Health Insurance Card from the health insurance body with which you are insured, or where your parents or spouse are insured if you are their dependent.

**You must obtain your European Health Insurance Card before you leave for your studies abroad.** Beware of the validity date of your card, it must cover the whole academic year. **Ask also for a certificate from your National Healthcare System proving that you are fully covered in your home country for the duration of your studies.**

**NB!** This card gives you the same rights as French citizens, which is (up to) **70 % refunding** your health expenses. This is even if the system in your own country covers you 100 %. With the European health insurance card, you can be covered like the French (consultations and pharmacy). For the **reimbursements**, please contact the **CPAM International Service** ("la Caisse Primaire d'Assurance Maladie").

You can find out more about the EHIC on the website: [http://ec.europa.eu/employment\\_social/healthcard/](http://ec.europa.eu/employment_social/healthcard/). It is in most of the languages of the European Union. You can also find more information [here](#).

**IMPORTANT! The EHIC should be valid for the duration of your studies. Remember to do this before you arrival in France.**

### Refunds for EHIC holders

Around 70% of generalist doctors' and dentists' fees are refunded, and between 35% and 65% of the cost of most prescribed medicines. \*



**Doctors, Dentists:** Make sure that the dentist or doctor is "conventionné", i.e. they work within the French system. After treatment, you will pay the doctor upfront and he/she will give you a "feuille de soins" which is the receipt you use to claim a refund.

**Prescriptions:** Similarly, the pharmacist will give you a receipt which you should attach to a copy of the prescription in order to obtain a refund. On the box of the medicine, you will find a sticker with the price printed on it (a "vignette"). You need to peel this sticker off and attach it to the pharmacist's receipt before you send for a refund.

**Hospital treatment:** For out-patient care, you will need to pay upfront and claim a partial refund. If you are treated as an in-patient in an approved hospital and you show your EHIC, the French health authority (CPAM) will pay 75% directly to the hospital and you will pay the balance. You will also need to pay a "forfait journalier", a daily charge for food which you pay upfront and can claim back from your mutuelle, if you have one.

**How to claim:** For most of cases you will be reimbursed in your home country so please contact your Health Organization to get further details about how to proceed.

In case you can be reimbursed in France, you should send your receipts and a copy of your prescriptions to the CPAM de Grenoble, it will take around 2 months for the amounts to be refunded. More information [here](#).

**CPAM de Grenoble – Service des Relations Internationales**  
**2 rue des Alliés - Grenoble**  
**Monday to Friday from 9h30 to 17h30**  
**Website: [www.amelie.fr](http://www.amelie.fr) (information available only in French)**

**Important Note: Remember to renew your insurances every new academic year during your studies at GEM.**

## Optional coverage\* and special needs

- If you want to obtain a complete coverage (specially in case of risky activities or sports), you have to subscribe to a complementary health insurance, called "mutuelle" in French. You can also buy it upon arrival with SMERRA (15 Rue Saint-Joseph, 38000 Grenoble). The cost will depend on your individuals needs and choices.
- Students must make the necessary arrangements before their arrival with their home insurance company to be covered in case of serious illnesses or diseases, treatments and/or pregnancy.

### \* Complementary health insurance "Mutuelle"

**Complementary health insurance = illness cover = complementary illness assurance**

If you subscribe to the French National Healthcare or if have a European Health Card, this will cover only 70% of most of your medical costs, so it is strongly recommended for all GEM students to take out a 'top-up' insurance in order to be covered for 100% of your costs.

## Healthcare over 28

The costs of your healthcare will sometimes not be covered by the sickness-insurance institution of your country of origin during your studies abroad:

- This is often the case if you are older than 28.
- It is also likely that some PhD students may be considered resident workers, rather than students, depending on the source of their funding.

**In such case, you will be required to take out private health insurance (check Private Health Insurance), or to subscribe to the national health service in France (check French National Healthcare over 28). The first option is recommended.**

## 2. Students from Quebec

You must need to bring the RAMQ form "Regie de l'Assurance Maladie du Quebec" More information about how to apply and reimbursements [here](#).

Students must make the necessary arrangements before their arrival to be covered in case of serious illnesses or diseases, treatments and/or pregnancy.

Remember! Upon arrival you must present your affiliation certificate to the CPAM in Grenoble along with the documents required if necessary and according to the instructions received from the RAMQ. For further questions please go to:

**CPAM de Grenoble – Service des Relations Internationales**  
**2 rue des Alliés - Grenoble**  
**Tel: 04 76 68 50 50**  
**Monday to Friday from 9h30 to 17h30**  
**Website: [www.amelie.fr](http://www.amelie.fr) (information available only in French)**

**Important Note: Remember to renew your insurances every new academic year during your studies at GEM.**



### 3. Students from other nationalities

#### French National Healthcare under 28

The student health insurance plan (LMDE-Mutual insurance company for students) or SMERRA (Mutualist regional companies for students) **is compulsory for students under the age of 28 and they enrol in the plan at the time they registered at their academic institution**. The annual cost of membership in the plan is 217€ (2017-2018).

Once the membership is established, these mutual insurance companies ensure repayments based on your health expenses covered by the French healthcare system.

##### IMPORTANT:

- **French health insurance is compulsory for any student who is registered on a program in a French University or Business School for more than 3 months and for the duration of the program.**
- **You need to renew this insurance every new academic year during your studies at GEM. Please be sure to include this in your budget.**
- **You will be able to start the application procedure to this insurance through the school student portal, once you obtain your student email and login. Online payment will be available at the start of the program. However, please note that there are several steps to fulfill all the formalities.**
- **Health Card “Carte Vitale”: If you plan to do an internship or work you MUST hold this card, it is very important to complete all the formalities with LMDE or SMERRA.**

When you have received your student email and login you will need to go through the school student portal to subscribe to this insurance. You can pay with an international credit card or you will need to wait until you open a bank account in France and receive your credit card. Remember that you will be asked to upload a copy of your **passport** and a copy of your **birth certificate translated into French – Remember! Some nationalities will need to be legalized/apostilled and translate this document.**

You will need to choose either [LMDE](#) or [SMERRA](#). **This is only the first step for the inscription.**

In order to end the procedure, it is important that the health provider you choose ([LMDE](#) or [SMERRA](#)) has **all** the following documents for you to receive **your health insurance number first and then your health card (Carte Vitale).**

When you receive a letter about this from your health provider, make sure to return copies of the following to them:

- Copy of your passport, identity and French visa pages.
- Copy of your OFII stamp if applicable. It can be sent later if you don't have it yet.
- Titre de séjour / Residence permit or Récépissé (if in France last year).
- Birth certificate with the apostille stamp or legalized and translated in French. According to your nationality, see note on page 93
- French bank details “RIB” (Relevé d'Identité Bancaire).
- Proof of affiliation to Student Healthcare System provided by the school. This document is provided at the time of your online inscription through the student portal, in case of problems please ask your program coordinator.
- The application form filled out and signed for registering with a general practitioner “Déclaration de médecin traitant”, if you already have one.

#### Complementary health insurance “Mutuelle” and special needs

- If you want to obtain a complete coverage, you have to subscribe to a complementary health insurance, called “mutuelle” in French. You can also buy it upon arrival with SMERRA (15 Rue Saint-Joseph, 38000 Grenoble). The cost will depend on your individual needs and choices.
- Students must make the necessary arrangements before their arrival with their home insurance company to be covered in case of serious illnesses or diseases, treatments and/or pregnancy.

#### Special cases and temporary insurance coverage before 1<sup>st</sup> September

- **If you are under 20 years old before 1<sup>st</sup> September of the current academic (born after 31/08/1998)** you do not pay for the subscription fee for the basic coverage with the French healthcare system for students. In case of questions please contact your program coordinator on arrival.
- **If you are under 28 years old and your study period at GEM after September 1st exceeds 3 months**, you must be registered through GEM with the French national healthcare system.
- **You turn 28 during the academic year:** If you are under 28 by 1st September of the current academic you will need to apply for the student healthcare system for students. However, for the second academic year you will need to either get a private insurance either apply for the standard French healthcare system with the CPAM.
- **If you are a scholarship holder:** Depending on the type of scholarship, it is possible that you do not need to pay for the subscription to the student health insurance, or that a health insurance is already included in the scholarship.
- **The coverage provided by the French Healthcare System for students becomes effective as of September 1st only**, which is the official starting date of the school year in France. Consequently, **if you arrive to GEM before September 1st and are eligible for the French student social security coverage, you must be covered by your own health insurance until you may benefit from the French student insurance coverage.**

## Private Healthcare over 28

If you are over 28 and it is the first time you will reside in France you will need to bring a private health coverage. This is because you need to reside for at least three months in France before applying for the National Health Coverage for adults over 28 years old. **It is very difficult and expensive to subscribe to a private health insurance in France so please anticipate this procedure before your arrival and bring a coverage from your home country.**

For your private health insurance you need to make sure that it covers emergency hospitalisation and general check-ups with a doctor.

**Important!** Remember that you need to make the necessary arrangements with your home insurance company to be covered in case of serious illnesses or diseases, treatments and/or pregnancy.

## French National Healthcare over 28 – “L’Assurance Maladie”

If you are not a European citizen, living in France for three months and you are not working in France, if you are a student older than 28 years old you can apply for the PUMA coverage “*protection universelle maladie*” which guarantees a right to the reimbursement of most of your health costs (70% on average).

If you are entitled to be covered with PUMA, you will have to pay contributions to Urssaf (Union de recouvrement des cotisations de sécurité sociale et d’allocations familiales). This insurance can be as expensive as a private coverage so be prepared to pay the assigned contribution.

**To take in mind!** The cost of this insurance will be determined by the CPAM but it is pretty sure that it will cost as much as a private insurance. Please be aware that this procedure will take months and may not be worth if you only stay one year in France.

This insurance is worth only if you intend to stay in France for your next academic year or if you want to find a job or internship in France.

**You can make an application after 3 months of residency in France (legal residency requirements). Before that you have to be covered with a private health insurance.**

You need to complete the correct [form](#) *L’Assurance Maladie* and send it back with the requested supporting documents to your local CPAM (*Caisse Primaire d’Assurance Maladie*) office.\* Top-up or complementary insurance (*une mutuelle*) can be taken for full reimbursement of most medical costs. You can buy the complementary health insurance with SMERRA: **SMERRA: 15 Rue Saint-Joseph, 38000 Grenoble**

If you decide to apply, it may take a while to receive it. You should be able to advance any expenses during the first 4 or 6 months and have a temporary private health insurance during this period. You will need to make the necessary arrangements with your health insurance company to be covered in case of serious illnesses or diseases, treatments and/or pregnancy.

### List of general documents required to apply for PUMA coverage “protection universelle maladie”

- Completed [form](#).
- Photocopy of your official birth certificate translated in French. The certificate must have the apostille stamp or be legalized. For more details see [note about birth certificates](#).
- Photocopy of your passport (identity pages, French visa, OFII stamp).
- Proof of your permanent residence in France for more than three months – this can be a copy of your lease, gas, electricity or fixed-line phone bills under your name.
- French bank account details “IBAN”.
- If you have dependent children at home with you, you need to complete an additional form from [l’Assurance Maladie](#).

### Submitting your application

Once you have everything together and have filled in the forms, you can hand it in to your local CPAM office or send it via post. They will study your situation and your rights. If necessary (i.e., if you are non-working), they will then write and ask you to send proof of income so they can calculate your contributions. You will then receive a temporary Social Security number, followed by a request for a photograph for your *Carte Vitale*, which you should receive next. Note that this procedure might take some time, but as soon as you have your temporary number (between 4-6 weeks), you can start claiming your costs back.\*

\* [For more information in French, please visit l’Assurance Maladie.](#)

### Questions or support

If you have questions about the coverage, the application procedure and the application form, please contact the CPAM (*Caisse Primaire d’Assurance Maladie*) office:

**CPAM de Grenoble: 2 rue des Alliés – Grenoble      Office hours: Monday to Friday from 8 a.m. to 4 p.m.**

If you need any information, regarding your social security insurance, benefits and healthcare rights in France you can contact the French healthcare advice line. English speaking operators will answer immediately or within 48 hours, if the answer requires research.

**The French Healthcare Advice Line - Monday to Friday from 8:30 a.m. to 5:30 p.m.**

**From France\* 0 811 36 36 46** \* this call is billed at an average cost of 6 euro cents per minute. For more information, call 3008

**From other countries 0033 811 36 36 46**

**Important Note:** Remember to renew your insurances every new academic year during your studies at GEM.

# OTHER COMPULSORY INSURANCES

Besides health coverage there are other compulsory insurance for GEM students:

1. Repatriation (**only for exchange students**)
2. Civil liability (**only for exchange students**)
3. Housing

## 1. Repatriation insurance – required only for exchange students

The school requires that all our students - including Europeans - have repatriation insurance to guarantee you if anything happens and you have to be urgently repatriated to your home country.

## 2. Civil liability insurance – required only for exchange students

The civil liability insurance policy is to guarantee injuries or damages you may cause to a third person. It is COMPULSORY in France and it is called “responsabilité civile”.

### Exchange students - Where to buy repatriation and civil liability insurances in Grenoble:

The school offers an insurance package including civil liability, repatriation and emergency assistance, as explained above.

You can buy the GEM insurance package, upon your arrival, through the school student portal. The cost of the insurance package is 70€ per academic year and it is valid from 1st September to 31st August. **Students arriving on January will need to buy the package again as it is valid until 31<sup>st</sup> August.**

**You can buy these insurance also at home, if so remember to bring the insurance certificate showing that you are already covered.**

**All GEM students who have paid school fees, directly to GEM, and who are integrated to the school's internal portal will be automatically covered by an insurance package provided by ISICASSUR called “GEM INSURANCE PACKAGE” including:**

- Repatriation
- Civil liability
- Emergency assistance for travels for academic purposes outside of your principal country of residence, such as exchange programs, internships, study trips, etc.

**The coverage is valid from 1st September to 31st August for September and January intakes. The insurance will be automatically renewed every academic year. More information about [here](#).**

**Please note that certificates can be delivered, under request, only when students arrive to the campus in Grenoble as the insurance company needs to certify their arrival in France and at GEM campus.**

## 3. Housing insurance

In France, it is compulsory to subscribe to a home and civil liability insurance so that you are covered in case of damages.

Please wait before subscribing to the compulsory housing insurance until your arrival in France and you have secured accommodation.

This is also applies to those of you who will be living in private student residences and CROUS accommodation.

### Where to buy it in Grenoble:

- a) If you will live in a private student residence ask if there is an insurance package including civil liability, many residences offer this facility which is very convenient.
- b) **If you already signed your lease you can buy this insurance online with ISICASSUR**, please browse [here](#). In case of questions please contact [gem@isicassur.fr](mailto:gem@isicassur.fr). **This provider offers only the housing insurance.**
- c) Banks: Some banks offer this insurance plus civil liability when you open a bank account for at least one year.

### Important note about housing insurance:

**You will need to pay attention and buy the insurance that fits with the type of accommodation you have (room, studio, flat – shared or not). Pay attention to your housing contract and the insurance contract.**

**Most of insurance brokers will offer housing and civil liability insurance together, remember that if you subscribe to the GEM insurance package it will include civil liability. In that case ask only for a housing coverage.**

**Most of the times the civil liability insurance included with housing covers only a restricted perimeter from your home address in Grenoble.**

# NOTE ABOUT BIRTH CERTIFICATES AND FRENCH HEALTH INSURANCE

The LMDE or SMERRA, (health insurance for students under 28 years old) and the CPAM (French healthcare system for students over 28 years old) are requesting **legal certification on your birth certificate (“Apostille” or “Legalization” both are intended to confirm authenticity of a legal document)** in order for your registration in the French Health Insurance System.

Only students from certain countries are affected by this requirement (**please see the list at the beginning of the guide**).

For those of you who are concerned by this there are two ways to proceed:

- **Apostille:** this is a simplified procedure, which only applies to certain countries, and which is issued by a Competent Authority in these countries. The following link provides the list of Competent Authorities designated by each Contracting State, the contact details of Competent Authorities and other practical information: [http://www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41)
- **Legalization:** this is a more complex process which retraces the origins of the original document in order to certify its authenticity. For this you will need to go through the Ministry of Foreign Affairs from the country which the birth certificate comes from and then with the French Consular Services from the same country.

Please note, a permanent French Health Insurance number leads to the creation of a Health Insurance Card (“*Carte Vitale*”) whereas a provisional Health Insurance Number is given in the form of an *Attestation*. The medical reimbursement rights are the same for both, but the rights can only be renewed if you are in receipt of the “*Carte Vitale*”.

This is very important for those of you who intend to undertake an internship, as a temporary Health Insurance Number will not allow you to do the internship – you will need a permanent number which can only be obtained by providing this legally certified copy of your birth certificate.

**Please note that you will be required to provide two documents – the copy of your original birth certificate with the “Apostille” or “Legalization” plus a legal translation of this birth certificate.**

9

DAILY LIFE



# THE EURO

The euro is the official currency used in certain but not all countries of the EU. Great Britain, Denmark, Sweden and newer EU members do not use this currency. Where in use, it is easier to compare prices.

## Coins and bills in circulation:

1. One **cent** is equivalent to 0,01 EUR.
2. “copper” coins: 1 cent, 2 cents, 5 cents
3. “yellow” coins: 10 cents, 20 cents, 50 cents
4. “bi-colour” coins: 1 EUR, 2 EUR
5. bill of 5 EUR (grey dominant colour)
6. bill of 10 EUR (red dominant colour)
7. bill of 20 EUR (blue dominant colour)
8. bill of 50 EUR (orange dominant colour)
9. bill of 100 EUR (green dominant colour)
10. bill of 200 EUR (yellow dominant colour)
11. bill of 500 EUR (purple dominant colour)



# EXCHANGING MONEY

If your country uses a currency other than the Euro, consider changing money at the airport to be able to make your first payments. Before leaving, check the terms of overseas money withdrawal with your card, because opening an account in France can take one to two weeks

If you need to exchange your money into euros after arriving in Grenoble, you can go:

**Comptoir Grenoblois de Change**  
5, rue Philis de la Charce - 38000 Grenoble  
Tram B stop « Hubert Dubedout-Maison du Tourisme »

# BANKING & OPENING A BANK ACCOUNT

## What you can consider before your arrival

### International agreements

Some banks have facilities for an account to be opened from outside France, check it at your home country with your bank.

### SEPA “Single Euro Payments Area” bank account

SEPA stands for Single Euro Payments Area; a single common payment system within the EU plus Norway, Iceland, Liechtenstein, Switzerland, Monaco and San Marino.

The single euro payments area (SEPA) harmonises the way cashless euro payments are made across Europe. It allows European consumers, businesses and public administrations to make and receive the following types of transactions under the same basic conditions

- Credit transfers
- Direct debit payments
- Payments by debit and credit cards
- Withdrawals at cash dispensers (ATMs)

If you are holder of a SEPA bank account you can use for many administrative procedures in France such as CAF, health insurance, daily life online payments (electricity, rent, etc). **In most of cases French authorities/organizations will ask for a SEPA account DOMICILED IN FRANCE, this is the case with the CAF.**

You can find general information [here](#). For further information to know about SEPA bank account please contact your home bank in the EU.

If you decide to use your SEPA bank account remember to bring:

- Bank account details:
  - **IBAN** “International Bank Account Number”.
  - **BIC** “Bank Identifier Code”, called also **SWIFT** (Society for worldwide Interbank Financial Telecommunication).
- Debit or credit card.

**Good to know!** A “*virement permanent*” is a standing order and a “*prélèvement*” is a direct debit.

- **Direct Debit “Prélèvement”** : You should always ensure that you have sufficient funds in your account in advance to meet your commitments, such as direct debits, as they fall due. If you do not have the money in your account to meet a direct debit, it is likely to be returned unpaid.
- **Standing Order “Virement” ou “Virement permanent”**: Standing orders will be paid if there are sufficient funds in your account.

**THE SEPA IS VERY USEFUL WHEN MOVING BETWEEN COUNTRIES IN THE EU BUT YOU SHOULD CONSIDER OPENING A BANK ACCOUNT IN FRANCE IF YOU DECIDE TO WORK AND DOING AN INTERNSHIP**

## Major French Retail Banks

**Note:** Many banks in France have regional English-language websites with English-speaking staff, and services and facilities in English at certain branches.

The major French banks are:

- **Allianz Banque**
- **AXA Banque** (Internet banking)
- **Banque Populaire** (some regional websites are in English)
- **Barclays France** (website in English)
- **BNP Paribas**
- **Caisse d'Epargne**
- **CIC**
- **Credit Agricole**
  - **Britline** - CA Britline provides an English speaking French Banking service to clients residing in France, the UK and Ireland.
- **Credit Lyonnais (LCL)**
- **Credit Mutuel**
- **Credit du Nord**
  - **Bank Tarneaud**
  - **Banque Courtois**
  - **Banque Laydernier**
  - **Banque Rhône-Alpes**
- **HSBC France** (Internet banking and website in English)
- **ING Direct** (Internet banking)
- **La Banque Postale**
- **MonaBangu** (Internet banking)
- **Société Générale**

**Banking Hours:** In general banks are open from Monday to Friday from 08:30-17:30 and many banks are closed at lunchtime. Some banks are open Saturday morning and closed on Mondays.

## Opening a bank account in France

All international students who stay in France at least 3 months can open a bank account.

**Documents required:**

**4 important documents for opening a bank account:**

- Your passport
- Your French VISA (for Non EU students)
- Proof of address in France (telephone or electricity bill, rent receipt, statement of residence of the person housing you, etc)
- School acceptance letter

The student card may also be required - if so, you can profit from certain advantages intended exclusively for students. Certain banks accept the opening of accounts without the residence permit (if you make the request). The final permit must be presented later.

French banks will charge for certain items, for example in some a fee is payable to have an account, there's a fee to have a card (and second card), there may be a charge for the Internet banking facility and for transactions in certain banks.

## Opening a bank account at the Welcome Desk

The CIC bank will be at the Welcome Desk.

If you want to open an account at the Welcome Desk remember to arrive on time to the desk and bring originals and copies of the following documents.

- Passport (and French Visa for non-European students)
- GEM student registration certificate (acceptance letter)
- Housing contract (to proof your address in France)



**OPENING A BANK ACCOUNT IN FRANCE CAN BE DONE IN A DAY. HOWEVER YOU WILL NEED TO WAIT ONE OR TWO WEEKS TO RECIEVE YOUR BANK ACCOUNT DETAILS "IBAN", YOUR CREDIT OR DEBIT CARD AND YOUR CHEQUE BOOK .**

# BANKING TERMS

## Credit Cards *une carte bleue = a credit card / bank card*

Cartes bleues (literally, “blue cards”) are not the same as credit cards. With a “carte bleue”, purchases will either be debited immediately (*débit immédiat*) from your account, or you can opt for the total amount of the purchases over one month to be debited at a particular date (*débit différé*). For example, you make a number of purchases with your card during the month of February and the total will be debited in March.

Cards that can only be used within France are “cartes bleues”. Most banks also offer an international card, such as a Visa or Mastercard. Banks charge higher fees for these, but they can be used internationally. The bank may give a free bank card, but it only allows you to take money out of your account using cash machines; you will not be able to use it to pay for purchases in shops.

Please note that many shops require you to spend a minimum amount (between 7 and 15 euros, depending on the shop) when you pay by “carte bleue”, so you may not be able to buy your baguette with it!

## Cheques

*un chèque = a cheque      un chéquier = a cheque book*

The French are very attached to their cheque books. While there is often a minimum charge for using a “carte bleue”, very few shopkeepers will object if you write out a cheque for a small purchase. You may very well find yourself waiting in an interminable queue at the boulangerie as someone pays for his bread by writing out a cheque!

At the time of writing, cheque books are still free of charge in France, and you will not be charged for each cheque you write. There is talk of this changing in the near future, so verify with the bank when you open your account. You will almost certainly be asked to show proof of identity when paying by cheque in a shop.

### Writing out a French cheque can be a bit daunting at first so here's how to fill one out

Writing out a French cheque is very similar to filling out a UK cheque, the main difference when writing out a French cheque is that the amount that the cheque is for goes at the top where in an English cheque you would normally put the name of the person that you are making the cheque payable to.

**Payez contre cheque:** This is where you fill in the amount on a French cheque - you can write the cents in letters or numbers.

**2 €:** the amount in numbers goes here - don't forget that in France it is normal to use a comma instead of a decimal point e.g. €30,20

**3 A:** Fill in the name of the person you want to make the cheque out to i.e. MME Smith (Mrs Smith)

**4 Fait a:** In here you write the name of the place that you are writing out the cheque in i.e. Paris

**5 Le:** This is where the date goes

**6 Signature:** Sign here

## Transfers

*un virement = a money transfer / wire*

*un versement en espèces = a cash deposit into your account*

*un versement en chèques = a cheque deposit into your account*

You will have to ask your bank about the fastest and cheapest way to make transfers: some banks charge considerable sums for organizing international transfers. If you want to use your credit card to withdraw money from your account in your home country, make sure whether a bank transfer would not be cheaper.

It is difficult to give advice on the best way for a student in France send funds, however a few ideas are given below:

- Students have often found that it is useful to have an **international credit card** (Visa, MasterCard, etc.) which allows them to withdraw cash from accounts in their home country from cash machines in France.
- There is a fee for this service and the amount would need to be checked with the bank in the home country. Cash withdrawn in this way can then be paid into a French bank account. This is generally much cheaper than arranging for transfers between banks.
- It may take some time to open a bank account, to clear transfers, to obtain cheque books and cash cards (up to six weeks in the worst cases) so students should plan to have money available when arriving for rent, deposits, and general living expenses.

## Relevé d'Identité Bancaire (RIB)

This is a paper that gives your account number, name, and the address of the bank. When you open your account ask the bank or post office to give you several "relevés d'identité bancaire" (RIB). With the RIB, you will be able to have your electricity and gas automatically deducted from your account (so you don't need to send in a cheque). You will need to give a RIB to the CAF if you apply for the financial assistance for accommodation (CAF)

## Bank overdraft fees and interest

A bank overdraft can be very expensive: when your account goes into the red, the bank makes charges called "agios". When you open your account, the bank will stipulate an overdraft figure you must never exceed. If you do, you may face an "interdiction bancaire", which means loss of cheque and bank card facilities. All charges such as bills, rents, purchases must then be paid in cash.

## Loss or theft of a chequebook or bank card

Should your cheque book be lost or stolen, you must warn the bank to stop any subsequent cheques. If you do not do this, another person may use your account. Warn your bank as quickly as possible or call the permanent emergency number indicated on the contract you signed when applying for the card. You must then confirm to your bank by registered mail.

**Opposition to «Carte Bleue » payments: 08 92 70 57 05** (0,34 euros+taxes/min.)

**Loss or theft of a chequebook/bank card: 08 92 68 32 08** (0,34 euros+taxes/min.)

## Bank card = telephone card!!!

You can use your bank card like telephone card in the phone cabins. The communication charges are debited directly to your bank account. Do not abuse your card, because this can be expensive!!!

## French Banking Terminology

English	French
ATM / Cash Point	Distributeur Automatique de Billet (commonly called a "un distributeur")
Bank account	Compte bancaire
Bank balance	Solde bancaire
Bank statement	Relevé de compte
Bank transfer	Transfer par virement bancaire
Savings accounts	Compte de épargne
Actionnaire	An <i>actionnaire</i> possesses an <i>action</i> (share) in a company
Agios	The amount of interest and commission paid on an overdraft ( <i>découvert</i> ) or loan ( <i>prêt</i> ) in alignment with a pre-established rate
Apport initial	The sum of money given as a deposit when taking out a loan with the bank or credit company
Avis d'opération	Form/slip informing a client of the operation carried out on his account, for example depositing or withdrawing cash
BIC	As in English, the BIC (Bank Identifier Code) is a unique code which identifies individual banking and financial institutions
Chèque	A cheque
Code Valeurs	Identification code for shares and stock market actions
Code personnel	Online banking: the secret code for access to account information
Compte Titres	Account grouping stocks and shares and where the account holder can buy and sell
Compte destinataire	Transferring funds: the receiving account (the one to which money is being sent)
Compte inactif	An account that has shown no movement for a period of 12 months
Compte-joint	Account in the name of several people allowing each to draw cheques and carry out other bank actions
Cours	The value of a share at a precise moment
Courtier (en bourse)	Broker (stock broker)

<b>Crédit</b>	Loan
<b>Crédit revolving</b>	Loan that remains constantly topped up to a certain limit even after debits
<b>DAB</b>	<i>Distributeur Automatique de Billets</i> , the equivalent of an Automatic Teller Machine (ATM)
<b>Date de valeur</b>	Date at which the bank considers the debit or credit is valid
<b>Date opération</b>	The real date that a debit or credit is made. (The <i>Date de Valeur</i> is determined from this date)
<b>Différé du prêt</b>	This corresponds to the period during which loan repayments are temporarily suspended. At this time, only the interest and the insurance is reimbursed
<b>Droits à prêt</b>	The amount that can be borrowed depending on the sum saved with a special account for example a PEL (see below)
<b>Débit différé</b>	Delayed debit, for example with a credit card where debits are grouped together and taken out of an account at the end of the month
<b>Débit immédiat</b>	Immediate debit: debits that are immediately deducted from your account on payment by credit card
<b>Découvert</b>	Overdraft: this will be for an agreed period, check this as it can be as little as 15 days
<b>Dépôt à terme/ compte à terme</b>	Blocked account where the account holder sets the term at which they receive interest and can take out money
<b>Droits de garde</b>	Costs charged by a broker to look after shares
<b>Echéancier</b>	This is the detail of, for example, the repayments of a loan with the interest calculated in function to the loan amount. Can also be the details your monthly utility payments/tax payments etc. over the full year
<b>Facilité de caisse</b>	Exceptional/occasional very short term overdraft facility
<b>IBAN</b>	As in English, the IBAN (International Bank Account Number) is a string of letters and numbers that identifies a specific bank account. It may be used when making international money transfers
<b>Intérêts</b>	Interest on accounts or loans
<b>Mandataire</b>	Person to whom an account holder gives the power to operate an account in their name
<b>Mensualité</b>	Monthly payment or repayment
<b>PEL</b>	<i>Plan Epargne Logement</i> is a savings account which has tax benefits and allows money to be borrowed to buy property after the fixed four year term, or is continued for up to another ten years.
<b>Prime d'Etat</b>	This is a sum paid annually by the State into a account bank to reward the sums paid into a PEL. This is paid if certain conditions are respected, for example the length and regularity of payments into the account
<b>Prélèvement automatique</b>	Automatic direct debit authorised and signed for by account holder
<b>Procuration</b>	Proxy or power of attorney to carry out bank operations on behalf of someone
<b>RIB</b>	<i>Relevé d'Identité Bancaire</i> . Form given by the bank and also at the back of a chequebook, which establishes the bank and account identity, giving all the details.
<b>Renouvellement automatique</b>	Automatic renewal of your chequebook
<b>Taux</b>	Rate of interest
<b>TIP</b>	<i>Titre Interbancaire de Paiement</i> is the authorised permission to debit an account of the sum asked for by provider
<b>Titulaire</b>	Account holder
<b>Versement</b>	Paying a sum of money into an account
<b>Virement</b>	Transfer of a sum of money to another account

# RELIGIONS

## Protestant

- THE REFORMED CHURCH IN GRENOBLE  
2, rue Joseph Fourier (angle rue Hébert)
- THE ANGLICAN CHURCH IN GRENOBLE (English spoken)  
Centre Ecumenique St Marc, Place Louis Jouvét on Avenue Malherbe  
[www.grenoblechurch.org](http://www.grenoblechurch.org)

## Jewish

- SYNAGOGUE MAGINOT  
11, rue Maginot
- SYNAGOGUE RUE DES BAINS  
4, rue des Bains

## Muslim

- THE GRENOBLE MOSQUE  
48-50, rue Très Cloître

# DRIVING LICENSE



**Foreign students** carrying the residence permit which is marked “student” and French students holding a driving licence from another country **are authorized to use their national licence in France during the whole of their stay.**

If the license **is not written in French**, you should:

1. Obtain an **approved translation** (see ADATE).
2. Make a request for an **international license** at the consulate or the embassy from your country of origin.

**Beware!** It is advisable to keep evidence of your student status with you.

For all **information**, you can contact the Prefecture, 12, place de Verdun in Grenoble or telephone the driving license issuing service at 04 76 60 48 46.

### After your studies:

The student **may exchange his national driving licence for a French license** if he **resides in France permanently** at the end of his studies. He should apply for the new driving license in the year following the change of status.





# 10

## USEFUL TELEPHONE NUMBERS

# ADMINISTRATION

- |  |                                  |
|--|----------------------------------|
| Caisse des Allocations Familiales - <b>CAF</b><br>3 Rue des Alliés – 38100 Echirolles<br><a href="http://www.grenoble.caf.fr">www.grenoble.caf.fr</a>  | 08 10 25 38 80                   |
| • <b>Mairie de Grenoble</b><br>11 Boulevard Jean Pain – 38000 Grenoble   | 04 76 76 36 36                   |
| • <b>Préfecture de l'Isère</b><br>12 Place Verdun – 38000 Grenoble<br><a href="http://www.isere.pref.gouv.fr">www.isere.pref.gouv.fr</a>   | 04 76 60 34 00                   |
| • <b>Antenne Préfecture and International Student and Scholars Office (ISSO)</b><br>1025 Avenue Centrale - Domaine Universitaire de St Martin d'Hères/Gières<br><a href="mailto:isso@univ-grenoble-alpes.fr">isso@univ-grenoble-alpes.fr</a>   | 04 56 52 97 89<br>04 76 82 61 76 |
| • <b>OFII</b> (Office Français de l'Immigration et de l'Intégration)<br>Parc de l'Alliance – 76, Rue des Alliés – 38100 – Grenoble<br><a href="http://www.ofii.fr">www.ofii.fr</a>   | 04 76 40 95 45                   |
| • <b>Hôtel de Police (Police Station)</b><br>Police Headquarters Grenoble : 36 Boulevard Maréchal Leclerc  | 04 76 60 40 40                   |
| • <b>ADIL</b> – Agence Départementale d'information sur le logement<br>(specialised lawyers that can help you for free, in case you've got trouble with your landlord or your residency)<br>2, boulevard Maréchal Joffre, 38000 - Grenoble<br>E-mail: <a href="mailto:contacts@adil-contacts.com">contacts@adil-contacts.com</a> | 04 76 53 37 30                   |
| • <b>Tenant's rights organization</b> : Confederation nationale du logement<br>6 rue Berthe de Boissieux – 38000 Grenoble<br>E-mail : <a href="mailto:lacln138@wanadoo.fr">lacln138@wanadoo.fr</a>   | 04 76 46 30 94                   |
| • <b>Tribunal d'instance, Europole</b>   | 04 38 21 21 21                   |

## Emergency 24 hour numbers for Gas and Electricity

- |                               |             |                |
|-------------------------------|-------------|----------------|
| • Gaz Électricité de Grenoble |             |                |
|                               | gas         | 04 76 84 36 36 |
|                               | electricity | 04 76 84 37 37 |
| • ENGIE                       |             | 0800 47 33 33  |
| • EDF English helpline        |             | 09 69 36 63 83 |

# HEALTH

- **Emergency Services - for any emergency, you can call 112, this is a universal number which can be called from anywhere in Europe**  
Ambulance 15      Fire 18      Police 17
- **Hospitals**
  - Hôpital Nord, Boulevard de la Chantourne, La Tronche  
Tram Line B, near the University campus 04 76 76 75 75
  - Clinique Mutualiste, 8-12 rue Docteur Calmette, Grenoble 04 76 70 70 37
- **AIDS helpline – Sida Info Service - free calls on** 08 00 84 08 00
- **Drugs helpline** 08 00 23 13 13
- **SOS Helpline (in English)** 01 46 21 46 46  
[www.soshelpline.org](http://www.soshelpline.org)

**Disclaimer:** The inclusion of a specific physician, health care provider, or medical facility does not constitute a recommendation and the school assumes no responsibility or liability for the professional ability or reputation of, or the quality of services provided by the medical professionals, medical facilities, health care providers, or air ambulance services whose names appear on such lists.

- **Médecins 7/7 Grenoble (General Practitioners)** 04 76 86 59 00  
84 Cours Jean Jaurès - 38000 Grenoble  
From Monday to Sunday from 8h00 to 24h00
- **Dentists** (English speaking) 04 76 96 35 39  
- Dr Clunet-Coste and Dr Benhamiche, 4, boulevard Joseph Vallier
- **Orthodontist** (English speaking) 04 76 87 80 04  
- Dr Eric Rocca, 7 rue Etienne Forst - Grenoble
- **Doctors** (English speaking)  
- Dr. Marsal, 14 Rue Felix Esclangon 04 76 96 46 56  
- Dr Bernard David, 47 rue Lachmann 04 76 51 50 33  
- Dr Eric Gilabert, 1 rue Narvik 04 76 27 82 70  
- Dr. Jan Behrendt, 5 rue Felix Poulat 04 38 03 01 61
- **S.O.S. Médecins** 04 38 70 17 01  
(They make home visits in extreme cases, you need to speak French)
- **Radiologist** (English speaking) 04 76 33 55 90  
- Dr Patrick Palmkrantz, 3 rue Felix Poulat
- **Ophthalmologist** (English speaking) 04 76 42 53 60  
- Dr Sylvie Berthemy-Pellet, 2 rue Président Carnot
- **Gynaecologist** (English speaking)  
- Dr. Allouch Jean-Michel, 23,Bd Marechal-Leclerc Grenoble (German) 04 76 42 98 08  
- Dr Veronique Equy, Centre Hospitalier Universitaire -Grenoble 04 76 76 54 00
- **Physiotherapist** (English speaking) 04 76 47 20 11  
- Savoca Pascal, 28 Cours Berriat, 38000 Grenoble
- **Psychotherapist** (English speaking) 04 76 54 03 12  
- Elizabeth Stone Matho, 1, Rue Beyle Stendhal  
e-mail: estone@mageos.com
- Trudi Penkler (concelling, intercultural coach and trainer), 2 rue de la République 04 76 54 02 96  
e-mail : [trudi@aac-intercultural.com](mailto:trudi@aac-intercultural.com), website : [www.aac-intercultural.com](http://www.aac-intercultural.com) 09 53 78 59 26

## INSURANCE

- **Caisse Primaire d'Assurance Maladie – CPAM** 36 46  
Relations Internationales 04 76 68 50 55  
2, rue des Alliés, 38045 Grenoble  
[www.ameli.fr](http://www.ameli.fr)
- **LMDE** (La Mutuelle des Etudiants) 0811 50 56 33  
LMDE Assurance Maladie  
35070 RENNES CEDEX 09
- **SMERRA** 04 76 87 88 33  
15 rue St Joseph – 38000 – Grenoble
- **ISiCASSUR** + 33 1 55 48 07 07  
[gem@isicassur.fr](mailto:gem@isicassur.fr)

## HOTELS NEAR TO THE SCHOOL

- Hôtel Ibis, 27 Quai Claude Bernard 04 76 86 68 68  
[www.ibishotel.com](http://www.ibishotel.com)
- Hôtel Ibis, 5 rue de Miribel 04 76 47 48 49
- Alizé, 1 Place de la Gare 04 76 43 12 91  
[www.hotelalize.com](http://www.hotelalize.com)
- Hôtel de l'Europe, 22 Place Grenette 04 76 46 16 94  
[www.hoteleurope.fr](http://www.hoteleurope.fr)
- Hôtel Europole, 29 rue Pierre Semard (*opposite GEM*) 04 76 49 51 52  
[www.hoteleuropole.com](http://www.hoteleuropole.com)
- Le Gambetta, 59 Boulevard Gambetta 04 76 87 22 25  
[www.hotel-resto-gambetta.com](http://www.hotel-resto-gambetta.com)
- Le Lux, 6 Rue Crépu 04 76 46 41 89  
[www.hotel-lux.com](http://www.hotel-lux.com)
- Terminus, 10 Place de la Gare 04 76 87 24 33  
[www.terminus-hotel-grenoble.fr](http://www.terminus-hotel-grenoble.fr)
- **Youth Hostel Association**  
10 av du Grésivaudan, Echirolles Bus N° 1  
from Av. Alsace Lorraine – get off at 'La quinzaine'  
[www.fuaj.org](http://www.fuaj.org) Book online with [www.hihostels.com](http://www.hihostels.com)  
17.70 € per night includes breakfast & bedding

## TRANSPORT

- Gare Routière (Coach & Bus Station)  
Place de la Gare [www.transisere.fr](http://www.transisere.fr) (next to the train station)
- Intercars - international travelling  
[www.eurolines.fr](http://www.eurolines.fr)
- SNCF Train Station  
[www.sncf.com](http://www.sncf.com)
- Lyon St Exupéry International Airport  
(1 hour from Grenoble)  
[www.lyonaeroports.com](http://www.lyonaeroports.com)
- Les cars OUIBUS: Shuttle bus from the Lyon airport to Grenoble  
[www.lyonaeroports.com](http://www.lyonaeroports.com)
- St Geoires (Grenoble) Airport (45 minutes from Grenoble)  
[www.grenoble-airport.com](http://www.grenoble-airport.com)

## SOURCES OF GENERAL INFORMATION

- Post Office Chavant  
Bd Maréchal Lyautey  
[www.laposte.fr](http://www.laposte.fr)
- Alliance Française 04 76 56 25 84  
7 rue Elisée Chatin 38100 Grenoble  
<http://www.afgrenoble.org/>

- Give or buy clothes and appliance:  
La Remise NGO ([www.laremise-asso.org](http://www.laremise-asso.org)) 04 76 46 02 94
- ALP Dépôt Vente, second-hand furniture store 04 76 51 12 42  
3, rue Claude Genin, 38100 Grenoble
- DIRECCTE 04 76 63 67 39  
La Direction Départementale du Travail, de l'Emploi et de la Formation Professionnelle  
1, Avenue Marie Reynoard – 38000 Grenoble  
<http://dd38.travail-ra.fr>
- FNAC (books, dvd's, cd's, computers, photos, everything!) 08 25 02 00 20  
4 rue Felix Poulat – 38000 – Grenoble 08 92 35 04 05  
Grand Place – 38100 – Grenoble  
[www.fnac.com](http://www.fnac.com)
- Grenoble International (Documents and foreign magazines, organization of events and meetings)  
24 place Vallier – 38000 – Grenoble 04 76 54 69 38
- Office du Tourisme 04 76 42 41 41  
14 rue de la République – 38000 - Grenoble  
[www.grenoble-tourism.com](http://www.grenoble-tourism.com)
- Open House. an English speaking Cultural Association which organises many activities for English speakers in Grenoble  
[www.openhousegrenoble.com](http://www.openhousegrenoble.com)

## TELEPHONE AND INTERNET SERVICES

- Orange  
[www.orange.fr](http://www.orange.fr)
- Bouygues Télécom  
[www.bouyguetelecom.fr](http://www.bouyguetelecom.fr)
- SFR  
[www.sfr.fr](http://www.sfr.fr)

## CINEMAS & FILMS IN ORIGINAL LANGUAGE

- La Nef, 18 bd Edouard Rey 04 76 46 53 25
- Le Club, 9 bis rue du Palantere 04 76 87 46 21
- Le Méliès, 3 rue de Strasbourg 04 76 47 99 31

For information and programs please see [www.cinema-grenoble.com](http://www.cinema-grenoble.com)

Alternatively, you can find cinema listings as well as details of the weeks events in the following weekly publications, which can both be found in the reception area at GEM and are free of charge.

Le Petit Bulletin [www.petit-bulletin.fr/grenoble](http://www.petit-bulletin.fr/grenoble)





# 11

## USEFUL WEBLINKS

## About Grenoble

- The official website of the city of Grenoble: [www.grenoble.fr](http://www.grenoble.fr) (in French)
- Grenoble's tourist office: [www.grenoble-tourism.com](http://www.grenoble-tourism.com)
- Everything you need to know about activities related to mountains in and around Grenoble at the "Maison de la Montagne". In French: <http://www.grenoble-montagne.com> (in French)
- An interesting website about hiking and the weather in the Grenoble region and surrounding mountains. In English: [www.isere-tourisme.com](http://www.isere-tourisme.com)
- The international municipal library of Grenoble. Books, newspapers in seven languages (3 minutes walk from GEM): <http://www.bm-grenoble.fr>
- English lending library and French language classes in Grenoble: [www.babelassociation.eu](http://www.babelassociation.eu)

## Grenoble Ecole de Management

- GEM's Students Associations website: [www.gemlife.fr](http://www.gemlife.fr)

## About France and French culture

- This site lists all the French embassies around the world: [www.embassyworld.org](http://www.embassyworld.org)
- Official website of the French Government Tourist Office, in English: [www.franceguide.com](http://www.franceguide.com)
- Everything about skiing in France, in several languages: [www.skifrance.fr](http://www.skifrance.fr)

## Where do I find?

- The French phonebook's website. Useful for finding telephone numbers, maps, photos of commercial buildings: [www.pagesjaunes.fr](http://www.pagesjaunes.fr)
- Maps and information about France: [www.mappy.com](http://www.mappy.com) or [www.google.com](http://www.google.com)

## Language

- If you are interested in learning French at GEM please contact: [carole.gally@grenoble-em.com](mailto:carole.gally@grenoble-em.com)
- Online language translator: [www.google.com](http://www.google.com)

## How to hook up with students in the School

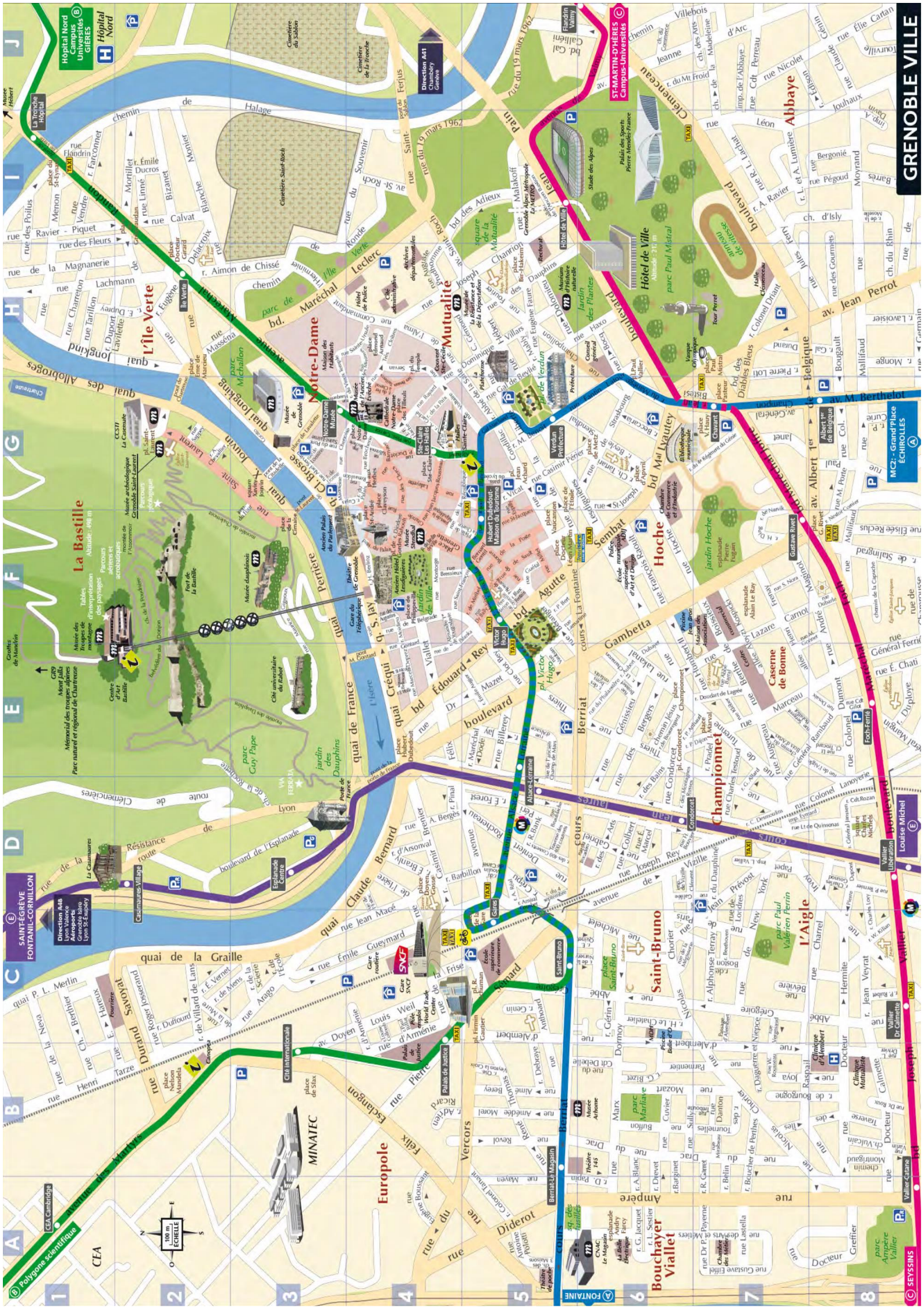
A good suggestion is to create your profile on [www.facebook.com](http://www.facebook.com) and join the intake group linked to Grenoble Ecole de Management.

## Public transportation in Grenoble

[www.taq.fr](http://www.taq.fr) - including maps like the one below.

The nearest tram-stops to the school are "Palais de Justice" (Tram B) or "Saint Bruno" (Trams A and B).







## Reading suggestions:

To prepare mentally and culturally for an excellent stay in France. Advice and recommendations to be confirmed or reviewed by you after a semester or two in Grenoble... In other words: It's your choice!!

- **Sixty Million Frenchmen Can't Be Wrong**, by Jean-Benoit Nadeau and Julie Barlow, (Sourcebooks, 2003) : "The French smoke, drink and eat more fat than anyone in the world, yet they live longer and have fewer heart problems than Americans. They take seven weeks of paid vacation per year, yet have the world's highest productivity index. *Sixty Million Frenchmen Can't Be Wrong* shows how the pieces of the puzzle fit together. Decrypting French ideas about land, food, privacy and language, the Canadian authors weave together the threads of French society—from centralization and the Napoleonic code to elite education and even street protests - giving us an understanding of France and the French. Here is an eminently rational answer to the question: "Why are the French like that?"

- **Culture Shock: France**, by Sally Adamson Taylor (Graphic Arts Center Publishing Company, 2003/Updated version: Marshall Cavendish Corp, September 2008): "With the insights provided in this guide, you'll learn to see beyond the stereotypes and misinformation that often precede a visit to a foreign land. You'll benefit from such topics as understanding the rules of driving and monetary systems, religious practices and making friends. There are tips on political traditions, building business relationships, and the particular intricacies of setting up a home or office. Great for the foreign exchange student who makes a sincere attempt to cross the bridge into a new and exciting culture."

- **A Year in the Merde**, by Stephen Clarke (Black Swan, 2005): This novel is not high quality literature, but gives you a (mostly) funny introduction to numerous aspects of life in France as seen by a Brit. "Hired to oversee the creation of a French chain of British tearooms in Paris, Paul West spends nine months—the equivalent of a French business year—stumbling his way through office politics *à la française*. Clarke's sharp eye for detail and relentless wit make even the most quotidian task seem surreal, from ordering a cup of coffee to picking up a loaf of bread at the *boulangerie*. His character West quickly learns essential tricks to help him keep his head above the Seine."

- **Talk to the Snail: Ten Commandments for Understanding the French**, by Stephen Clarke (Bloomsbury Publishing PLC, 2006): "The British author offers actually 11 witty and humorous commandments for understanding the French. He explains why French waiters always ignore you, why everyone's always on strike or why Frenchmen are never wrong about anything. He explains the customs: how to decide when to kiss versus when to handshake, how to romance a French woman or how to be cuttngly rude while seeming polite. Within Clarke's humorous anecdotes lie grains of seriousness. Why, for example, do the French constantly correct everyone's attempts to speak their language if they also want it to be accepted as a global language?"







**GRENOBLE  
ECOLE DE  
MANAGEMENT**

BUSINESS LAB FOR SOCIETY

une école



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FOUNDING MEMBER  
**GIANT**  
INNOVATION CAMPUS