

GUIDE 2020

GRENOBLE CAMPUS

Information package for international students

A guide to Grenoble Ecole de Management and life in France

Provisional version

Updated on 19 March 2020



ACT THINK IMPACT

**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 contact you as soon as your acceptance status will be confirmed to us.

Please note that the French government can make reforms within certain procedures, newcomers who have confirmed their participation into our programs will be informed in case of any update.

COVID-19

To inform you regularly on the measures and decisions undertaken by Grenoble Ecole de Management (GEM), the school has created a specific webpage that will often be updated.

We invite you to consult this [page](#) frequently for up-to-date information.

Here is a list of informational websites related to the epidemic we also recommend you to consult:

- [The French government information site](#)
- [Travel advice from the Ministry of European and Foreign Affairs](#)
- [WHO FAQ](#)

Please, be aware that our Integration Service will not reply directly to questions related to COVID-19, as the measures taken by GEM evolves daily.

In the current context, dates are provisional and some procedures might evolve.

You will be informed of the school measures that could affect you in due time.

TABLE OF CONTENTS

1.	<u>WELCOME TO GRENOBLE</u>	6
	Grenoble: Vibrant and welcoming	7
	Grenoble Campus	7
	Who's doing what at Grenoble Ecole de Management	7
2.	<u>BEFORE ARRIVING IN FRANCE & GRENOBLE</u>	8
	Prepare your stay	9
	Visa	10
	Documents you should bring with you	14
	Practical advice and warnings	17
3.	<u>HOW TO GET TO GRENOBLE ECOLE DE MANAGEMENT (GEM)</u>	20
4.	<u>GETTING SETTLED IN GRENOBLE</u>	24
	What do I need to do upon arrival to Grenoble	25
	The Welcome Desk	27
	Dealing with the French administration	28
	Personal safety in Grenoble	28
5.	<u>BUDGET</u>	30
6.	<u>IMMIGRATION FORMALITIES IN FRANCE</u>	34
	Immigration formalities upon arrival in France	35
	How to transform your VLS-TS visa into a residence permit	36
	Student residence permit: First request and renewal	38
	Work while studying in France	39
	After your stay as a student: Job Seeker or Company Founder residence permit	39
	Diplomatic representations in Grenoble	40
	French travel regulations	40
	Translation of documents	41
7.	<u>HOUSING</u>	42
	Overview of the accommodation situation in Grenoble	43
	What you need to consider for your housing search	43
	What you need to do after finding your accommodation	45
	Where to find accommodation	45
	Studapart	46
	Private student residences to contact directly	48
	LC Mobility	50
	Other options	51
	CROUS	52
	Meaning of terms	53
	Procedure and useful terms	54
	Services	58
	Financial Assistance with Accommodation (CAF)	59
8.	<u>INSURANCE</u>	62
	Insurance summary	63
	Temporary travel and health insurance	64
	French healthcare system	65
	Other insurances	70
9.	<u>DAILY LIFE</u>	72
	The Euro	73
	Exchange money	73
	Banking & Opening a bank account	73
	Banking terms	73
	Driving licence	77
10.	<u>USEFUL TELEPHONES NUMBERS</u>	78
11.	<u>USEFUL WEBLINKS</u>	82

1

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:

[Living in Grenoble](#)

[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.

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 30](#)
- 2 Searching and booking for accommodation [more information page 42](#)
- 3 Obtaining a visa [more information page 10](#)
- 4 Learning about insurances needs [more information page 62](#)
- 5 Preparing important documents [more information page 14](#)

STEP

2

YOU WILL ARRIVE SOON

Several weeks before your arrival at GEM

- 1 How to get to GEM [more information page 20](#)
- 2 Preparing your arrival (checklist and tips) [more information page 17](#) and [page 25](#)
- 3 Arranging your arrival with your accommodation [more information page 17](#)
- 4 Pay for the CVEC if concerned [more information page 26](#)

STEP

3

YOU HAVE JUST ARRIVED

The first few days at GEM

- 1 Check-in your new accommodation [more information page 45](#) and [page 54](#)
- 2 Taking out housing and civil liability insurance [more information page 70](#)
- 3 Opening a bank account [more information page 73](#)
- 4 Pay for the CVEC if concerned [more information page 26](#)
- 5 Immigration formalities: Validating your visa or applying for a residence permit [more information page 35](#)
- 6 Attend a “Welcome Session”: A welcome for students by students [more information page 27](#)
- 7 Register at GEM to obtain your student card and your school certificate in order to start the procedures below.
- 8 Start your application for housing allowance (CAF) if eligible [more information page 59](#)
- 9 Start the registration procedure with the French healthcare system (if necessary according to nationality and length of stay in France) [more information pages 65 to 69](#)

You should bear in mind that conditions apply for visas to enter France and permits to study or work in the country. This is entirely managed by the French immigration authorities and Grenoble Ecole de Management has no influence over French laws regarding foreign citizen travelling 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?

In general, 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.europa.eu/european-union/about-eu/countries_en

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.**

How to determinate if you need a French student visa?

First, use **“Visa Assistant” on the France-Visas website** to check, based on your situation, whether you need a visa and if so, what type. The assistant will also tell you what documents must be enclosed with your application, along with the relevant fee.

If you have lived in the Schengen Area within the past 6 months please use the Visa Calculator tool to determine the precise number of days you have remaining. ([online calculator](#)).

Determine which authority is approved to receive your application

In addition to furnishing important general information, this link offers [pages specific to your local](#), so that you can access the most accurate information for your visa application.

For more information about the visa application procedure please consult the official website for visa application to France: [France-Visas](#).

International students temporarily studying in the European Union

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. More information: [France-Visas](#).

Who should register first with Campus France and apply through the Studying in France “EEF” procedure before applying for a French student visa?

You should verify if, **depending on your country of residence, - not your citizenship -, you must apply first through the procedure Studying in France “*Etudes En France or EEF*”**. This procedure is available in some counties around the world, to find further details please browse to <https://www.campusfrance.org/en/procedure-studying-in-France>. If your country of residence is not concerned by this procedure you need to apply directly through the France Visa platform.

Please browse to [France-Visas](#) to get further details about regulations, procedures and contact details according to your situation. You can use the **“Visa Assistant”** to check , based on your situation, whether you need a visa and if so, what type. The assistant will also tell you what documents must be enclosed with your application, along with the relevant fee.

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.

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?

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 the first academic year. Accommodation might be very difficult and expensive 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 level of financial resources is set by the Ministry of the Social Affairs, Labour and Solidarity at approximately 615 Euros per month, this amount does not include tuition fees. 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).

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**.

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, length and nature of the stay in France.

The process of registration is entirely carried out by student once they have arrived in France. The coverage provided by the French national healthcare system for students becomes effective when they complete the online registration procedure with the French Healthcare Authorities by providing all the requested documents and obtain a certificate with their health insurance number. Consequently, if you arrive to Grenoble Ecole de Management and you need to apply for the French student healthcare coverage, you must be covered by your own health insurance until you may benefit from the French healthcare 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?

The Schengen short-term Visa (Visa court séjour): Issued for a maximum stay of three months, this visa can in no way be renewed or prolonged. You must return to your country of origin to request a new visa. The complete list can be found on the [official visa website for France](#).

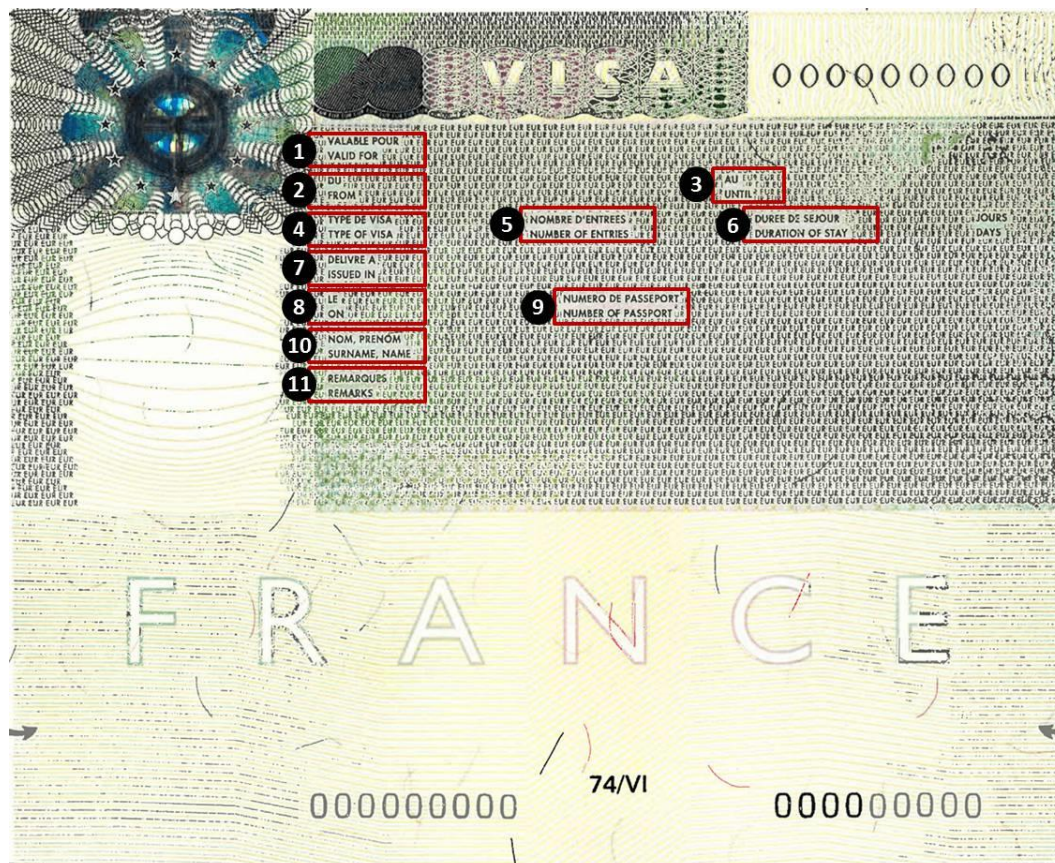
Temporary long-stay visa (Visa de long séjour temporaire): This visa can be issued in specific situations for stays between 4 and 12 months. You do not have to validate this visa or request a residence permit upon arrival, but it cannot be renewed.

Long-stay Visa and Residence Permit VLS-TS (Visa de long séjour - titre de séjour VLS-TS): This visa, issued usually for one year, is given for students, researchers and their families. Within the first 3 months following your arrival in France, you will need to validate it. Further details: "[How to transform your VLS-TS visa into a residence permit](#)".

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.

What does your visa entitle you to do? What does your visa sticker mean?

Once you receive your visa from the French Consulate, please check the following information:



1. «**VALABLE POUR / VALID FOR**» : Territorial validity of visa.
 - If the sticker is marked “**ETATS SCHENGEN**”, this visa entitles you to enter the Schengen Area: Initials of destination countries if a territorial restriction applies:
 - either the initial of the Schengen states for which the visa is valid: AT (Austria), BE (Belgium), CH (Switzerland), CZ (Czech Republic), DE (Germany), DK (Denmark), ES (Spain), EE (Estonia), FR (France), FI (Finland), GR (Greece), HU (Hungary), IT (Italy), IS (Iceland), LU (Luxembourg), LT (Lithuania), LV (Latvia), MT (Malta), NO (Norway), NL (Netherlands), PT (Portugal), PL (Poland), SE (Sweden), SK (Slovakia), SI (Slovenia);
 - or “**ETATS SCHENGEN**” followed in brackets by a MINUS sign and the codes of the Member States for which the visa is NOT valid; e.g. “**ETATS SCHENGEN (- DE, SE)**”.
 - If the sticker is marked “**FRANCE + 1 TRANSIT SCHENGEN**”, the visa entitles you to transit once through a Schengen state to travel to France;
 - If the mark is “**FRANCE**”, the visa entitles you only to enter French territory.
 - If the mark is “**FRANCE SAUF CTOM**”, the visa entitles you to enter France and the DROM territories.
 - If the mark is “**DEPARTEMENT D’OUTRE MER (FRANCE)**”, the visa entitles you only to enter the *département(s)* specified in the «**REMARQUES / REMARKS**» section.
2. «**DU / FROM**» : Date from which you are allowed to enter the Schengen Area.
3. «**AU / UNTIL**» : Date by which you must leave the Schengen Area.
These two dates specify the period for which your visa **may be used** (and not the length of stay allowed).
4. «**TYPE DE VISA / TYPE OF VISA**» (
 - Either “**A**”: airport transit visa (this visa does not allow you to leave the “international” or “duty free” zone of the airport)
 - Or “**C**”: short-stay visa (stay of less than 90 days)
 - Or “**D**”: long-stay visa (stay in France of more than 3 months)
5. «**NOMBRE D’ENTREES / NUMBER OF ENTRIES**» :
 - either “**MULT**”, meaning that you may enter the Schengen Area as many times as you wish;
 - or “**1**”, meaning that you may enter the Schengen Area once only;
 - or “**2**”, meaning that you may enter the Schengen Area twice.
6. «**DUREE DU SEJOUR / DURATION OF STAY**» : This is the number of days for which you may stay in the Schengen Area (within the dates of use of your visa) If the consulate has issued you a “visa de circulation” (valid for use one year or more), the number marked will be “**90 jours**”, and you are entitled to stay a maximum of 90 days in each period of 6 months.
7. «**DELIVRE A / ISSUED IN**» : Place of issuance of the visa.

8. « **LE / ON** » : Date of issuance of the visa.
9. « **NUMERO DE PASSEPORT / NUMBER OF PASSPORT** » : The number of your passport.
10. « **NOM, PRENOM / SURNAME, NAME** » : Surname and first name of the visa holder.
11. « **REMARQUES / REMARKS** » : Various marks may be stamped here: type of visa, category of holder, reason for journey, etc.
 - Remember that you must apply for a student visa and this status "ETUDIANT/STUDENT" should be marked in this section.
 - According to the remarks you will find in this sections you will know if you need to go through immigration formalities upon arrival in France as well as your rights in France. For further details, please refer to the section: [Immigration formalities upon arrival in France](#).

IMMIGRATION FORMALITIES UPON ARRIVAL IN FRANCE

Do I need to apply for a residence permit or validate my visa?

In most of the cases, long stay visa holders who intend on staying in France for more than six months have to register to the French Ministry of the Interior during the first three months of their stay in France.

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.

Please read the [Immigration formalities section](#) to know how to proceed according to your situation.

How do I register in France?

As soon as you arrive in France, you have to go through an online procedure in order to validate your student visa, further details about how to proceed: [Visa validation](#).

Students who need a residence permit upon arrival will need to take an appointment with the Prefecture of Grenoble. Further details about this procedure in the [visas and residence permit section](#).

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" three to 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](#).

French travel regulations for student visa holders

According to your situation, as mentioned above, you will have rights in France. **You might be able to travel in the Schengen Area as long as you have completed the immigration formalities upon your arrival in France and your visa or permit is valid. Please note that conditions will apply, see section [French travel regulations for student visa holders](#)**".

Disclaimer:

Students should bear in mind that immigration procedures are entirely managed by the French immigration authorities and Grenoble Ecole de Management has no influence over French laws regarding foreign citizen travelling to and/or residing in France nor on any change that may occur between the time they read our documents and the date of their application. The information provided should only help them to clarify the process.

Conditions will apply to application for residence permit and this includes the time slot for appointments. It should be very clear that GEM can't guarantee that students and/or their families will be issued a residence permit asap. Only French immigration authorities have the power to make this decision.

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 according to your situation.
- **Health insurance documents**, depending on your nationality and length of the stay in France. **Please check the Insurance section to learn how to proceed accordingly.**

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

- **European students (residing in Europe):** European health insurance card (EHIC) valid for the academic year.
- **Students from Quebec and from the principalities of Andorra and Monaco:** Bring the certificates or forms from your health center.
- **Non-European students and students from French overseas territories (New Caledonia, French Polynesia or Wallis and Futuna) or born abroad:** Prepare the documents that the French healthcare will request for registration. **Non-European students on a short-stay (3 to 6 months) should bring a temporary health insurance from home as they won't be able to register for French healthcare, more information [here](#).**
- **Repatriation and civil liability insurance coverage:** Find more information about these two insurances [here](#).
- **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 next page to know what you need to do before you arrival in France.**

European students should bring an original and a photocopy of their birth certificate in case French authorities ask for this document. It is the case for the CAF application (housing allowance).

- **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.**

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, FINANCIAL ASSISTANCE WITH ACCOMMODATION (CAF) AND RESIDENCE PERMITS

The French healthcare system, the Prefectures (residence permits) and the CAF (financial assistance with accommodation) are requesting **legal certification of your birth certificate**.

“Apostille” or “Legalisation” both are intended to confirm authenticity of a legal document.

This document is required for your registration in the French Health Insurance System and the CAF (financial assistance with accommodation) as well as the first request or the renewal of a French residence permit.

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
- **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 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. Inquire your French consular local representation.

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
SAOUDI 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
OUGANDA	L	ST CHRISTOPHE	A
OUZBEKISTAN	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 licence, 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 - 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 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//residence permit, French bank account, housing benefit, 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

You will find below some hotels located close to the campus

Hipark by Adagio Grenoble

Address: rue Auguste Genin
38000 - GRENOBLE

Web Page: <https://www.adagio-city.com/fr/hotel-B2R8-hipark-by-adagio-grenoble/index.shtml>

Hotel Ibis Grenoble Gare

Address: 27 Quai Claude Bernard
38000 - GRENOBLE

Web Page: www.accorhotels.com

Hotel Ibis Grenoble Centre

Address: 5, rue de Miribel, Les Trois Dauphins, Place Félix Poulat
38000 - GRENOBLE

Web Page: www.accorhotels.com

Hotel Alize

Address: 1, rue Amiral Courbet
38000 - GRENOBLE

Web Page: www.hotelalize.com

Hotel Europole

Address: 29, rue Pierre-Sémard
38000 - GRENOBLE

Web Page: www.hoteleuropole.com

Hotel Le Gambetta

Address: 59, bd Gambetta
38000 - GRENOBLE

Web Page: www.hotel-gambetta-grenoble.com

Hotel Le Lux

Address: 6, rue Crépu
38000 - GRENOBLE

Web Page: www.hotel-lux.com

Hotel Terminus

Address: 10, place de la Gare
38000 - GRENOBLE

Web Page: www.terminus-hotel-grenoble.fr

ResidHotel Gare

Address: 8, place de la Gare
38000 - GRENOBLE

Web Page: www.residhotel.com/le-central-gare.html

ResidHotel Grenette

Address: 12 Rue de Palanka
38000 - GRENOBLE

Web Page: www.residhotel.com/grenette.html

THE FOLLOWING OPTION IS NOT CLOSE TO THE CAMPUS**Youth Hostel Association**

Address: 10, avenue du Gresivaudan
38 100 - ECHIROLLES

Web Page: <https://www.hihostels.com/hostels/auberge-de-jeunesse-hi-grenoble-echirolles>

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

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!

DISCOUNT CARD "CARTE JAUNE"

If you're 12-27 years old and travel at least twice a year with TGV, TER or Intercités, you can get the "CARTE JEUNE" to get 30% discount when buying your tickets.

For further details: <https://www.sncf.com/en/passenger-offer/mainline-cards-fares/jeune-card>

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!

**DISCOUNT CARD "CARTE JAUNE"

If you're 12-27 years old and travel at least twice a year with TGV, TER or Intercités, you can get the "CARTE JEUNE" to get 30% discount when buying your tickets.

For further details: <https://www.sncf.com/en/passenger-offer/mainline-cards-fares/jeune-card>

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:** 11,40 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](https://www.sncf.com).
- 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://fr.ouibus.com/trajets/grenoble-geneve>

- **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

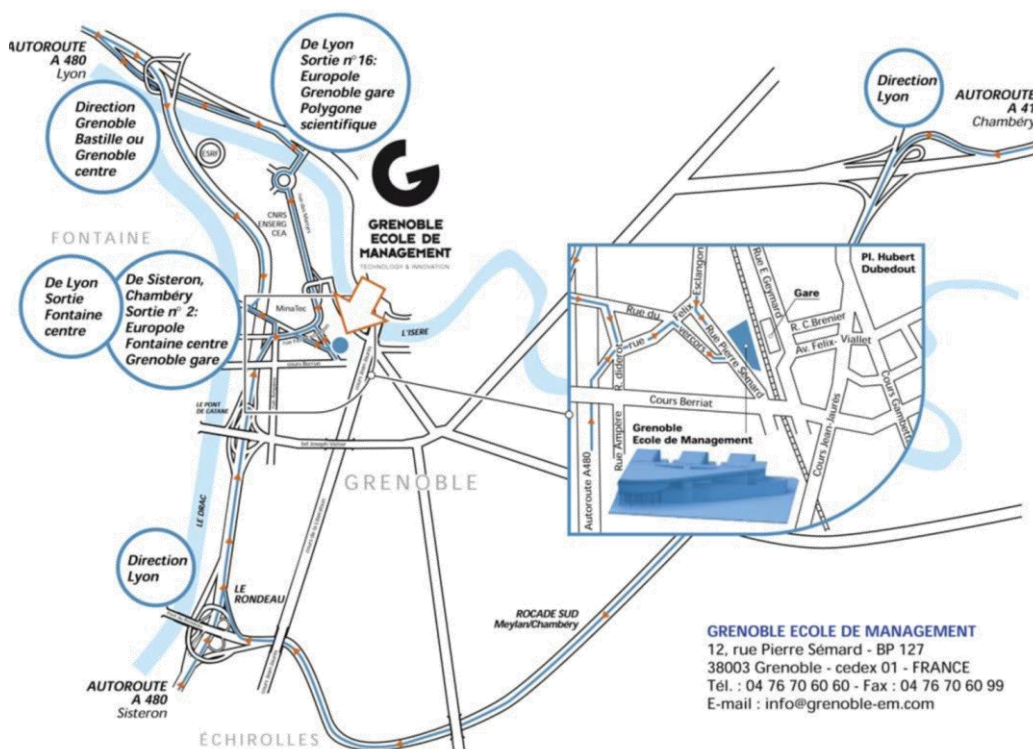
If you will be arriving late, you should book into a hotel close to the airport. Check [here](#) to find out about airport hotels and their corresponding free shuttle bus services.

GRENOBLE TRAIN/BUS STATION

The train and bus stations ("Grenoble 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.



[Download the printable version](#)

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, validate the student visa 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 find more information [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 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. Please note that for French Healthcare you can use an international bank account. 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 about what you need to consider before and upon your arrival [here](#).

In general, 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 INSURANCES DOCUMENTS

Insurances must **be valid for the academic year or semester according to your situation**. For more detailed information please carefully read the [insurance section](#).

Health

- **European students, you need to present your European Health Card.**
- **Student from Quebec, the Principalities of Andorra and Monaco: should bring the forms/certificates from their health center in their home country. See [insurance section](#) for more details.**
- **Non-European students need to register through the French Healthcare System :** Prepare the documents that the French healthcare will request for registration. 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 15](#). You need to legalize this document before your arrival in France in order to obtain your health insurance card ("Carte Vitale"). Remember that is you plan to do an internship or work you MUST hold this insurance card.

Non-European students on a short-stay (3 to 6 months) should bring a health insurance coverage from home as they won't be able to register for French healthcare, more information [here](#).

You should be covered by a temporary travel and health insurance for the first 4 to 6 months. This is because it might take some time, according to your situation, to finalize and get your health insurance number in France.

Repatriation, housing and civil liability insurances

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

REGISTER AT GEM AND 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 and academic information: induction week, course schedules and everything related to your program 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 ID card or passport.
- Your address in Grenoble.
- The Contribution Vie Etudiante et de Campus (CVEC) tax receipt.

Note: International students coming to France within the framework of an **exchange program** or **doctoral stay** for less than a complete academic year are not liable for CVEC. If you are in one of these two cases, you do not have to follow the steps indicated below.

Non-European Students

- A copy of your passport containing Visa details and confirmation of visa validation.
- Your address in Grenoble.
- The Contribution Vie Etudiante et de Campus (CVEC) tax receipt.

Note: International students coming to France within the framework of an **exchange program** or **doctoral stay** for less than a complete academic year are not liable for CVEC. If you are in one of these two cases, you do not have to follow the steps indicated below.

Contribution Vie Etudiante et de Campus (CVEC)

Student Life and Campus Services Tax

What is Contribution Vie Etudiante et de Campus (CVEC)?

Contribution Vie Etudiante et de Campus (Student Life and Campus Services Tax) was instituted by the French government through the French Student Orientation and Achievement law of March 8th, 2018 and is applicable as of July 1st, 2018 to all higher education institutions in France. This tax is designed to support student orientation and integration (social, healthcare, arts & culture, sports) as well as student health information, education, and awareness initiatives.

Who is concerned by CVEC?

If you are a **newcomer** enrolling in an initial training session (**BIB, MBA, MIB, MSc, PhD**) taking place in a French campus (**Grenoble**), you must provide a certification of discharge of CVEC **BEFORE** registering at Grenoble Ecole de Management. **You need to pay this tax every year.**

EXCEPTIONS

EXEMPTED FROM CVEC: A student do not have to pay CVEC and qualify for a waiver under certain conditions, such as:

- **Continuous training students** (such as **Executive Education** students)
- **CROUS grant holders**
- **Refugees and asylum seekers**

Please note: even if you are exempted from CVEC, you have to follow the steps indicated below in order to obtain a certificate of discharge, which is compulsory in order to register at GEM.

NOT LIABLE FOR CVEC: International students coming to France within the framework of an **exchange program** or **doctoral stay** for less than a complete academic year are not liable for CVEC. If you are in one of these two cases, you do not have to follow the steps indicated below.

For more information, please visit the FAQ section (in French) on the [CVEC website](#).

How to obtain your CVEC certificate?

STEP 1: Create your student account at MesServices.etudiant.gouv.fr

STEP 2: Login to your account on MesServices.etudiant.gouv.fr and click on CVEC button.

STEP 3: Fill in the required information by CVEC.

- If you are **not exempted** from CVEC, pay **91 Euros** for the 2019-2020 academic year and obtain your certificate of discharge.
- If you are **exempted** from CVEC, you will automatically be detected and obtain your certificate of discharge **without paying the tax.**

STEP 4: Fill in your certificate number before starting your **online registration**. Your program coordinator will send you information about this step (school e-mail and login to access to the student portal).

Please note that MesServices.etudiant.gouv.fr as well as CVEC website are currently available in French only: an English tutorial about how to complete online registration is available and will be sent to you by your GEM program coordinator.

Remember to keep the username and password of your online account: you will have to pay the CVEC administrative fee at the beginning of each academic year.

VALIDATE YOUR VISA AS A RESIDENCE PERMIT

Long-stay student visa must be validated as a residence permit on arrival. This procedure is necessary for certain non-European students.

To know if you need to go through these procedure please verify the inscription at the bottom of your visa [here](#). For more details about the procedure please read the [Immigration 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 the requested documents.

Students whose visa states «DISPENSE TEMPORAIRE DE CARTE DE SÉJOUR» or «TRANSIT SCHENGEN» or «SCHENGEN» 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 translated in French (for Non-European students) or copy of your passport/copy of your national identity card and copy of birth certificate (for European students)
- For non-European students: French Student Visa (for a first time) and confirmation of validation of visa as residence permit.
- 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.

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

COME TO THE WELCOME DESK: A WELCOME BY STUDENTS FOR STUDENTS

The Welcome Desk for international students is an event organised every September intake by the GEM International Student Integration Service and the International Student Association "Aloha". Its mission is to welcome and provide general information and guidelines about French administrative procedures to new international students coming to GEM.

Before the induction week, you will need to attend a Welcome Session as this will ensure that you will have access to:

- General information about administrative formalities within French administration: Immigration formalities upon arrival in France, French healthcare system, housing benefit (CAF), etc.
- Workshops and presentations.
- Activities and events to help you to integrate student life and French culture.

Further information will be sent by the International Student Integration to students who have confirmed their attendance to the September intake:

- How to confirm your attendance to the Welcome Session.
- Details about the workshops and activities proposed.

Please consider the following:

- For all administrative formalities, you will need to provide a permanent address in Grenoble for the following months.
- A team of bilingual students (English-French) will assist you with your integration to Grenoble.
However, please note that there are things that the team won't be able to deal with: pedagogical questions and/or information about your program, induction week, school registration; student card, find and book accommodation; give legal advice; decide for you about personal choices.

TO BEAR IN MIND!

- Arrive during the first days of the Welcome Desk and attend a Welcome Session, this will ensure that you will fulfil with most all the administrative formalities on time: validation of visa and CAF.
- Bring the necessary paperwork and photocopies if you need support with validation of visa and CAF procedures.
- You will need a permanent address in Grenoble if you want to start the visa validation and CAF.
- You will need a French bank account if you want to apply for CAF.
- 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 functionary 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!

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 \approx **900 - 1600€** - refunded at end of your tenancy
- 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**
 - **There is no subscription fee for the French health coverage for international students, under certain conditions. However, students must bring a temporary travel and health insurance to be covered for the first months until they get the French healthcare coverage.**
- c) **Top up insurance (optional)** : strongly recommended in case of illnesses, diseases or risky sport activities. Cost depends on your individual's needs and your choice.
- d) **Other insurances:**
 - Civil liability insurance (to bring it from home).
 - Repatriation insurance (to bring it from home).

OTHER EXPENSES

- a) **Books:** \approx **150€- 400€**, depending on your program - check with your program administrator for a precise figure.
- b) **Contribution Vie Etudiante et de Campus (CVEC) Student Life and Campus Services Tax = 91€** to pay on arrival through CROUS website.
- c) **Timbre fiscal = 60€** (non-European students), stamp required to validate the student visa as a residence permit
- d) **Timbre fiscal = 79€** (non-European students), stamp required to renew your residence permit.
- e) **Resit 30 hour module: 600€**
- f) **Resit 15 hour module: 400€**
- g) **Resit language module on 1 semester: 450€**
- h) **Replacement of lost or stolen student cards: 40€**

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 **450-800€**
- c) **Gas/Electricity** - depends on consumption, higher in winter \approx **30-50€**
- d) **Water** \approx **15€**
- e) **Telephone/internet: 30€**
- f) **Food:** \approx **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):** \approx **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.**

BUDGET SUMMARY

Type of expense	Amount (In Euros)	Comments
Upon arrival		
Hotel (2 – 3 star)	30 - 80	per night approx.
Accommodation through an agency	250 - 300	processing fees approx.
Accommodation deposit (private/direct)	900 - 1600	approx.
First month's rent	450-800	approx.
Housing Tax	Your usual rent per month	per year
Fiscal Stamp	60 - 79	per year *Only for visa holders
Insurance per year		
Repatriation/civil liability	70 - 100	per academic year
Compulsory Housing Insurance	70	approx.
Optional Complementary health insurance	100 – 300 individual needs	cost will depends on
Other Expenses		
Books	150 - 400	approx.
Contribution Vie Etudiante et Campus (CVEC)	91	per year
Resit 30 or 15 hour module	600 - 400	
Resit language module	450	
Replacement of lost or stolen student cards	40	
Total recommended cash in hand upon arrival	1600 - 2600	approx.
Monthly Expenses		
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
Miscellaneous		
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	
Special Event/Evenings during the semester (optional)		
Integration weekend	200 - 300	
Gala	35 per ticket	
Altigliss (ski trip)	500 - 600	
Soirées (Multiple evenings during the semester)	15 average	personal preference
Total monthly expenses	1000– 1500	per month approx.

6

IMMIGRATION FORMALITIES IN FRANCE

IMMIGRATION FORMALITIES UPON ARRIVAL IN FRANCE

Upon arrival in France most international students have to accomplish formalities within French immigration authorities in order to validate their stay in France. Please refer below to know in which situation you are and what you will need to apply for:

IMMIGRATION FORMALITIES ON ARRIVAL

FOR HOLDERS OF A FRENCH STUDENT RESIDENCE PERMIT

If you hold a French student residence permit and **if you need to renew your stay in France, you must apply for a residence permit renewal at the Prefecture corresponding to their place of residence.** For further details about how to apply for this permit in Grenoble, please refer to section - [residence permit renewal](#).

FOR HOLDERS OF A FRENCH STUDENT VISA

Once you receive your visa from the French Consulate, please ensure that you check the exact wording as indicated in the **“remarks”** section of your visa to know if you need to apply to:

CASE 1 : REMARK «DISPENSE TEMPORAIRE DE CARTE DE SEJOUR»

You do not have anything further to do. This visa does not allow you to get a residence permit. **You will be unable to apply for housing allowance “CAF” and you will not be authorised to work in France.** However, you can apply for French Healthcare.

CASE 2: REMARK «CARTE DE SEJOUR A SOLLICITER DANS LES DEUX MOIS SUIVANT L'ARRIVEE»

You must apply for a residence permit at the Prefecture corresponding to your place of residence. This must be done in the first 2 months of your stay in France. For further details about how to apply for this permit in Grenoble, please refer to section - [residence first request or renewal](#). **After this procedure you can apply for the CAF and French healthcare, you will be authorised to work part-time in France.**

CASE 3 : REMARK «ÉTUDIANT» OR «PASSEPORT TALENT» OR IS LISTED ON THE [FOLLOWING PAGE](#)

This is the long-term student visa valid as a residence permit “VLS-TS, *visa long séjour valant titre de séjour*”. You are exempt from obtaining a residence permit during your first year in France. You must however **register with the French Ministry of Interior in order to transform your visa into a residence permit within 3 months of entering France.** For the second academic year, you need to renew your visa valid as a residence permit with the Prefecture of Grenoble.

What you need to do:

- 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.
- **Your visa needs to be validated by the French Ministry of the Interior within three months of your arrival in France. To know how to proceed see the section [“How to transform your VLS-TS visa into a residence permit”](#).** The validation notice will be required while travelling or to follow administrative procedures (registration for French healthcare, CAF application, school registration, obtain the student card and more). **You are authorised to work part-time in France.**
- **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.**

MINORS UNDER CASE 2 & CASE 3: Students under 18 years old are considered as minors by French government. International students under this case will need to **wait until they are 18** to be considered as adults. At that moment, they can **apply for a student residence permit with their local prefecture.** For further details about how to apply for this permit in Grenoble, please refer to section - [residence permit renewal](#).

FRENCH TRAVEL REGULATIONS FOR STUDENT VISA HOLDERS

According to your situation, as mentioned above, you will have rights in France. **You might be able to travel in the Schengen Area as long as you have completed the immigration formalities upon your arrival in France and your visa or permit is valid.** Please note that conditions will apply, see section [French travel regulations for student visa holders](#)”.

RENEWAL OF YOUR AUTHORIZATION TO STAY IN FRANCE

The authorization to stay in France must be renewed annually, three to two months before the visa expiration date. Students who stay in France during the second academic year and continue their studies, undertake an internship as part of their program or work on their thesis, can apply for a renewal of their their VLS-TS visa or student resident permit with their local Prefecture.

Students who leave France for their second academic year will have to re-apply for a Long-term Student Visa at their local French Consulate if their visa or permit expires and if they wish to return to France to study. They have to go through the **full** validation procedure again.

You can find information about this procedure in the next section - [residence permit renewal](#). Failing to do so will result in your having to return to your last country of residency to request a new visa.

HOW TO TRANSFORM YOUR VLS-TS VISA INTO A RESIDENCE PERMIT WITH THE FRENCH AUTHORITIES?

Since 18 February 2019, **international students holding a long-term student visa valid as a residence permit “VLS-TS, visa long séjour valant titre de séjour”** have to **validate their visa, online, upon arrival in France.**

The validation procedure serves to transform the long-term student visa as a resident's permit, and officially proves that the student is permitted to live in France for one year and to travel in the Schengen Area.

STEP 1: PREPARING THE REQUESTED INFORMATION

Within 3 months of entering France, you must register your VLS-TS on [the website of the French Ministry of the Interior](#). The process is entirely digital: you can do everything remotely, at home, on your computer.

To do this:

- a) You will need:
- a valid email address,
 - information on your visa,
 - your date of arrival in France,
 - your home address in France,
 - French bank card to pay online the fee for issuing the residence permit.
- b) Visit [the website of the French Ministry of the Interior](#)

What if you do not have a French bank card?

Don't worry! You can buy an electronic stamp (timbre électronique) at a kiosk, at a dedicated terminal, and pay in cash. You can visit a bureau de tabac and ask for a timbre fiscal électronique “Titre pour étrangers”.

To know the amount of the tax fee please check the following link and see the fee for the visa type STUDENT: [Amount of the virtual excise stamp for my situation](#).

STEP 2: ONLINE VALIDATION STEPS

- Log in on the website <https://administration-etrangers-en-france.interieur.gouv.fr>;
 - Enter the **information on your visa**: visa number, date of beginning and end of validity, date of issue, reason for stay;
 - Enter the **additional information**: family circumstances, telephone number, email address;
 - Indicate your **date of arrival** in France and **your address** in France;
 - Pay the **stay tax**.
- Done! Your visa is validated.**

STEP 3: YOU WILL RECEIVE TWO EMAILS

- A first email with your **login details**. You will need it to access your account. It will contain the confirmation of the validation of your VLS-TS visa.
- A second email confirming the information you entered online: «**CONFIRMATION DE LA VALIDATION DE L'ENREGISTREMENT DE VOTRE VISA LONG SEJOUR VALANT TITRE DE SEJOUR**». **This email confirms the validation of your VLS-TS visa.**
- **Print and attach the confirmation notice mentioned above to your passport. Always keep this document with you** as it can be required while you travel or to follow your administrative procedures (CAF, French Healthcare, school registration/student card).

WARNING! This administrative step is compulsory and guarantees your legal status in France. Failure to complete this step will result in a non-regular immigration status and you will not be able to cross the Schengen border.

STEP 4: ADDITIONAL FORMALITIES

You can certainly receive a notice “**CONVOCATION VISITE MÉDICALE/ MEDICAL EXAMINATION APPOINTMENT**”.

WHO TO CONTACT IN CASE OF QUESTIONS OR DOUBTS?

For any questions, you can contact the Ministry of the Interior by email at dgef-support@interieur.gouv.fr or by telephone: +33 (0)8 06 00 16 20.

For more information, please consult the [dedicated FAQ of the General Directorate of Foreign Nationals web portal](#).

IMPORTANT INFORMATION IF YOU NEED TO TRAVEL BEFORE VALIDATING YOUR VISA

Please refer to “[French travel regulations for student visa holders](#)”.

OTHER CASES

1st. 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.

2nd. 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.

3rd. 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.

4th. 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.

5th. 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@univ-grenoble-alpes.fr (Office for Foreign Students)

Website: <https://international.univ-grenoble-alpes.fr/en/>

Web Préfecture (to take appointments): www.isere.pref.gouv.fr

Disclaimer:

Students should bear in mind that immigration procedures are entirely managed by the French immigration authorities and Grenoble Ecole de Management has no influence over French laws regarding foreign citizen travelling to and/or residing in France nor on any change that may occur between the time they read our documents and the date of their application. The information provided should only help them to clarify the process.

Conditions will apply to application for residence permit and this includes the time slot for appointments. It should be very clear that GEM can’t guarantee that students and/or their families will be issued a residence permit asap. Only French immigration authorities have the power to make this decision.

STUDENT RESIDENCE PERMIT: FIRST REQUEST AND RENEWAL

STEP 1 Make an appointment with the Prefecture in Grenoble, be sure that you can get all the necessary documents.	STEP 2 Prepare your file. You can contact the ISSO in case of questions about the paperwork.	STEP 3 Submit your files and get the “Récépissé” at the Prefecture office in St. Martin d’Hères Campus	STEP 4 Obtain the residence permit at the Prefecture office at the St. Martin d’Hères Campus
--	---	---	---

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 a 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 **proof of validation of visa**.
- 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 “Securité Sociale” certificate:** A document to proof that you are affiliated to the French healthcare system. Ask the CPAM, you should have received this certificate when you are registered the first time with them through their dedicated website.

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, your need to procedure an official certificate signed by your host. 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 Prefecture will send you all the forms you will need to complete, according to your situation, while confirming your appointment by e-mail.

7. The day you will get your new residence permit you need to buy a tax stamp.

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@univ-grenoble-alpes.fr Website: <https://international.univ-grenoble-alpes.fr/en/>

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.

WORK WHILE STUDYING IN FRANCE

International students have the right to **work while studying in France**. This right applies to all students in France. If you are not a citizen of the European Union, **you must have a student resident permit or a long stay student visa validated as a residence permit.**

French law authorises international students to an auxiliary work of 964 hours during the year, the equivalent of 60% of the legal work year. It can only be auxiliary income.

Grenoble Ecole de Management provides resources in order to assist you in your job search. However, it is not the responsibility of the School to find you a job. You are expected to be very proactive in your own job search and start this as early as possible. In addition, please be aware that if you would like to find work in France you have limited chances of doing so unless you are proficient in French, which a minimum B2 level (upper intermediate level: fluent in French).

To note: MIB, MSc and MBA students should consider also, the intense rhythm of their program if they are thinking to look for a part-time job during the first academic year.

AFTER YOUR STAY AS A STUDENT

JOB SEEKER OR COMPANY FOUNDER "RECHERCHE D'EMPLOI OU CRÉATION D'ENTREPRISE" RESIDENCE PERMIT

After getting your three-year vocational degree ('Licence Professionnelle'), your master's degree or your PhD, you can apply for the "Recherche d'emploi ou Création d'entreprise" resident permit, which allows you during one year to:

- Seek employment
- Work
- Fund a company
-

When the card expires, you can apply to researcher, employee, or company founder residence permits. For more details, please consult [ISSO dedicated web page](#).

To note: Conditions will apply to your application for Job Seeker or Company Founder residence permit. It should be very clear that GEM can't guarantee that students/new graduates and/or their families will be issued a visa or a residence permit. Only French immigration authorities have the power to make this decision.

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

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

FRENCH TRAVEL REGULATIONS

SCHENGEN AREA

As long as your student visa is valid and you have fulfilled the immigration formalities upon arrival in France, according to your situation, you are authorized to travel into the Schengen Area:

- If you have validated your long-term student visa as a residence permit.
- If you have obtained a student residence permit with your local Prefecture.

Note for students holding a French student visa and exempted from immigration formalities:

You have the right to travel in the Schengen Area as long as your student visa is valid. The visa should allow multiply entries in France, it should have the "MULT" inscription on it.

The Schengen countries are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland (not a European Union Member State), Italy, Latvia, Liechtenstein (not a European Union Member State), Lithuania, Luxembourg, Malta, Netherlands, Norway (not a European Union Member State), Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Swiss (not a European Union Member State).

Please NOTE that the UK is not a Schengen country!

Furthermore, bear in mind that a French student visa/permit 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 the respective country's consulate or embassy located in Paris on the immigration regulations.

Some nationalities benefits from immigration agreements with the Schengen countries in order to travel for tourism purposes (short stay) without visa. For more information, please contact your consular representation in France. Please remember, that this immigration facility is only for short stay tourism visits and should not exempted you from immigration formalities in France as a student.

COUNTRIES OUTSIDE THE SCHENGEN AREA

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. A French visa is only valid to enter in France.

RETURN TO THE COUNTRY OF ORIGIN BEFORE VALIDATING THE STUDENT VISA OR BEFORE OBTAINING THE RESIDENCE PERMIT

If you must return to your country of origin before validating your student visa or 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.

Return to the country of origin before validating the student visa

If you need to validate your student visa as a residence permit on arrival in France, you should consider the following situations:

- **WITHIN THE FIRST 3 MONTHS OF ARRIVAL IN FRANCE**
Students holding a long stay visa valid as a residence permit can travel to their home country and come back to France without problem.
- **AFTER THESE 3 MONTHS**
Students that have not validated their VLS-TS visa and travel abroad, will need to apply for a new visa to return to France.

Return to the country of origin before obtaining a student residence permit (first request)

If you hold a student visa that indicates «*CARTE DE SEJOUR A SOLLICITER DANS LES DEUX MOIS SUIVANT L'ARRIVEE*», you have exactly two months to request a student residence permit with your local Prefecture.

If after two months of your arrival in France, you have to leave the French territory without obtaining this permit:

- You will need to contact your local Prefecture to see if it is possible to speed up the procedure.
- You will need to consider to apply for a new student visa to enter to France.

Return to the country of origin in case of renewal of the student 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.

Disclaimer: Students should bear in mind that immigration procedures are entirely managed by the French immigration authorities and Grenoble Ecole de Management has no influence over French laws regarding foreign citizen travelling to and/or residing in France nor on any change that may occur between the time they read our documents and the date of their application. The information provided should only help them to clarify the process.

Conditions will apply to application for residence permit and this includes the time slot for appointments. It should be very clear that GEM can't guarantee that students and/or their families will be issued a residence permit asap. Only French immigration authorities have the power to make this decision.

TRANSLATION OF DOCUMENTS

If you need a legal translation in French for your official documents, for instance the birth certificate or the driving licence, 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 »
How to get there : TRAM A – Stop MC2
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

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 to 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 fee. It is 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 to sharing an apartment with other flatmates, it can quickly become complicated to share a living place with people you do not know.
- 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 from other GEM students about student residencies. Some of them are more popular 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, find more information on pages 75 and 76, see "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
- 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 (information available only in French).

TIPS TO BEAR IN MIND!

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

You need a permanent address in Grenoble for at least the first semester (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](#).

Think it twice if you wish to change your accommodation later, you should be prepared to handle this by yourself. There are legal procedures you need to respect. Find more information [here](#).

If you are an scholarship holder double check directly with your grant secures your accommodation.

WHERE TO FIND ACCOMMODATION

There are basically three ways to book your accommodation. These options are adapted for international students coming to GEM:

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. Find out more [here](#).
2. You can **contact some private student residences directly**, you can find further details in the following pages. **These residences are not in the platform managed by Studapart**. Find out more [here](#).
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. Find out more [here](#).

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.

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**

1. 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 officially enrolled at GEM.**

The platform offers a large stock of available housing: private student residences, private home owners, flat sharing, real state agencies. International students have negotiated and prioritized access conditions via the Studapart platform.

New GEM students can create their account with their personal information (email + password). They will have to validate their account with the key code provided by GEM . This code will be provided to students who have confirmed their attendance to GEM. Each GEM student can access to offers by connecting with the school login credentials too.

Studapart provides you support and facilities before and after you book your accommodation:

- **Studapart guarantee** if you don't have a French guarantor.
- **Housing certificate** for visa purposes.
- Facility to obtain a **housing and civil liability insurance** through the platform.
- **Information about the French real state regulations in France and other procedures on arrival: CAF, inventory...**

Have a question or need assistance? Contact the Studapart multilingual support team

Monday to Saturday from 8:30 a.m. to 7:30 p.m. CET (Central European Time)

booking@studapart.com

+33 1 80 92 64 01

Studapart catalogue: Residences located close to the campus that you can book through the platform

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 maybe accept short stays (6 months contract):**

1. Cardinal Campus Oxygène
2. Cardinal Campus Savoie
3. Cardinal Campus Stendhal I & II
4. Citadines City Center Grenoble
5. Kosy Aparthotel Les Cedres
6. Studéa Carré des Halles
7. Studéa Louis Weil
8. Studéa Grenoble Centre

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

Note: Prices are indicative and not contractual

To see the offers and to book a residence browse to <https://grenoble-em.studapart.com/en/> . In case of questions contact the team support at booking@studapart.com

CARDINAL CAMPUS SAVOIE

Description and services	Recently renovated, the residence offers furnished apartments: Studios, T1, T1bis and T2 to very attractive prices. All the apartments benefit from a free and unlimited WIFI connection. A gym and a study room are freely available for all our tenants. Close to all shops and public transport, ideal location in the city center. Flat sharing available.			
Type of accommodation	Furnished accommodation			
	Type	Area	Rent/month	Booking fees
	Studio	16 to 20 m ²	430€ to 560€	NC
	T1	21 m ²	510€ to 520€	NC
	T2	27 to 28 m ²	660€ to 700€	NC
Access	0.6km from GEM – 7 min by walking			

CARDINAL CAMPUS OXYGENE

Description and services	Furnished and equipped apartments including: Kitchen area with storage, table, ceramic hob, microwave and refrigerator, crockery and kitchen utensils. Private bathroom with shower, sink, vanity unit and toilet. Large living room with desk, bed and storage. Wired internet connection or fiber optic wifi with individual box. Blanket, crockery kit and cleaning kit included.			
Type of accommodation	Furnished accommodation			
	Type	Area	Rent/month	Booking fees
	Studio	19 to 25m ²	530 to 670€	305€
	T2	34 to 37m ²	750 to 850€	305€
Access	1.5km from GEM – 19 min by walking			

CARDINAL CAMPUS STENDHAL I				
Description and services	Furnished studios and apartments located downtown. Services: Secured entrance with a key fob, laundry room with washing machine and dryer, free access to the Savoie residence fitness room, free access to the Savoie residence study room. Flat sharing available.			
Type of accommodation	Furnished accommodation			
	Type	Area	Rent/month	Booking fees
	Studio classique	16m ² to 20m ²	440€ to 495€	350€
	Studio Premium	16m ² to 20m ²	485€ to 555€	350€
	T1Bis Premium	27m ²	630€	350€
	T2 Premium	27m ² à 34m ²	680€ à 700€	350€
Access	1,1 from GEM – 15 min by walking			

CARDINAL CAMPUS STENDHAL II				
Description and services	Furnished studios and apartments located downtown. Services: Secured entrance with a key fob, laundry room with washing machine and dryer, free access to the Savoie residence fitness room, free access to the Savoie residence study room.			
Type of accommodation	Furnished accommodation			
	Type	Area	Rent/month	Booking fees
	Studio	20m ²	510 €	350 €
	T1	27m ²	615 €	350 €
Access	1,1 from GEM – 15 min by walking			

CITADINES CITY CENTRE GRENOBLE				
Description and services	Located in the heart of town (rue de Strasbourg) Classified 3 *, the residence offers 108 apartments on its 6 floors, studios for 2 people, and 2P for 4 people, and a private garden. Some units have balconies. Wifi is available for free throughout the residence. A reception service is available from 7 am to 10 pm, 7 days a week. All accommodations have a kitchen area, they are fully equipped with: ceramic hob, microwave oven, refrigerator, dishwasher, toaster, electric kettle, all the cookware & crockery.			
Type of accommodation	Furnished accommodation			
	Type	Area	Rent/month	Booking fees
	Studio	25m ²	900€	0€
	T2	35m ²	1100€	0€
Access	1.7km from GEM – 21 min by walking			

KOSY APARTHOTEL LES CEDRES				
Description and services	This aparthotel is listed as a 3-star tourist residence, located close to the city center of Grenoble. The tram stop of line "A" just in front of the aparthotel gives direct access to the train station, Alpexpo and Place Victor Hugo. 100 fully equipped apartments (kitchen and private bathroom), from studios to 2-room apartment for 4 people. Hotel service, adapted for a long and short stays. 24-hour reception, self-service fitness room and free and unlimited WIFI access.			
Type of accommodation	Furnished accommodation			
	Type	Area	Rent/month	Booking fees
	Small Studio	20m ²	630€	Prepayment 2 first month + Deposit
	2-room Apartment	35m ²	1150€	Prepayment 2 first month + Deposit
Short stays	2 months minimum.			
Long stays	As long as the guest wants. Contract are only for 2 months but unlimited renew.			
Access	3 km from GEM – 15 min by tramway			

STUDEA LOUIS WEIL				
Description and services	Close to the downtown, this student residence is close to the GEM campus. A few minutes from downtown, the neighborhood offers a very pleasant living environment. By choosing this residence you will have a fiber optic Internet access unlimited and offered in each apartment.			
Type of accommodation	Furnished accommodation			
	Type	Area	Rent/month	Booking fees
	Studio	18 to 25m ²	469 to 590€	0 to 50€
Access	0.3km from GEM – 4 min by walking			

STUDEA CARRE DES HALLES				
Description and services		Historical site of Bouchayer-Viallet, this new residence is located in the area of rehabilitation of Bouchayer-Viallet and is close to many shops and the GEM campus. Access to the city center is direct thanks to the tram which is located close to the residence.		
Type of accommodation		Furnished accommodation		
		Type	Area	Rent/month
		Studio	19 to 25m2	460 to 550€
Access		1km from GEM – 13 min by walking		

STUDEA GRENOBLE CENTRE				
Description and services		In the heart of a dynamic neighborhood, this student residence is ideally located, close to schools, public transport and amenities of the city. You benefit from all the advantages of the city center combined with ease of travel. No matter where you study, it will be easily accessible whether by bus, on foot or by car. HOT WATER AND HEATING INCLUDED.		
Type of accommodation		Furnished accommodation		
		Type	Area	Rent/month
		Studio	17 to 33m2	509 to 620€
Access		1.5km from GEM – 19 min by walking		

2. RESIDENCES & APARTHOTELS TO CONTACT DIRECTLY

The following aparthotels and residences are also located close to the campus but they are not part of the Studapart platform catalogue so you need to contact them directly.

They 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. Some of these residences offer facilities for short-stays.

Do not hesitate to contact the aparthotels and residences to get further details about availabilities, facilities and booking conditions. **Note: Prices are indicative and not contractual**

Aparthotels and residences for short and long stays located close to the campus:

1. Hipark by Adagio Grenoble (aparthotel)
2. Le Hub by Privilodges (aparthotel)
3. Residhome Caserne de Bonne (aparthotel)
4. Privilodges Cœur de Ville (student residence)
5. Privilodges Le Château (student residence)
6. Privilodges Valmy Park (student residence)

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

SHORT AND LONG STAYS - APARTHOTELS LOCATED CLOSE TO THE CAMPUS

HIPARK BY ADAGIO GRENOBLE		APARTHOTEL		
Description and services		Located in the Europole business district, close to the city center. Each apartment is fully equipped with a kitchen (crockery and cooking utensils, ceramic hob and extractor fan, a microwave oven, a fridge, a kettle, a toaster, a dishwasher with washingtablets, 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. Included services: weekly housekeeping with fresh linens, fitness room, sauna, electricity and water charges, air conditioning and heating.		
Type of accommodation		Furnished accommodation		
		Type	Area	Rent/month
		Studio	20m ²	650€
		Superior Studio	25m ²	750€
		One bedroom apartment	30m ²	850€
		Superior apartment	35m ²	950€
Short stays		Available for 2 months contract minimum		
Long stays		Available for contract of 3 months stay period, renewable by a separate contract		
Access		6 rue Auguste Genin - 38000 GRENOBLE 0,2 km from GEM – 3 min by walking		
Contact		https://www.adagio-city.com/fr/hotel-B2R8-hipark-by-adagio-grenoble/index.shtml		

RESIDHOME CASERNE DE BONNE		APARTHOTEL	
Description and services	This apart hotel offers premium services for its modern apartments. Located in a 19th century building, which is listed as a historic monument and benefits from a view of the Vercors and Belledonne Mountains. In the heart of Grenoble, close to shops and the tram. Open 24 hours a day 7 days a week, the extended stay hotel has 100 air-conditioned apartments, ranging from studios to two-bedroom suites, with a fully-equipped kitchen, an LCD television, an office area. A wide range of services: wifi internet connection, a fitness room, a sauna, and for an additional charge a meeting room, parking, laundry facilities...		
Type of accommodation	Furnished accommodation		
	Type	Area	Rent/day
	Studio vélux	20m ²	70€ per day
	Studio duplex	27m ²	90€ per day
	T2	38 m ²	96€ per day
	T3	55 m ²	133€ per day
Short stays	Full year		
Long stays	On quote		
Access	13-15 Avenue Marcelin Berthelot - 3800 Grenoble 3 km from GEM – 15 min by tramway		
Contact	grenoble.debonne@residhome.com https://www.residhome.com/residence-hoteliere-aparthotel-grenoble-194.html		

THE HÜB BY PRIVILEGES		APARTHOTEL	
Description and services	The Hüb is a brand new multi-space shared living accommodation. The Hüb a mixed of a hotel, a hostel (Co-Pöd) or a student residence; whether you intend to stay for the short, medium or long term- you can step right into these new apartments without a care: you're (already) home. The Hüb will offer you different communal areas: Le Patiö (500sqm of outdoor space to play Mölkky, pétanque or chill out), le Spöt (for a coffee or nibbles, to chat or to read) and le Lâb (a calm space to work or browse the web), la Fitness Room, la Lâverie et le Pärking. The Co-Pöd is a new dorm concept with cocoon beds (reservations on requests).		
Type of accommodation	Furnished accommodation		
	Type	Area	Rent/month
	Studio	21 sqm	€1000
	Apartment 2 rooms	30 sqm	€1250
	Apartment 3 rooms	40 sqm	€1500
	Apartments 4 rooms	60 sqm	€1800
Short stays	from 1 to 10 days : yes available		
Long stays	from 1 month to 1 year : yes available		
Access	25 avenue Doyen Louis Weil - 38000 GRENOBLE 400 metres from GEM – 5 min by walking		
Contact	grenoble@lehub-privlodges.com https://www.lehub-privlodges.com/		

SHORT AND LONG STAYS: STUDENT RESIDENCES LOCATED CLOSE TO THE CAMPUS

PRIVILODGES COEUR DE VILLE		STUDENT RESIDENCE	
Description and services	The residence is located a few minutes walking distance from GEM and close to downtown Grenoble, shops, restaurants and supermarkets as well as transports. Services : Internet, multilingual welcome, laundry, fitness room, bicycle room, guestroom, parcel reception, cleaning kit provided, dishwashing provided, duvet provided, events and entertainment, administrative assistance.		
Type of accommodation	Furnished accommodation		
	Type	Area	Rent/month
	Studio	18 to 21m ²	550 to 595€
	T1	38m ² or 38 m ² with balcony	645 to 695€
	T2	28 to 34m ²	730 to 770€
Short stays	Available: Price list short stays 2 weeks (750€ for 1 month no booking fees, 400€ to deposit, includes TV, water, electricity, bed sheet)		
Long stays	Available for contract of 1 month minimum to 1 years maximum (Possibility of renewing the lease)		
Access	39 rue Génissieu - 38000 Grenoble 0.7km from GEM – 7 min by walking		
Contact	grenoble.cdv@privlodges.com https://coeur-de-ville.residence-etudiant-grenoble.com/		

PRIVILODGES LE CHATEAU		STUDENT RESIDENCE		
Description and services	Fully furnished flats in a historical building completely renovated located down town Grenoble. Ideal for short or long stays. The residence is perfectly located within 10 minutes walking distance from GEM. It is at the crossroads of 3 main tramway lines. Shops, food stores, supermarkets, nice bars and restaurants are also available just round the corner.			
Type of accommodation	Furnished accommodation			
	Type	Area	Rent/month	Booking fees
	Single room in shared flat	9m ² room in a flat of 60m ²	600€	100€
	Studio «Residential offer»	21 to 23m ²	600€ to 750€	300€
	Studio «All-in offer»	21 to 23m ²	760€ to 930€	100€
	T2	35 m ²	820€ to 1000€	100€ to 300€
Short stays	Available for 1 month contract minimum			
Long stays	Available for 1 year contract with a leaving notice of 1 month			
Access	1/3 rue Guy Allard 38000 Grenoble Distance: 10 min by walking			
Contact	grenoble.lc@privilodges.com www.privilodges.com			

PRIVILODGES VALMY PARK		STUDENT RESIDENCE		
Description and services	Located close to the Paul Mistral Park, 10 minutes walk from the inner-centre of Grenoble and close to the tram stop C: Flandrin Valmy. Fully equipped apartments and a reception desk opened 5 days a week. Access to a guestroom, a fitness room and a private laundromat.			
Type of accommodation	Furnished accommodation			
	Type	Area	Rent/month	Booking fees
	Studio	18 to 24 m ²	535 to 575 €	250 €
	T1	24 to 30m ²	595 to 625 €	250 €
	T1Bis	40 m ²	745 €	250 €
	T2	36 m ²	745 €	250 €
Short stays	Available for 1 month minimum			
Long stays	Available for one year contract. Stays from July are prioritized			
Access	5 boulevard Clémenceau 38100 - Grenoble 2.8 km from GEM – 25/30 min by tramway			
Contact	grenoble.vp@privilodges.com https://valmy-park.residence-etudiant-grenoble.com/la-residence/			

3. PERSONALISED SERVICE BY 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 LC Mobility <http://www.lc-mobility.com/>

OTHER ACCOMODATION OPTIONS

Remember!

You must be extremely careful with ads and offers from landlords and from internet. Be aware of scams.

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. Information available only in French but you can ask for an English speaker if you make an appointment with a legal counselor.

STUDENT 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. Pay also attention to the location.

- **Service Logements Etudiants et Jeunes Actifs**
www.oxance.fr
logement@oxance.fr
** The Pinal Residence is the only one located downtown*
- **Foyer de l'Etudiante**
www.foyer-etudiant.org
- **Résidences Campus de Bissy**
www.campusdebissy.com
- **Résidence Houille Blanche**
www.rhbgrenoble.com
** Please note that we do not recommend GEM students to live in this area*
- **Adoma**
www.adoma.fr
** Please note that we do not recommend GEM students to live in this area*
- **Clef (French guarantor required)**
www.logetudes.com/clef.htm
- **Société Dauphinoise pour l'Habitat (French guarantor required)**
www.sdh.fr
- **Centre Théologique de Meylan**
www.ctm-grenoble.org
** For students under 26. Only possible to rent for 2 semesters*
- **Communauté du Chemin Neuf**
www.foyersetudiants.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:

www.fnaim38.com

www.pap.fr

www.paruvendu.fr

www.appartager.com

Room or apartment for short stays:

www.9flats.com/fr

www.bedycasa.com

www.airbnb.com

ADIIJ DE GRENOBLE

ASSOCIATION DEPARTEMENTALE INFORMATION INITIATIVE JEUNESSE

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. www.info-jeunes.fr (in French)

DIGI: DOMICILE INTER-GENERATION ISEROIS

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.

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"](#)

CROUS

CROUS accommodation is reserved for CAMPUS FRANCE student grant-holders.

Campus France student grant-holders

CROUS accommodation is reserved for CAMPUS FRANCE student grant-holders. You should contact CAMPUS France as soon as possible to find out about application procedures and the possibilities concerning accommodation.

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. 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 proposed contract and the responsibility for finding another place to live.

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:

Studio	Bachelor/studio apartment: one room with small kitchenette in the room
F1/T1	One-room apartment: separate kitchen
F2/T2	Two-room apartment: typically a living room, a kitchen, and a separate bedroom
F3/T3	Three-room apartment: typically a living room, a kitchen, and two separate bedrooms
F4/T4	Four-room apartment: typically a living room, a kitchen, and three separate bedrooms
F5/T5	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 "CONVENTIONNE APL OU ALS"

If you need to validate your visa as a residence permit or if you are requesting a 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 landlords 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. The guarantor should live and work in France.

A student's parents, residing in France, would normally be expected to do this. Some private student residences may be more lenient and may instead ask you to provide your parents' salary slips or a financial declaration*.

OTHER SOLUTIONS WHEN YOU NEED A GURANTOR: VISALE

Most of the time, lessors only accept 'garants' that pay their taxes in France, which can be problematic for foreigners.

If you are under these situation you can go through the "**Visale**" procedure. However conditions will apply.

Find more information about VISALE:

- On the [Campus France website](#), including a [step-by-step procedure guide](#)
- www.visale.fr (information only in French)
- More information on the [National Agency For Information on Accommodation](#) (in French)
- [Visale flyer](#)

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 August-October next year.

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 2018

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]



Unique code number to track your posting. This code is also necessary for your letter to constitute a legal proof.

This is what you will get at the Post office when you will ask to send your letter with a “**recommandé avec avis de réception**”. You will have to stick this notice on your envelope and before sealing it, make sure to copy the code number on your letter

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
 Website: 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

Other organizations for tenants’ defense in Grenoble such as:

- **La Confédération Nationale du Logement** (CNL 38, e-mail: cnl@free.fr, web site: <http://www.lacnl.com/>)
- **Le Pact de l'Isère** (e-mail: 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. 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 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, GRDF 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/ (in English)
- **GRDF**
<https://particuliers.GRDF.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 Electricité de Grenoble | gas | 04 76 84 36 36 |
| | electricity | 04 76 84 37 37 |
| • GRDF | | 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

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 m² for one person or 16 m² 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 a long stay student visa valid as a residence permit 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 long stay student visa valid as a residence permit or a French residence permit that is currently valid (you have 3 months from your arrival to validate your visa and send the proof to the CAF)

NOTE:

- If your visa states « DISPENSE TEMPORAIRE DE CARTE DE SÉJOUR » or « TRANSIT SCHENGEN » or « SCHENGEN » you will not be entitled to this benefit.
- If you need to validate your French student visa and you don't fulfill the online procedure after 3 months of your arrival in France, you will not be entitled to this benefit.
- YOU CAN ONLY APPLY ON-LINE. If you submit your application forms by mail 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 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 YOU CAF APPLICATION FILE AFTER YOU START THE PROCEDURE:

If you are a member or the CEE/EEE/Switzerland:

- A copy of your passport or your ID card
- A copy of your birth certificate.
- 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 through the school student portal 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. According to your case, you will be asked to provide proof of validation of your visa or your residence permit. If you don't provide this proof, the CAF will immediately stop the payments.
- A copy of your birth certificate (legalized or with the apostille stamp and translated in French if needed)
- "L'attestation de loyer/ residence" if it is required at the end of the application online

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:

CAF de Grenoble
3, rue des Alliés - 38051 Grenoble Cedex 9
Office hours: Monday to Friday from 8:30 a.m. to 4:30 p.m.

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?

CAF de Grenoble – Headquarters

Student support: Service available as from 01st November 2019

3, rue des Alliés - 38100 – Grenoble

Office hours: Monday to Friday from 8:30 a.m. to 4:30 p.m. Except Thursday from 8:30 a.m. to 12:30 p.m.

How to get there: Take tramway A direction "Echirolles-Denis Papin" stop "Malherbe"

CAF St. Martin d'Hères

Student support: Service available as from 01st November 2019

Service Accueil international / ISSO - International Students and Scholars Office

1025 avenue centrale - Domaine universitaire - 38402 - St-Martin-d'Hères

Office hours: Monday to Friday from 9 a.m. to 5 p.m.

How to get there: Take tramway B direction "Gières-Plaine des Sports" stop "Bibliothèques Universitaires"

Direct line for students (only in French): 0810 29 29 29*

Monday to Friday from 9 a.m. to 4:30 p.m.

*Direct line for students. Cost of a local call + 0,06€ per minute. Information available in French.

You can also ask quick questions to the CAF advisor through their Facebook page www.facebook.com/cafetudiants

You can use also the chatbot at [the CAF website](http://www.caf.fr)

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
- **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 French translation of this birth certificate.

Important note for European students: CAF is going to ask for a copy of your birth certificate.

8

INSURANCE

SUMMARY OF YOUR INSURANCE REQUIREMENTS

There are compulsory insurances in France and at GEM for international students

Be aware that GEM does not have any partnership with any insurance company, nor with the French HealthCare System. You are fully responsible of the insurance arrangements before your arrival in France:

- Bring the required insurances from home according to your situation, or
- subscribe to the required insurances in France according to your situation,
- in all cases, you should know how to use your insurance coverages and what they exactly cover.

You need to make sure you are covered for the following insurances, according to your situation, while you are studying in Grenoble. These insurances must be valid for your whole stay at GEM:

1. Temporary travel and health insurance. According to your health coverage and/or if not applicable for French healthcare.
2. Health Insurance (Basic coverage) + Top up Insurance (optional). Under certain conditions.
3. Repatriation insurance.
4. Housing insurance.
5. Civil liability insurance

Students with a scholarship: Students should ask the scholarship provider if they will pay, totally or partially the insurances mentioned above.

Exchange students: Remember to check with your home university whether they can provide you with a study abroad insurance and check the guarantees covered.

1. TEMPORARY TRAVEL AND HEALTH INSURANCE

For the first 6 months of your stay in France, 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.

Where to buy a temporary travel insurance?

At home with any insurance company. Remember to make the necessary arrangements to know how to use this temporary travel insurance and what it exactly covers, this is under your responsibility.

IMPORTANT!

International students who are eligible for French Healthcare must be covered by their own health insurance until they may benefit from the French healthcare system. This is very important and compulsory in case of serious illnesses or diseases, treatments and/or pregnancy. Students under this situation should take out a health coverage for the at least the first 4 to 6 months in France. Arrangements should be made before arrival in France.

NOTE FOR STUDENTS ON A SHORT-STAY (3 – 6 MONTHS)

If an international student will be staying in France for less than 3 months, the student won't be able to register for French Healthcare. If this is the case they should take out private health insurance to cover their medical costs during their stay in France.

Non-European students or a short stay issued with a temporary long-stay visa (VLS-T) marked "**dispense temporaire de carte de séjour**" (residence card temporary exemption) staying in France up to 6 months, they are able to register for French Healthcare. However, this procedure takes time. It is strongly recommended for students under this case to take out a private health insurance to cover their medical costs during their stay in France. They should make the necessary arrangements before their arrival.

This is also the case for European students not holding the EHIC and staying in France for 3 to 6 months because applying for French healthcare takes some time.

If this is the case, students should bring an insurance coverage from home for the whole duration of their stay at GEM. This insurance should guarantee the following:

- **Medical and hospital care**
Students should pay attention to the insurance coverage in case of serious illnesses or diseases, treatments and/or pregnancy.
- **Repatriation**
Repatriation insurance is to guarantee that if anything happens students can be repatriated to their home country.
- **Civil Liability (Third party insurance)**
The civil liability insurance policy is to guarantee injuries or damages students may cause to a third person.

CAUTION!

Students should make the necessary arrangements to bring the requested insurances from home and before their arrival in France. It will be extremely difficult to arrange this on arrival as not all French insurance brokers can offer the right coverage.

2. HEALTH INSURANCE

THE FRENCH HEALTHCARE SYSTEM (BASIC COVERAGE)

The general French healthcare coverage system is **open to international students under certain conditions, free of charge no matter their age**. Registering for French Healthcare System (Assurance Maladie) is subject to conditions related to the length and nature of the stay in France.

The process of registration is entirely carried out by students once they have arrived in France. A school certificate will be requested during the registration process, this certificate can be obtained only after school registration. The French healthcare system provides a limited coverage, up to 70%.

The registration procedure is mandatory for international students who intend to:

- Apply for housing benefit "CAF",
- complete immigration formalities (First request or renewal of the student residence permit with your local Prefecture) and/or
- find an internship or job in France.

There are different administrative procedures, forms or certificates to provide according to your situation and nationality. For further details, please refer next page "[French Healthcare System](#)":

- Students already covered by the French healthcare system (general or other)
- Students from French overseas territories (New Caledonia, French Polynesia or Wallis and Futuna) or born abroad
- European students (including EU, EEA and Swiss Confederation)
- European students without EHIC on a short-stay (3 to 6 months)
- Students from Quebec and the principalities of Andorra and Monaco
- Non-European Students
- Non-European Students on a short-stay
- Exceptions

TOP UP INSURANCE AND SPECIAL NEEDS

Top up insurance

Only 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 extra medical & hospital expenses, especially in case of illnesses or diseases, treatments and/or pregnancy, it is strongly recommended for GEM students to be covered with a top up insurance, also known as a "mutuelle" in French.

Students can buy the "mutuelle" upon arrival and after inscription with the CPAM (French Healthcare)) or they can bring an insurance from home covering their needs. The cost will depend on individuals needs and choices. It should be noted that some organisations offering complementary health insurances are not compatible with the European Health Insurance Card, students holding the EHIC need to check this before choosing your insurance company.

Special needs

Students under serious illnesses or diseases, treatments and/or pregnancy must be covered by their own health insurance until they can be sure that they can benefit from the French healthcare system and they can be covered for their particular situation.

Students under these cases need to make the necessary arrangements with their home insurance before arrival. It should be noted that medical expenses are not entirely covered by the French healthcare systems and the EHIC under particular situations.

OTHER INSURANCES (3, 4 AND 5)

- Repatriation insurance
- Housing insurance
- Civil liability insurance

Further details [here](#).

FRENCH HEALTHCARE SYSTEM

1. STUDENTS ALREADY COVERED BY THE FRENCH HEALTHCARE SYSTEM (GENERAL OR OTHER)

They remain affiliated with their health insurance system. They don't need to do any specific procedure.

2. STUDENTS FROM FRENCH OVERSEAS TERRITORIES (NEW CALEDONIA, FRENCH POLYNESIA OR WALLIS AND FUTUNA) OR BORN ABROAD

Students from French overseas territories or born abroad are not affiliated to the general French healthcare system "CPAM" in Metropolitan France. They will need to register with the CPAM through <https://etudiant-etranger.ameli.fr/#/> to get the French healthcare coverage. There is no subscription fee.

3. EUROPEAN STUDENTS (INCLUDING EU, EEA AND SWITZERLAND)



The **European Health Insurance Card (EHIC)** ensures that you, **as European citizen residing in Europe**, 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 covers you for private sector healthcare providers.

**THE EHIC CAN BE REQUESTED ONLY BY EUROPEAN STUDENTS RESIDING IN EUROPE.
THIS MEANS THAT THEIR MAIN ADDRESS SHOULD BE IN THE EU, THE EEA OR SWITZERLAND.**

Healthcare

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 the French Healthcare System (CPAM) on arrival through <https://etudiant-etranger.ameli.fr/#/>. In that case, you will need to provide: Tax receipts from the last 12 months under their name or their parents or a certificate "*attestation sur l'honneur*" stating enough resources.

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.

You can bring also the S1 form or a temporary registration certificate. Ask the health authorities in your home country for more details.

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/. 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.ameli.fr (information available only in French)

Remember to renew your insurances every new academic year during your studies at GEM.

You are a citizen of the EU/EEA or Switzerland without EHIC

If you don't have the EHIC there are two possible options according to your situation:

a) European students without EHIC on a short-stay (3 to 6 months):

You can apply for French Healthcare under certain conditions, this procedure takes time, see point "B" below. The recommended option is to be covered by an insurance submitted by your country for your medical and maternity expenses. **Please refer to "Note for students on a short-stay (3 – 6 months)" above.**

b) European students without EHIC on a long-stay:

You will need to register with the French Healthcare system through <https://etudiant-etranger.ameli.fr/#/> you don't need to submit a visa and/or residence card ("titre de séjour") but you will need to complete your registration by submitting:

- your certificate of entitlement (S1 form) to get in your home country;
- or, failing that, a sworn statement of sufficient financial resources;
- school or university certificate (student card, certificate, etc.) ;
- your birth certificate ;
- copy of your passport or ID ;
- proof of residency (Utility Bill, rental contract, etc.) ;
- your French bank account details (RIB - relevé d'identité bancaire). International bank account can be accepted.

These documents allow you to be affiliated to the French Healthcare System "CPAM" Caisse Primaire d'Assurance Maladie in the area where you will be studying, and allows your medical expenses to be taken in charge sickness, maternity, etc.

For all further information, please contact the French Healthcare on 0 811 36 36 46 (Monday to Friday, from 8:30 a.m. to 5:30 p.m.).

Important: If you are a resident of an EU or EEA member state or Switzerland but not an EU, EEA or Swiss citizen, you will need to submit a valid student visa and/or student residence permit ("titre de séjour.")

Optional coverage and special needs: Top up insurance "Mutuelle"

If you subscribe to the French National Healthcare or if you have a European Health Card, remember that does not guarantee total reimbursement of healthcare cost. It is strongly recommended for all GEM students to take out a top up insurance in order to be covered for extra medical & hospital expenses (specially in case of risky activities or sports). This is called "mutuelle" in French.

You can bring it from home or you can also buy it upon arrival. The cost will depend on your individual needs and choices. You should note that some organisations offering complementary health insurances are not compatible with the European Health Insurance Card, you need to check this before choosing your insurance company.

IMPORTANT!

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.

4. STUDENTS FROM QUEBEC

Students from Quebec on an exchange program

Students enrolled in a Quebec university coming to France on an exchange program will need to ask, before leaving, to their health center (RAMQ) the **SE 401-Q-106 form** and **they should submit this form to their university to be completed.**

This form certifies that you are insured under the RAMQ coverage but they will need to France but they will need to register on arrival with the CPAM through <https://etudiant-etranger.ameli.fr/#/> and provide this form.

Students from Quebec enrolled in a French university, registered in a study program leading to a diploma

Before leaving, they should ask to their health center (RAMQ) the SE 401-Q-102 form. This form certifies that they benefit from RAMQ coverage in France but they will need to register on arrival with the CPAM through <https://etudiant-etranger.ameli.fr/#/> and provide this form.

Remember to renew your insurances every new academic year during your studies at GEM.

5. STUDENTS FROM THE PRINCIPALITY OF ANDORRA

Before leaving, students should ask to their Health Center for the SE 130-04 form. This form certifies that they are covered under the healthcare system of the Principality of Andorra but they will need to register on arrival with the CPAM through <https://etudiant-etranger.ameli.fr/#/> and provide this form.

Students can also choose to join the general French healthcare coverage system.

6. STUDENTS FROM THE PRINCIPALITY OF MONACO

Before leaving, they should ask to their Monegasque health center for a certificate of entitlement indicating their attachment to Monegasque health insurance. They do not have to register on the site through <https://etudiant-etranger.ameli.fr/#/>: upon your arrival in France, they will provide this form to the CPAM in Grenoble.

7. NON-EUROPEAN STUDENTS

Non-European students must join the general French healthcare system and adhere to the formalities with the CPAM through <https://etudiant-etranger.ameli.fr/#/>. There is no subscription fee.

The CPAM will request a valid residence permit: validated visa or titre de séjour étudiant. It means that this procedure is only possible for Non-European students who have a long-stay visa serving as a residence permit (VLS-TS, visa long séjour valant titre de séjour) bearing the statement "étudiant".

International students holding a temporary long-stay visa (VLS-T) marked "dispense temporaire de carte de séjour" (residence card temporary exemption) can also apply for French Healthcare. Student holding this visa on a short stay, please refer below "Non-European Students on a short-stay", see Case 2.

BE AWARE! International students must be covered for at least the first 4-6 months in France by their own health insurance until they are officially covered by the French system. This is very important and compulsory in case of serious illnesses or diseases, treatments and/or pregnancy. Arrangements should be made before arrival in France.

OTHER SITUATIONS: NON-EUROPEAN STUDENTS ON A SHORT-STAY

Registering for French Health Insurance (Assurance Maladie) is subject to conditions related to the length and nature of the stay in France.

CASE 1

Non-European students staying in France for less than 3 months: They won't be able to register for French Healthcare.

Students under this case should bring an insurance coverage from home for the whole duration of their stay at GEM. This insurance should guarantee the following:

- **Medical and hospital care:** Students should pay attention to the insurance coverage in case of serious illnesses or diseases, treatments and/or pregnancy.
- **Repatriation:** Repatriation insurance is to guarantee that if anything happens students can be repatriated to their home country.
- **Civil Liability (Third party insurance):** The civil liability insurance policy is to guarantee injuries or damages students may cause to a third person.

CAUTION! Students should make the necessary arrangements to bring the requested insurances from home and before their arrival in France. It will be extremely difficult to arrange this on arrival as not all French insurance brokers can offer the right coverage.

CASE 2

Non-European students issued with a temporary student visa (VLS-T) marked "dispense temporaire de carte de séjour" (residence card temporary exemption) staying in France up to 6 months.

Students under this case can apply for French Healthcare. However, this procedure takes time. It is strongly recommended to bring an insurance coverage from home for stays up to 6 months. See conditions above "Case 1".

8. EXCEPTIONS

Students affiliated as a member of the family of an international official under the healthcare coverage scheme instituted by the international organization on which it depends (for example, European Union healthcare coverage system), must not register on this website.

HOW TO REGISTER FOR THE FIRST TIME FOR THE FRENCH HEALTHCARE SYSTEM?

The information provided below has been provided by the French Healthcare System and may be subject to change

The process of registration is entirely carried out by students once they have arrived in France. Students must follow the registration procedure through <https://etudiant-etranger.ameli.fr/#/> and provide the requested documents.

Remember: You need first to fulfil some administrative procedures before registering: validation of visa as a residence permit stamp, get a school certificate after school registration, opening a bank account in France, etc.

This procedure is compulsory for international students who intend to:

- Apply for housing benefit “CAF”,
- complete immigration formalities (First request or renewal of the student residence permit with your local Prefecture),
- find an internship or job in France.

STEP 1: BROWSE TO <https://etudiant-etranger.ameli.fr/#/>

Students should register to the CPAM by completing the online form with the following information (compulsory):

- Family name
- Name
- Birthdate
- Country of birth
- E-mail address
- Permanent address in France
- Telephone number in France

STEP 2: COMPLETE THE APPLICATION FILE

a) Students will need to provide the following documents (compulsory):

- Passport, identity and French visa pages or ID card for students from French overseas territories.
- Proof of visa validation if applicable
- Residence permit “titre de séjour” or récépissé (if in France last year).
- Birth certificate with the apostille stamp or legalized,
- School certificate for the academic year “Attestation de scolarité”. You can obtain this document through the school student portal after completing school registration.
- French bank account details (RIB - relevé d'identité bancaire). International bank account can be accepted by the CPAM.
- International agreements and conventions may include other forms or certificates, see above cases for students from Quebec, Andorra, Monaco and European students who would like to join the French healthcare system.

Warning! Make sure that the names indicated on the passport and on the birth certificate are exactly the same.

b) After submitting the requested documents and after validation of the application file, students will receive a message from the French Healthcare to download a temporary certificate called “**attestation provisoire d'affiliation à la sécurité sociale**” with a temporary health insurance number. They will be able to be reimbursed with this number.

c) Other documents will be requested according to the country of origin (see “STUDENT STATUS” above).

STEP 3: RECEIVE THE CERTIFICATE WITH THE HEALTH INSURANCE NUMBER

a) If the file is completed, students will be able to download an “**attestation d'affiliation définitive**” or “**attestation de droits**” with their definitive health insurance number on it. This document certifies their affiliation*(see glossary below) to the French Healthcare System scheme.

b) Students will need to show this document when going to the doctor, laboratory, hospital or pharmacy.

c) They should always keep a copy of it with them.

STEP 4: APPLY FOR THE “CARTE VITALE” (HEALTH CARD)



The health card called “carte vitale” is not mandatory, but **it does facilitate the reimbursement of medical expenses**. Students can apply for it as soon as you have a definitive health insurance number.

In order to get it students will need to open an account on the CPAM website www.ameli.fr and submit and ID photo and ID documents according to their nationality.

HOW TO GET REIMBURSED FOR MEDICAL EXPENSES?

The reimbursement of the French Healthcare System varies between 0% and 70% depending on the type of service rendered (consultations, medicine, etc.). Reimbursements vary depending on the contract you chose (see top up insurance “mutuelle” next page), and on the type of medical care.

Reimbursements are made by bank transfer only, this is why it is compulsory to provide the French bank details “RIB” when registering to the French Healthcare System.

STEP 1: MAKE AN APPOINTMENT WITH A GENERAL PRACTITIONER

During the first appointment with the general practitioner, students need to fill in the “déclaration médecin traitant” form* (see **glossary below**). Once they have chosen a designated attending general practitioner, it is strongly recommended to see him or her for their medical care as this will allow them to get the best reimbursement rate of French healthcare insurance.

At the end of the medical appointment, the doctor will give them a healthcare sheet (“feuille de soins”) and perhaps a prescription sheet (“ordonnance”) see **glossary below**).

The health card “carte vitale” facilitates these procedure, reimbursement and declaration are online and automatic by presenting the card during the appointment.

STEP 2: COMPLETE THE HEALTHCARE SHEET

Without the health card “carte vitale”, after each appointment, students need to complete and sign the healthcare sheet “feuille des soins” (see **glossary below**) that the doctor will have given to them at the end of the medical appointment.

If they buy medicines, they should remember to stick the stickers that are on the medicines boxes, on their “feuille de soins”.

STEP 3: SEND THE HEALTHCARE SHEET TO THE CPAM

Students need to send by post the “feuille de soins” to the CPAM together with the prescription sheet “ordonnance” (if given by the doctor). Their expenses will then be directly repaid to your French bank account.

If they have the “carte vitale” they will skip step 2 and 3.

TOP UP INSURANCE “MUTUELLE”

Medical expenses are not entirely covered by the French healthcare systems. For better coverage, especially in case of illnesses, diseases, treatments and/or pregnancy, it is strongly recommended for GEM students to be covered with a top up insurance, also known as a “mutuelle”. Students can buy the “mutuelle” upon arrival and **after inscription to the French Healthcare System**.

The top up insurance (“mutuelle”) complements the reimbursement made by the French healthcare insurance scheme either fully or in part.

CAUTION!

If students are covered by a private health insurance

There is no point in taking out “additional” (complémentaire) or “mutual” (mutuelle) health insurance.

Top up insurance “MUTUELLE”

These are private health insurance policies. Students can take out these policies from any of France’s many private health insurance providers. There are a number of insurance providers designed specifically for students, called “mutuelles étudiantes” (student mutual insurance providers).

Depending on healthcare needs (ophthalmology, special medical treatment, etc.), reimbursement rates and premiums will vary from one provider to the next. There may also be a waiting period (known as “carence”), during which time you will not be reimbursed for certain services. **It is worth to take time to compare the various offers before taking out a policy!**

YOUR SITUATION IS CHANGING

Please contact your health centre when you finish your studies, in event of a change of address or any other change of situation. This will update your coverage information and explain which additional documents you may need to produce.

FRENCH HEALTHCARE: 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 the French healthcare 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

OTHER INSURANCES

Besides health coverage there are other important insurances for GEM students:

1. Repatriation
2. Civil liability
3. Housing

1. REPATRIATION INSURANCE

All our international students - including Europeans – should have repatriation insurance. This insurance guarantees that if anything happens you can be urgently repatriated to your home country (in case of expenses in the event of serious illness or death). Travel insurance include repatriation coverage, as well as some bankcards. Check with your bank before leaving.

Please remember that it is your responsibility to make the necessary arrangements before your arrival to get this insurance.

You will need to bring the insurance certificate showing that you are already covered for the academic year or the period of your stay at GEM.

2. CIVIL LIABILITY INSURANCE

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”**.

In France, you can get a civil liability coverage from banks and insurance brokers.

If you already have a housing insurance "assurance multirisque habitation", it usually contains the civil liability insurance. So please, check with your insurance provider. For further details please refer below: "HOUSING INSURANCE".

3. HOUSING INSURANCE

In France, it is compulsory to subscribe to a home and 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.

This insurance is compulsory in France when you rent or you own a property. It covers the tenant's risks (fire or water damage...) and natural disasters (storms, floods). This insurance is often called “multirisque habitation” 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. It must be enclosed with **a civil liability insurance** (damage to a third party). It covers the tenant in case of an accident to him/herself or if he/she hurts somebody, even outside the housing. Most of the times, the civil liability insurance included with housing insurance covers only a restricted perimeter from your home address.

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 in this case, the civil liability insurance covers only a restricted perimeter from your home address in Grenoble.

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 book your accommodation through the Studapart platform: they do offer this insurance.
- c) Banks: Some banks offer this insurance plus civil liability when you open a bank account for at least one year.
- d) Insurance brokers: Offer the “mutlirisque habitation” insurance (housing + civil liability).

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.

NOTE ABOUT BIRTH CERTIFICATES AND FRENCH HEALTH INSURANCE

The CPAM (French healthcare system) and the CAF are requesting **legal certification on your birth certificate for registration within French authorities**. “Apostille” or “Legalization” both are intended to confirm authenticity of a legal document.

French immigration authorities “Prefectures”, will also ask for these documents in case of a first request or a renewal of a French residence permit. 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
- **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. Do not hesitate to inquire your French consular local representation.

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) harmonizes 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” or “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**
- **MonaBanqu** (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 IN FRANCE CAN BE DONE IN A DAY. HOWEVER YOU WILL NEED TO WAIT ONE OR TWO WEEKS TO RECEIVE 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 chèque = 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.

The image shows a French cheque from 'Le Banque'. The top left has the bank logo. The main text reads 'Payez contre cheque' followed by '1 trente euro et 20c'. To the right, the amount is written as '€ 2 30,20'. Below this, 'A 3 Bill Jones' is written. The date is 'Le 5 14/02/09' and the signature is 'Signature 6 J. Smith'. The bottom left says 'Payable en France' and the bottom right says 'Mme J Smith, Le grange, 55555 Centre Ville'.

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.)

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)
Crédit	Loan
Crédit revolving	Loan that remains constantly topped up to a certain limit even after debits
DAB	<i>Distributeur Automatique de Billets</i> , the equivalent of an Automatic Teller Machine (ATM)
Date de valeur	Date at which the bank considers the debit or credit is valid
Date opération	The real date that a debit or credit is made. (The <i>Date de Valeur</i> is determined from this date)
Différé du prêt	This corresponds to the period during which loan repayments are temporarily suspended. At this time, only the interest and the insurance is reimbursed
Droits à prêt	The amount that can be borrowed depending on the sum saved with a special account for example a PEL (see below)
Débit différé	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
Débit immédiat	Immediate debit: debits that are immediately deducted from your account on payment by credit card
Découvert	Overdraft: this will be for an agreed period, check this as it can be as little as 15 days
Dépôt à terme/ compte à terme	Blocked account where the account holder sets the term at which they receive interest and can take out money
Droits de garde	Costs charged by a broker to look after shares

Echéancier	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
Facilité de caisse	Exceptional/occasional very short term overdraft facility
IBAN	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
Intérêts	Interest on accounts or loans
Mandataire	Person to whom an account holder gives the power to operate an account in their name
Mensualité	Monthly payment or repayment
PEL	<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.
Prime d'Etat	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
Prélèvement automatique	Automatic direct debit authorised and signed for by account holder
Procuration	Proxy or power of attorney to carry out bank operations on behalf of someone
RIB	<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.
Renouvellement automatique	Automatic renewal of your chequebook
Taux	Rate of interest
TIP	<i>Titre Interbancaire de Paiement</i> is the authorised permission to debit an account of the sum asked for by provider
Titulaire	Account holder
Versement	Paying a sum of money into an account
Virement	Transfer of a sum of money to another account

DRIVING LICENCE

Your driver's licence will be valid in France depending on the country where you got it, and the type of your residence permit.

European driver's licence

If you got your driver's licence in a State of the European Economic Area (EEA), you will be allowed to drive in France (see the detailed conditions by following the link below). However, if you exchanged it in one of these States, conditions will be different. Further details at Service-public.fr, webpage « [Conduire en France avec un permis délivré en Europe \(EEE\)](#) » (in French only).

Driver's licence from another country

- **If you have a 'student' residence permit**, you will be allowed to drive with your foreign driver's licence under certain conditions. You will not be able to exchange your foreign driver's licence for a french one. And if your foreign driver's licence is not written in French, you will need to have it translated into French by a sworn translator. Further details in the Service-public.fr, webpage « [Conduire en France avec un permis étranger \(court séjour, études\)](#) » (in French only).
- **If you have another type of residence permit**, you will either need to exchange your foreign driver's licence for a french one, or retake the driving test/driving licence in France. Further details in the Service-public.fr, webpage « [Échange d'un permis de conduire passé à l'étranger \(installation durable\)](#) » (in French only).

Find out more: Service-public.fr, webpage « [Conduire en France avec un permis étranger](#) » (in French only).

For all questions about the driver's licence exchange procedure, you can contact the Préfecture de l'Isère : pref-etranagers-public@isere.gouv.fr

10

USEFUL TELEPHONE NUMBERS

ADMINISTRATION

- **Caisse des Allocations Familiales - CAF** 0 810 29 29 29*

3 Rue des Alliés – 38100 Echirolles
**Cost of a local call + 0,06€ per minute*
- **Mairie de Grenoble** 04 76 76 36 36

11 Boulevard Jean Pain – 38000 Grenoble
- **Préfecture de l'Isère** 04 76 60 34 00

12 Place Verdun – 38000 Grenoble
www.isere.pref.gouv.fr
- **Antenne Préfecture and International Student and Scholars Office (ISSO)** 04 56 52 97 89

1025 Avenue Centrale - Domaine Universitaire de St Martin d'Hères/Gières
isso@univ-grenoble-alpes.fr
- French Ministry of the Interior (Visa Validation Advice Line)** 08 06 00 16 20
- **Hôtel de Police (Police Station)** 04 76 60 40 40

Police Headquarters Grenoble : 36 Boulevard Maréchal Leclerc
- **ADIL – Agence Départementale d'information sur le logement** 04 76 53 37 30
(specialised lawyers that can help you for free, in case you've got trouble with your landlord or your residency)
 2, boulevard Maréchal Joffre, 38000 - Grenoble
 E-mail: contacts@adil-contacts.com
- **Tenant's rights organization** : Confederation nationale du logement 04 76 46 30 94
 6 rue Berthe de Boissieux – 38000 Grenoble
 E-mail : lacnl38@wanadoo.fr
- **Tribunal d'instance, Europole** 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
 - GRDF 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

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, website : 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
- **The French Healthcare Advice Line** 0 811 36 36 46*
 If you need any information, regarding the French healthcare 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
 * this call is billed at an average cost of 6 euro cents per minute

SOURCES OF GENERAL INFORMATION

- Post Office Chavant
Bd Maréchal Lyautey
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) 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!)
4 rue Felix Poulat – 38000 – Grenoble 08 25 02 00 20
Grand Place – 38100 – Grenoble 08 92 35 04 05
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
- Open House. an English speaking Cultural Association which organises many activities for English speakers in Grenoble
www.openhousegrenoble.com

TELEPHONE AND INTERNET SERVICES

- Orange
www.orange.fr
- Bougues Télécom
www.bouyquestelecom.fr
- SFR
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

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

11

USEFUL WEBLINKS

About Grenoble

- The official website of the city of Grenoble: www.grenoble.fr (in French)
- Grenoble's tourist office: 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
- 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

About France and French culture

- This site lists all the French embassies around the world: www.embassyworld.org
- Official website of the French Government Tourist Office, in English: www.franceguide.com
- Everything about skiing in France, in several languages: 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
- Maps and information about France: www.mappy.com or www.google.com

Language

- If you are interested in learning French at GEM please contact: carole.gally@grenoble-em.com
- Online language translator: www.google.com

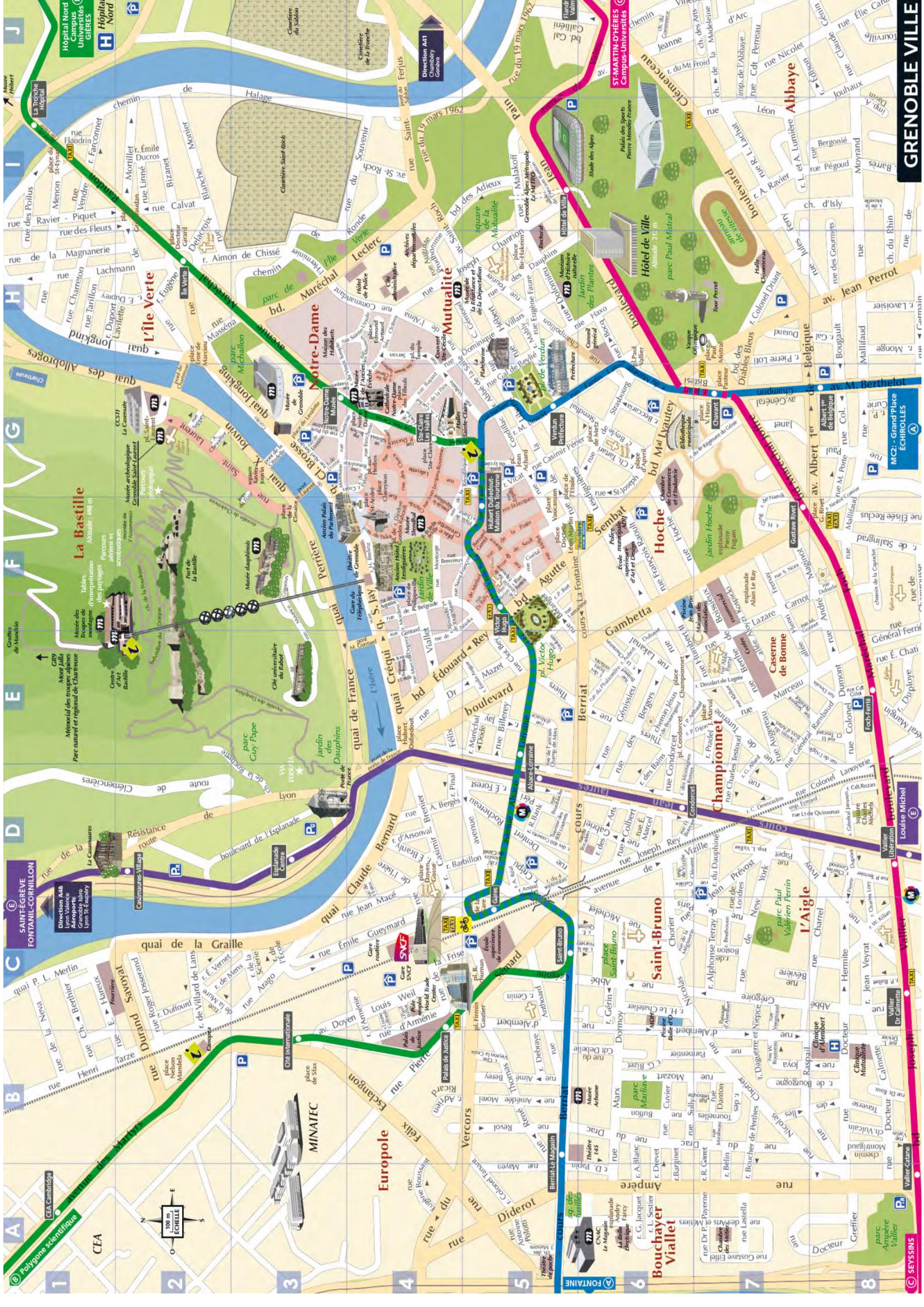
How to hook up with students in the School

A good suggestion is to create your profile on www.facebook.com and join the intake group linked to Grenoble Ecole de Management.

Public transportation in Grenoble

www.tag.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).



La Bastille
Mémorial des troupes alpines
Parc naturel et régional de Chartreuse
Ablauze - 148 m

SAINT-ÉGRÈVE
FONTANIL-CORNILLON

CEA Cambridge
Polygone scientifique

L'île Verte

Notre-Dame
Musée archéologique
Cathédrale Saint-Laurent

Europole
MINATEC

Saint-Bruno
Eglise Saint-Bruno

Bouchayer
Viallet

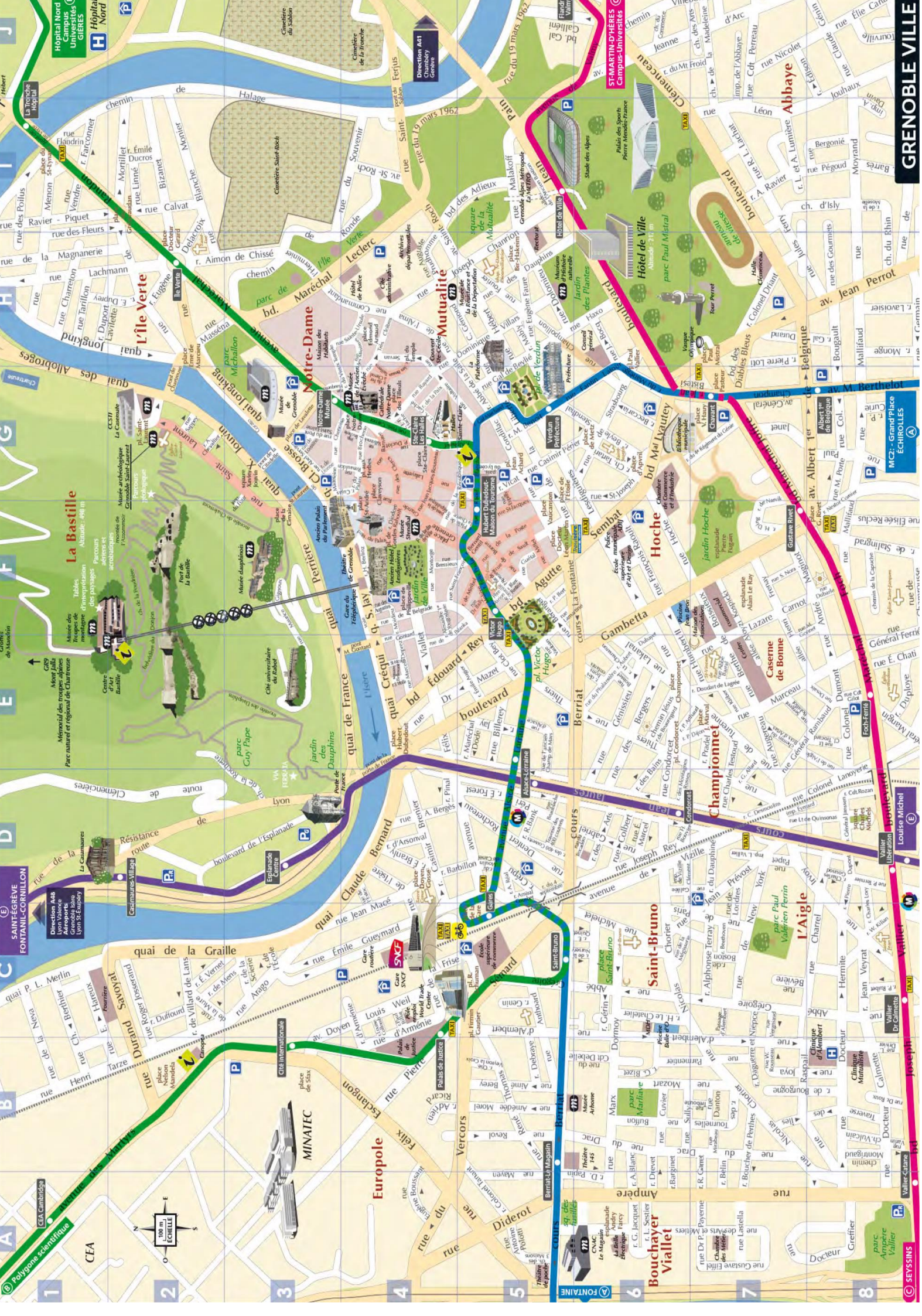
Championnet

Hoche
Chambre de Commerce et d'Industrie

Mutualité
Musée de la Résistance et de la Déportation
Maison du Tourist

Abbaye

M2C - Grand Place
ECHIROLLES



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 cuttingly 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



12, rue Pierre Sémard
38000 Grenoble - France
+33 4 76 70 60 60
info@grenoble-em.com

64/70, rue du Ranelagh
75016 Paris - France

grenoble-em.com



FOUNDING MEMBER
GIANT
INNOVATION CENTRE