



**Institut Mines-Télécom
Business School**

#DigitalManagers4Impact



INTERNATIONAL STUDENTS

**Welcome
Guide**

Institut Mines-Télécom Business School
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INSTITUT MINES-TELECOM BUSINESS SCHOOL IN BRIEF



Welcome to IMT-BS!

By joining **Institut Mines-Telecom Business School**, you will be joining a **leading Grande École of management**, recognised for its commitment to innovation and **digital intelligence** for the common good.

A springboard for your future

IMT-BS is much more than a school: it's a stimulating environment where you'll develop sought-after skills, a spirit of innovation and a responsible vision of management.

A dynamic, multicultural campus

Located in Évry-Courcouronnes, in the heart of the Greater Paris-Sud region, the IMT-BS campus encourages exchanges and diversity. By sharing your daily life with the students of Télécom SudParis, you will develop a dual engineering-management culture, a real asset for your future.

A world of opportunities

Thanks to a large network of partner companies and universities, IMT-BS opens the door to many opportunities for international mobility: internships, academic exchanges and work experience.



This guide is here for you!

Here you'll find **all the practical information you need to make your arrival and life at IMT-BS easier**. Whether you're **looking for information regarding accommodation, transport, student associations or administrative procedures**, we can help you every step of the way.

The whole IMT-BS team wishes you an excellent academic year, full of discoveries, projects and success!



PREPARING YOUR DEPARTURE

Formalities for entering France

Students from the European Union

Students from the European Union do not need a visa to enter France. All you need is a valid identity card or passport.

Students from outside the European Union and Switzerland

If you are from outside the European Union or Switzerland, you will need a student visa to enter France.

Procedure for obtaining a visa after admission

1. Check whether you need a visa

Use the **Visa Assistant** tool on the official [France Visas](#) website to find out whether you need to apply for a visa, depending on your country of residence and your situation.

2. Consult the "Études en France" procedure (if applicable)

If you live in one of the 46 countries covered by the "[Study in France](#)" procedure, you must follow this procedure to obtain your visa. This platform allows you to submit your documents and send your application to the French consulate in your country.

If your country is not part of the "Études en France" procedure, you will need to contact the French consulate in your country directly to start your visa application.

3. Processing time

It is advisable to start the procedure **as soon as possible**, as processing times can vary, particularly during periods of high demand (July to September). You should therefore plan to submit your application several months before your departure.

Finding accommodation

La Maisel: your student residence on campus

Looking for accommodation close to school?

La **Maisel (Maison des Élèves)** is the student residence of IMT-BS and Télécom SudParis. Located in the heart of a 6-hectare green campus, it offers a pleasant and practical living environment.

Why choose La Maisel?

- > **Living on campus:** you'll be a stone's throw from your classes and a 15-minute walk from the city centre and RER station.
- > **Internet connection:** broadband available in all rooms as a paid option. Managed by the MiNET student association.
- > **Various types of accommodation:** rooms, studios or shared apartments from 15m² to 34m², with or without kitchenette.

Rates and allocation

- > **Monthly rent:** between **€450** and **€650**, depending on the size and equipment of the property.
- > **Room allocation:** subject to availability (special requests cannot be guaranteed).
- > **Location:** on campus or in the U6 building in the city centre (15 min walk).

How do I book?

- > **Bookings open in July.** You will receive an e-mail from us with all the information about the dates and the procedure to follow.

For more information and detailed prices, visit the [La Maisel](#) website.

Other accommodation options

If you prefer to live off-campus, here are a few alternatives:

- > Private student residences:
 - [ARPEJ](#): accommodation close to the campus.
 - [Studapart](#): platform offering student accommodation.
- > [CROUS accommodation](#): Available to international students in the complementary phase from mid-July.

Places go quickly, so we advise you to plan ahead!

PREPARING YOUR DEPARTURE

Membership application form for La Maisel

In order to **collect your keys on arrival at La Maisel, you must submit a complete application form**. It is essential **that you print** out the following documents and bring them with you:

- > [Guarantor form](#) (the guarantor (natural person only) undertakes to pay the sums due in the event of default by the resident; the guarantor need not reside in France).
- > **Copy of your guarantor's passport**
- > **Copy of home insurance certificate**
- > **600 euros deposit** (by cheque, cash or credit card)
- > If you are a minor, [minor's liability waiver form](#)

These documents must be handed in paper form (not digital) on the day of your arrival. Without them, you won't be able to collect your keys!

My rental file outside La Maisel

Before you move in, you will need to sign a tenancy agreement, known as a 'bail', and provide financial guarantees. Here are the documents you will need to rent accommodation in France:

- > Valid passport or identity card
- > Proof of financial resources
- > Letter of admission to IMT-BS

My guarantor

As a student, you will need a guarantor to be able to rent accommodation in France. This may be a private individual or an entity that undertakes to pay the rent on your behalf if necessary.

The guarantee deposit

When you sign the lease or at the hand over of the keys, you will be required to pay a security deposit, generally equivalent to one month's rent. This deposit will be returned to you within two months of your departure, provided that you return the property in the condition in which you found it.

Home insurance

Home insurance is compulsory in France. It covers risks such as fire, water damage, theft, etc. You can take out this insurance with a bank or an insurance company.

Compulsory insurance

When you arrive in France as a student, certain types of insurance are compulsory to protect you and meet legal requirements. Here are the main insurances you will need:

School and extra-curricular civil liability

Civil Liability (CL) insurance covers you if you unintentionally cause damage to a third party. But that's not all: it also covers you for your daily activities, sports, travel and studies. **It must also include cover for school activities, extra-curricular activities and work placements**. This must be mentioned on your insurance certificate to finalise your enrolment at school. Many insurers offer packages tailored to students, such as [ADH](#), [SMENO](#) and [HeyMe](#).

Home insurance

In France, all tenants, including students, are required to take out home insurance. This insurance protects your home and personal belongings in the event of a claim, such as fire, water damage or theft. Many insurers offer packages tailored to students, such as [ADH](#), [SMENO](#) and [HeyMe](#).

Health care insurance

Health care coverage is compulsory for all students in France.

- > **Non-European students:** You must take out health insurance to cover all your medical care in France until you are affiliated to the French Social Security system. It is advisable to take out insurance for at least the first few months of your stay in France.
- > **European students:** You must apply for the **European Health Insurance Card (EHIC)** before you leave, in your country of origin. This card entitles you to health care coverage in France.

Once you have arrived in France, all non-European students must register with the **student social security scheme (Sécurité Sociale Etudiante)** in order to have their medical expenses covered.

Don't forget: these insurances are essential to protect you and meet the legal obligations. Remember to take out these policies before you arrive in France and make sure that your coverage meets your needs.

PREPARING YOUR DEPARTURE

Prepare your budget

Before you leave for France, it's essential to prepare your budget carefully to avoid any surprises. The amount of money you need to take with you depends on your lifestyle, but here's an estimate of common monthly expenses:

On campus :

- > **Rent for a room on campus:** between €440 and €650 per month
- > **Deposit:** €600
- > **Application fee (for the room):** €200
- > **Membership fee (to Maisel):** €10 per month
- > **Internet access (in your room at La Maisel):** €50 per year or €9 per month
- > **Bed linen kit (à la Maisel):** €40
- > **Meals on campus (student rate):** €6 per meal

Off campus :

- > **Meals in fast-food outlets or modest restaurants:** between €5 and €20
- > **Evry-Paris train ticket:** €5
- > **Monthly travel pass (Pass Navigo, all zones):** €86.40
- > **Cinema ticket (student rate):** approx. €7.50

Additional costs to be expected:

- > **Student and Campus Life Contribution (CVEC):** 103€ to be paid online before enrolling at IMT-BS. (Only for degree-seeking students. Exchange students are exempt.)
- > **VLS-TS validation:** €75
- > **School fees**

Credit card (Visa or Mastercard) :

We recommend that you choose an international bank card (Visa or Mastercard). In France, you can use your card in many shops and for online payments. American Express is also accepted, but less widely.

If you have a bank card with a code, you can easily withdraw money from cash dispensers. There is an ATM on campus, in the Forum Hall. Before you leave, be sure to check the exchange rates and charges with your bank for payments and withdrawals in France.

Currency :

The currency used in France is the Euro (€). If you plan to exchange currency before you arrive, ask for small denominations (preferably up to €50). It can be difficult to find shops that accept €100, €200 or €500 notes.

For more information on budgeting, we recommend that you consult [this pdf from Campus France](#).

PREPARING YOUR DEPARTURE

Practical information

Climate and clothing in Evry

- > **Winter (December to February):** Temperatures generally vary between **0°C and 10°C**, with possible days of frost and rain. Bring a warm coat, jumper, scarf, gloves and waterproof footwear.
- > **Summer (June to August):** Temperatures can range from **20°C to 35°C**. It's often hot, especially in July and August. Bring light clothing, comfortable shoes, sunglasses and sun cream.
- > **Spring (March to May) & Autumn (September to November):** The weather is variable, with temperatures between **10°C and 20°C**. Bring layered clothing and an umbrella or a rain coat, as rain is frequent.

Book your flight and send your details to International Registrations

- > Remember to send us your flight information so that we can prepare for your arrival at ITM-BS.
Contact: international.registrations@imt-bs.eu

Specific medicines

- > If you have any medical prescriptions, bring them with you. Make sure you have a **copy of your prescriptions in English or French**.

Documents to bring

- > Passport, original birth certificate + sworn translation in French and health insurance are the essential documents not to forget.
- > **International bank card** (Visa or Mastercard): Make sure you have a card that works in France for your payments and withdrawals.
- > **Mobile package for France:** Check whether your operator offers a low-cost **international package** to avoid high roaming charges. Prepaid SIM cards are readily available on arrival.

Voltage and sockets

- > The voltage in France is **230 V**. Sockets are type **E**, with two round pins and a hole for earthing. Don't forget an **adaptor** if necessary.

Arrival outside opening hours

- > If you arrive after **La Maisel's** opening hours, we advise you to book a hotel for the first night. Here are some options close to the campus:
 - [Ibis Styles Evry](#)
 - [Montempô Evry Centre - Appart hotel](#)
 - [Appart Hotel - Residhome Paris Evry](#)

Pre-departure checklist

1. Visa & Travel documents

Student visa application (if required)
Valid **passport**
Copy of your visa (printed and saved online)
Flight ticket booked and sent to international.registrations@imt-bs.eu

2. Important documents to bring with you

Passport + copies
Original birth certificate + sworn translation into French

3. Accommodation & Tenant file

Address of your accommodation (Maisel or off-campus)
Maisel application form (printed, required to collect your keys):

- [Guarantor form](#)
- Copy of your guarantor's passport
- Copy of home insurance certificate
- Security deposit (€600 by cheque, cash or credit card)
- If under 18: [liability waiver form](#)

Tenant file (if off-campus accommodation)
If arriving after Maisel opening hours: Booking a nearby **hotel**

4. Health & Insurance

Specific medication + prescription in French/English
Non-European students: Compulsory health insurance for the first few months in France
European students: European Health Insurance Card (EHIC) or S1 form
Civil liability & home insurance (compulsory for accommodation)

5. Useful addresses

IMT-BS: 9 Rue Charles Fourier, 91000 Évry-Courcouronnes
Maisel: 5 Rue Charles Fourier, 91000 Évry-Courcouronnes

6. Means of payment & Telephone

International credit card (Visa/Mastercard)
French mobile phone plan (to be arranged or taken out on arrival)

7. Copies of important documents and digital backup

Paper and digital copies (in the cloud and PC) of all important documents





ON YOUR ARRIVAL IN FRANCE



How to get to the campus

From Roissy-Charles de Gaulle airport

- 1. RER B train (blue line)** to Saint-Rémy-lès-Chevreuse, Orsay, Massy-Palaiseau and Robinson 
- 2. Get off at Paris Gare du Nord**
- 3. RER D train (green line)** to Corbeil-Essonnes 
- 4. Get off at Évry-Courcouronnes**
- 5. Head towards rue Charles Fourier** (about 15 minutes on foot)

Duration : ~1h30

[Prices and information](#)

From Orly airport

- 1. Take the 9112 bus to Corbeil-Essonnes** 
- 2. Get off at the Bras de Fer stop**
- 3. Head towards rue Charles Fourier** (about 10 minutes on foot)

Duration: ~ 45 minutes

[Prices and information](#)

Taxi or Uber

- > **Taxi CDG - IMT-BS:** ~€135 (day), ~€175 (night)
- > **Taxi Orly - IMT-BS:** ~€55 (day), ~€75 (night)

We recommend [Taxi 911](#).
English-speaking drivers, payment by card or cash.

- > **Uber:** ~€100-115 from CDG

Getting around Île-de-France

Several transport options are available, depending on the route and time of day. For more information, consult [Île-de-France Mobilités](#).

Practical advice:

Safety: Public transport in the Île-de-France region is generally safe, but remain vigilant, especially during rush hour and at night. Keep an eye on your personal belongings.

Tickets: Buy your tickets from the ticket machines in the stations or opt for a Navigo card for unlimited travel. You can also use the [Île-de-France Mobilités application](#) to buy tickets online.



Administrative procedures

Once you've arrived in France, there are a number of important administrative formalities to complete. We understand that this can be a bit complicated, which is why we have a support officer specially dedicated to international students.

Don't hesitate to contact our service department at the following address: international.registrations@imt-bs.eu

We're here to support you and make your installation as smooth as possible!

Visa & Residence Permit

If you have a Long Stay Visa valid as a Residence Permit (VLS-TS), you must validate it online on the ANEF website (administration-etrangers-en-france.interieur.gouv.fr) within 3 months of your arrival. This validation is essential to remain in France legally and obtain your validation certificate.

If you have a Visa-Concours, you must apply to the Préfecture for a residence permit within 2 months of arriving in France. This procedure can be complex, so we recommend that you make an appointment with the International Registrations team to help you.

To renew your residence permit, it is important to start the process 3 to 4 months before it expires via the ANEF website. If you need help, don't hesitate to make an appointment with our support officer in the International Registrations team, who will be able to guide you every step of the way.

Social Security affiliation

French social security is a public health care system that reimburses a proportion of medical expenses (consultations, medication, hospitalisation). In general, it covers around 70% of consultations with a doctor and between 65% and 100% of medicines, depending on their classification. To benefit from this cover, non-European students must register on the official website (etudiant-etranger.ameli.fr) as soon as they arrive in France. Registration is free and you will receive a Social Security number once your application has been processed. European students do not register with Ameli, but must present their European Health Insurance Card (EHIC) or an S1 form from their country of origin in order to be covered for health care.

Please note: Social Security does not reimburse 100% of costs, so it is strongly recommended that you take out a student health insurance policy (mutuelle étudiante) to supplement coverage and avoid major medical treatment bills.

ON YOUR ARRIVAL IN FRANCE

CAF and housing benefit

The CAF (Caisse d'Allocations Familiales) is a public body in France that offers financial assistance, in particular Aide Personnalisée au Logement (APL) or Allocation de Logement Sociale (ALS), to help students pay their rent. The amount of assistance depends on several criteria: the type of accommodation, the amount of rent and your financial resources. Even if you do not yet have a Social Security number, you can start your application on the CAF website (www.caf.fr) using a temporary number provided solely for this purpose. It is advisable to make this application as soon as you move in, so that you receive the assistance as soon as possible.



Administrative checklist

1. Visa & Residence Permit

VLS-TS (Visa Long Séjour Valant Titre de Séjour) :

Validate your visa online within **3 months** on [the ANEF website](#)

Visa-Concours :

Apply for your residence permit at the prefecture within **2 months** of your arrival.

2. Activate your e-Campus account (school intranet)

Activate your e-campus account: A username and a link to reset your password will be sent to you by email before the start of the academic year.

3. Administrative Registration at IMT-BS

Register with the school:

- Passport, visa / OFII certificate
- Birth certificate + translation into French
- CVEC (not for exchange students)
- Civil liability insurance certificate
- Letter of commitment and payment of tuition fees

4. Opening a French bank account

Open a bank account in France (banking partners will be on hand to help you during the introduction week)

5. Social security

Register for student social security via [AMELI](#).

- **Non-European students:** Registration for compulsory health insurance.

6. Application for Housing Benefit

Apply for housing benefit at [the CAF](#) within a month of your arrival.

7. Optional:

Mutuelle de Santé or Complémentaire Santé Solidaire (CSS) via Ameli

Take out a mutual insurance policy to top up your health cover. (Our partners will be on hand to help you)

By following this checklist, you'll be able to manage your administrative formalities easily and settle in with peace of mind. If you have any questions, the [International Registrations](#) team is here to help!

THE CAMPUS

La Maisel

Our student accommodation near the campus

La Maisel, our student residence, is nestled in the heart of a magnificent 6-hectare campus, surrounded by green spaces where you can relax after a day's study.

An ideal location

You'll be just **15 minutes' walk** from Evry-Courcouronnes RER station and the town centre. Here you'll find everything you need: supermarkets, shopping centres, cinema, swimming pool, theatre and much more!

Comfort and convenience

Each room has a comfortable bed, a desk, cupboards to store your belongings, a small fridge and a private bathroom. **High-speed Wi-Fi** is available as an option and is managed by the **MINET** student association, so you can stay connected at all times. The MINET subscription costs €50 per year, or €9 per month.

You can choose from a range of room sizes, from **15 m² to 34 m²**, with or without a kitchenette, and the monthly rent varies between **€450 and €650**.

When you make your reservation, you can choose the building, floor and room that suit you, subject to availability. You will move into your room as soon as you arrive, but bear in mind that **rooms cannot be exchanged** once they have been allocated. A great opportunity to make new friends from all over the world!

Practical services

Wash your clothes in the washing machines available on the ground floor (€4 per wash), and take advantage of the free tumble dryers. If you have booked a room rather than a studio, there are also communal kitchens on the ground floor, perfect for cooking and meeting other students!

Bedding kit not included

Please note that **the bedding kit is not included** in your room. You will therefore need to bring your own bedding (duvet, pillow, sheets). However, if you wish, you can purchase a bedding kit on arrival at La Maisel for **€40**. The kit includes :

- > 2 fitted sheets
- > 2 single sheets
- > 1 blanket (on loan) or 1 bedspread
- > 1 pillow or 1 bolster
- > 2 pillow or bolster cases

Finally, **don't lose your keys!** If they are lost, replacement costs will apply (minimum €300).

The restaurant and how it works

As soon as you enter the school's restaurant, a screen displays the day's menus. Each stand also has a board with useful information: types of dish, origin of meat, prices, etc.

The admission charge, which is added to the total price, is **€1** for students.

Payment is made using your **student card**, which you must top up in advance:

- > on **the pay station at the entrance** (payment by credit card)
- > directly **at the cash desk** (cash, cheque or card)
- > or via **the Foodi mobile app**

To avoid queues, remember to check that your card has been topped up before you get to the checkout. If not, have your means of payment ready in advance.

Four themed stands are open daily

- > **The Trattoria** restaurant offers a variety of pasta, pizza and fish dishes.
- > **At the "Bistrot"**, you can rediscover traditional French dishes.
- > **At the Steakhouse**, the very popular steak is available every day, as well as two new grilled meat dishes every week.
- > **"L'Express"** has its own till and offers a complete selection of ready-to-eat dishes.

A wide selection of starters, desserts, drinks and a salad and dessert bar are also available.

- > **Price of a meal:** around €6
- > **Opening times** (excluding school holidays) :
11.30am to 2pm Monday to Friday
7pm to 9pm Monday to Thursday

The Nova cafeteria

Need a quick breakfast? The **Nova cafeteria** near the entrance courtyard offers a wide choice of hot drinks, pastries and fruit juices to get your day off to a good start.

For lunch or a gourmet break, they also offer home-made sandwiches, paninis, ready-made meals and desserts, to eat in or take away.

- > **Full breakfast:** €2.81
- > **Opening hours** (excluding school holidays) 8am to 4pm

THE CAMPUS

Campus information resources

IMT-BS is a networked place: fibre optic, microwave and laser networks operate on campus. The main places where students gather have also been equipped with a wireless local area network (WLAN): the Forum, the lecture theatres, the multimedia library, the administrative buildings and part of the cafeteria. 10 classrooms equipped with 13 computers are open 24/7 (except during school holidays when access is restricted) on the ground floor of building B.

The **MINET** association manages the **Maisel** computer network.

How can I access the internet at La Maisel avec Minet?

You will find all the information you need in the welcome booklet distributed by Maisel when you check in.

What can I do if I still don't have Internet access?

If you have any problems, you can also open a ticket [here](#).

Student Life

Studying at IMT-BS also means taking advantage of a dynamic, friendly environment that encourages personal development. The campus offers a wide range of facilities to help you combine your studies with extra-curricular activities.

When it comes to sport, students have access to a number of facilities: 3 tennis courts, a basketball court, a beach volleyball court and a gymnasium with a sports hall. A wide range of sports are on offer: football, rugby, handball, badminton, volleyball, judo, boxing, tennis, etc.

The campus has a particularly rich community life, with around sixty clubs and associations. Shared with the sister school Télécom SudParis, these clubs cover a wide range of areas: sport, culture, entertainment, civic engagement, science, entrepreneurship, etc.

BDE

The Student Office (**BDE**) plays a central role in student life. It represents students to the administration, coordinates clubs and organises various events throughout the year.

Welcom' association

Integrating international students is also a priority. The **Welcom'** association offers them a wide range of activities, including dinners, parties, outings in Paris and even weekends in other French cities, so that they can discover the country while making new friends.

If you don't want to miss out on any of the latest campus news, you can join the "TMSP campus" Facebook group, or simply drop by the **Foyer**, an essential meeting place for discussions with members of the [various associations](#).

Every November, the **Global Village** event, organised by the Partenariats d'Excellence association, showcases the cultural diversity of the campus. **More than 30 nationalities** are represented at the event, with stalls, culinary specialities, dances, games and shows.

THE CAMPUS



The media library

The campus multimedia library is much more than just a library: it's a modern space where you can borrow books, access a wide range of digital resources and work in good conditions.

You will find books on science, management, law, social sciences, general culture and foreign languages. You will also have access to academic publications, the international press, digital books and specialised databases, all of which can be accessed online via the intranet or extranet (with login and password if you are off-campus).

The librarians are there to help you: whether you want to find a document, discover a research tool or simply find your way around.

Borrowing is easy

- > **Educational books, novels and language books:** unlimited quantities for 1 month (or 12 weeks for languages)
- > **2 magazines:** for 8 days
- > **1 tablet or e-reader:** for 1 month
- > **2 board games:** for 8 days

Loans may be extended once, provided that another student has not reserved the document. If you are late, you will be temporarily blocked from the service: the duration of the suspension will be equal to the number of days you are late.

- > **Opening hours:** Monday to Friday, 9am to 8.30pm
- > **During school holidays:** 09:00 to 12:30 and 14:00 to 17:30
- > **Website:** mediatheque.imtbs-tsp.eu
- > **Email:** mediatheque@imtbs-tsp.eu

Please remember to return the books before you leave!



Medical services

A medical and psychological service is available on campus. The infirmary is located just behind the Nova cafeteria.

The nurse can take care of minor injuries, advise you on health issues, or refer you to a doctor or other professional if necessary. In an emergency, students are referred to hospital.

Opening hours: Monday to Friday, 9am to 5.15pm.

Infirmery behind NOVA

01 60 76 43 73

infirmerie@imtbs-tsp.eu

referentcovid@imtbs-tsp.eu

If you have a health problem during your stay, please do not hesitate to contact :

International Student Welcome Office

01 60 76 41 22

international.registrations@imt-bs.eu

The International Department

in charge of your mobility and the relationship with your home school (the DRDI)

01 60 76 42 63

international@imt-bs.eu

In an emergency, you can also call **SOS Médecins** on 36 24 or visit [their website](#).

THE CAMPUS



Shopping centres

Just a 5-minute walk from the campus, you'll find everything you need for everyday shopping:

- > A [mini-market](#) for food and basic products
- > A [pharmacy](#)
- > A [baker](#), a [butcher](#), a [pizzeria](#).
- > A [tobacconist](#) (newspapers, magazines, etc.)
- > A [hairdresser](#), with special rates for students

For even more choice, the [Évry 2 \(Le Spot\)](#) shopping centre is a 15-minute walk away. It has over **200 shops**, restaurants, a cinema and a large **Carrefour** store for all your food and everyday shopping needs.

Open-air market: If you want to buy products fresh produce, there's a market opposite the shopping centre Évry 2. It takes place on Wednesdays and Saturdays from 8am to 2pm.



LIVING IN FRANCE

Friends and acquaintances

The French greet family and friends with a peck on each cheek, although men only shake hands with friends. When meeting someone new in a more formal setting, shaking hands is an acceptable gesture. If in doubt, ask your friend before you introduce yourself to find out what to do. If you have been invited to someone's home for lunch, dinner, a party or a drink, it is customary to bring a small gift, such as flowers or a bottle of wine, if you are not bringing anything for the meal.

Lunch or dinner usually begins with an **aperitif** including drinks and hors d'oeuvres, followed by a starter, a main course with vegetables, cheese and then dessert. The meal ends with coffee or tea. Of course, wine goes with everything except dessert and coffee. If you are vegetarian or don't eat certain foods, it's a good idea to tell your host or hostess at the time of the invitation to avoid any embarrassment.

Food and meals outside

The French love the rituals and traditions surrounding food. They are proud of their art of the table and their art of living, and French gastronomy is renowned the world over. You'll find that the food varies greatly from region to region, each offering a number of delicious typical dishes, cheeses and drinks.

In general, **breakfast consists** of bread and butter with jam or honey and coffee or tea, although cereals are also relatively common. At weekends or for special occasions, croissants or other pastries may be served.

Lunch is generally taken between midday and 1.30pm and, although fast food and sandwiches are becoming more common due to time constraints, a full meal is still the norm.

Dinner is served around 7.30 - 8.00 pm and may be a full meal or lighter than lunch. Restaurants rarely open before 7pm, except in very touristy areas.

In restaurants, it is generally cheaper to order "**the menu**", which includes a choice of starters, main courses and cheeses or desserts (sometimes including a drink), rather than putting together your own selection.

If you don't want to pay for bottled water, you can ask for a **jug of water "carafe d'eau"**, which restaurants are required by law to provide free of charge on request.

If you don't finish your meal, it is becoming increasingly common to ask for the end of your plate to be taken home,

in order to avoid food waste. Make sure you ask when the waiter clears the plate.

Tipping is often included in the price of the meal and you don't need to give more if you're not extremely satisfied with the service. If there is any change to be given, most French people leave it with the waiter.

When you eat out as part of a group, the bill is usually divided according to the number of people and not according to what each person ate. Most restaurants accept Visa or Mastercard (called Carte Bleue or CB in France), although they often have a minimum charge of 15 euros.

Shopping

There are lots of souvenirs and things to buy in France, but depending on where you shop, it's not always cheap. Department stores and shops in shopping centres are open all day. Shops in villages or the whole town centre may be closed for lunch.

Large supermarkets open at 9am and close around 8pm. Most shops are closed on Sundays, with a few exceptions. Some shops that are open on Saturdays may be closed on Mondays.

How to save money

In France, showing your student card offers many advantages and discounts, particularly on cultural and leisure activities and transport. Make sure you always ask whether there is a special rate for students.

Students on a degree programme have access to discounts thanks to their ISIC card. For more information, [click here](#).

For European students under the age of 26, France's national museums are free all year round. Libraries are also free for all students.

Our partner Science Accueil offers IMT-BS students free tours of Paris in English and French. [Contact them](#) directly for more information.

To eat more cheaply, you can go to one of the [450 university restaurants](#). Some are open evenings and weekends.

Note that **tap water is drinkable** throughout France.

Transport

If you plan to drive in France, you will need an **international driving licence**. The roads are in good condition, but in town (especially in Paris), expect traffic jams and parking difficulties. It's a good idea to familiarise yourself with the **French Highway Code** (available in bookshops), which explains the essential rules: right of way, speed limits, roundabouts, etc. And don't forget: zero tolerance for drink-driving!

For train journeys, the **SNCF** and **RATP** networks (in Île-de-France) are reliable. As a student, you can benefit from **reduced fares**. Avoid travelling alone late at night: opt for group journeys in busy carriages.

Fancy visiting Europe? There are plenty of low-cost offers for young people. The more flexible you are, the more likely you are to find good deals (early or last-minute bookings). And if you want to sleep at a low price, consider youth hostels, which are often well located - a special card may be required.

Transport company websites :

- > Train tickets for the whole of France: www.sncf-connect.com
- > Information on train traffic in the Ile-de-France region and RER timetables: www.transilien.com
- > To obtain maps of the RER, Paris metro and Orlyval: www.ratp.fr

The "Imagin'R Card" and the "Navigo Pass":

With the **Imagin'R card**, you can travel as much as you like for a whole year (bus, metro, tram and RER) in the Île-de-France region. The number of journeys is unlimited. The Imagin'R card is intended for students under the age of 26. For further details, [click here](#).

Older students can use a **weekly** or **monthly Navigo pass**. This pass allows you to travel as many times as you like in the areas of the Ile-de-France network you have chosen, for a week or a whole month (bus, metro, tram, RER). The weekly Navigo Pass is valid from Monday to Sunday. You can load it at ticket offices or machines located in metro and RER stations. For more details, [click here](#).

These cards are strictly personal and may not be used by any other person.

To choose your ticket or season ticket, ask the SNCF staff at Evry-Courcouronnes station.

Mobile phone

Using a telephone package from your country in France can be very expensive. Check with your operator how much you will be charged.

The cheapest solution is probably to buy a SIM card when you arrive in France.

The Welcom' student association can help you choose the best package in the shop.

Telephone cards

You don't need to bring a phone card to call home, as the cards sold here offer a better rate. There is a phone card shop just 5 minutes' walk from the campus.

How do I receive and make a call?

The international code for making a call from abroad to **France** is **+33**; the local code for **Evry** is **01**.

- > If you are calling from France or from a French mobile phone, dial: **01 60 76 00 00** or **06 00 00 00 00**.
- > If you are calling France from abroad or from an international mobile phone, dial: **+33 1 60 76 00 00**.
- > If you are calling from room to room (à la Maisel): just dial the extension number (for example: **55 55**).

Emergency numbers

It is not compulsory for the courses, but recommended for your own comfort.

Having different emergency numbers means you can get a quick response, but if in doubt, dial **112**.

18 Emergencies: this number is used to contact the fire brigade, but they also deal with medical emergencies. They should be contacted in the event of a dangerous situation such as a fire, gas leak or road accident.

15 Samu (for other medical emergencies)

17 Police / Gendarmes

Bank account

For students who do not have a European bank account, it is advisable to open a French bank account for the duration of your stay (reimbursement of Maisel deposit, CAF, etc.).

To open a bank account, you will need the following documents:

- > Valid ID or passport with photo
- > The Maisel lease or proof of address

In Évry, you will find major banks such as BNP Paribas, Société Générale, LCL, etc. The Bureau d'Accueil des Etudiants Internationaux will help you open an account.

Several banks will be represented at the Forum on campus throughout September.

Laptop computer

It is not compulsory for the courses, but recommended for your own comfort.

Each Maisel room has internet access, as an optional extra. If you bring your laptop, don't forget your IP address so that you can connect on campus.

Students from the Minet association will provide you with technical assistance. If you don't want to bring your own laptop, there are several computer rooms on campus with free access 24 hours a day, 7 days a week.

Climate

Usually, winter is cold (around zero degrees Celsius) and can be rainy, and summer can be hot. However, with climate change, it can be cold and windy in May, or hot in October or March. So bring all sorts of clothes with you. The rainiest season is autumn, so take appropriate accessories such as an umbrella and a mackintosh.

Travel guide

We recommend that you pick up a small tourist guide such as the Lonely Planet to help you decide what you want to see during your stay in France. Here is a small selection of websites to give you some ideas:

- > [Tourism in Essonne](#)
- > [Paris](#)
- > [Paris for the Parisienne](#)
- > [Disneyland Paris](#)
- > [Parc Astérix](#)
- > [Futuroscope](#)
- > [Palace of Versailles](#)
- > [France Miniature](#)
- > [Mont St. Michel](#)
- > [Château de la Loire](#)
- > [Center Parcs](#)
- > [Reims](#)
- > [Gardens of Giverny](#)
- > [Château de Fontainebleau](#)
- > [ISIC vouchers](#) (except for exchange students)

BEFORE YOUR RETURN

Essential steps

Before leaving France, make sure you have completed the following administrative formalities:

Accommodation

Inform your residence (Maisel or private landlord) of your departure, giving the notice period specified in your contract (1 month for Maisel).

Carry out the departure inventory and return your keys.

Request the return of your security deposit (this can take up to 2 months).

Bank account

Check that all your payments (rent, subscriptions, bills) have been settled.

If you are leaving France permanently, ask your advisor to close your bank account and sign the mandate to transfer the remaining balance and the authorisation for the residual transfer.

CAF (Housing benefit)

Declare your departure to the CAF to stop your housing benefit and avoid any subsequent request for reimbursement.

School equipment & library

Return all books borrowed from the library.

Return any equipment loaned by the school (computer, student badge, photocopy card, etc.).

Subscriptions

Cancel your subscriptions (telephone, internet, transport, gym, etc.).

Anticipate cancellation deadlines and respect any notice periods.

Transcript of marks & diploma

Check that you have access to your transcript of marks on e-campus or ask your Registrar.

If you are a graduate, find out how to collect your diploma.

Good to know: Keep a digital and paper copy of all your administrative and banking documents to make it easier for you to deal with all the formalities after your departure.



THE IMT-BS TEAM

AT YOUR SERVICE



International Student Office

international.registrations@imt-bs.eu

Assistance with the administrative formalities associated with your entry into France (excluding academic formalities):



International Relations and Development Department

incoming-exchange@imt-bs.eu

Support in dealing with your home institution – exchange and double-degree students (Learning Agreement).



Welcom' student association

Meet them on campus at the Foyer associatif

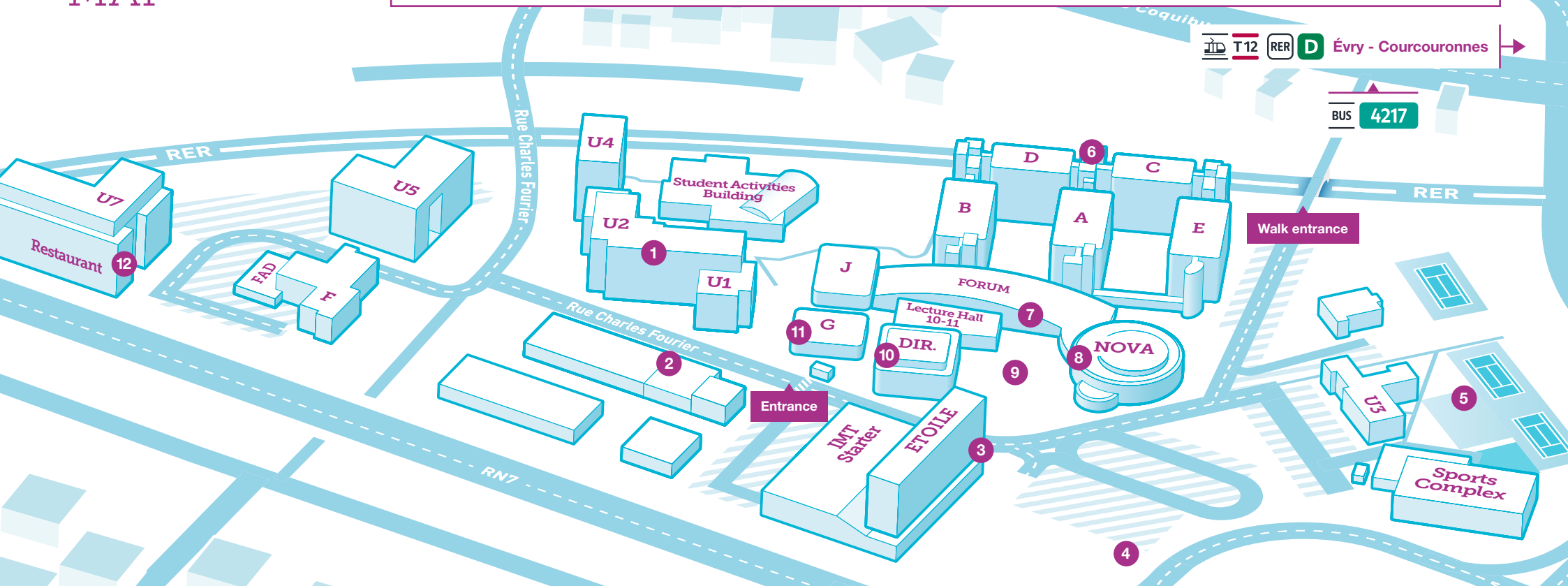
welcom@imtbs-tsp.eu

Integrating international students into campus life.v



CAMPUS MAP

The campus, located at 9 rue Charles Fourier (91000 Évry-Courcouronnes), is open **Monday to Friday** from **6.30am to 9pm**. You can park easily in the various outdoor car parks.



- | | |
|--------------------------|---------------------------|
| 1 LA MAISEL | 7 FORUM AND LECTURE HALLS |
| 2 PRINT SHOP | 8 NOVA AREA |
| 3 ETOILE CENTER | 9 CENTRAL COURTYARD |
| 4 GARDEN | 10 ADMINISTRATION |
| 5 SPORTS COMPLEX | 11 BUILDING G |
| 6 CLASSROOMS AND FACULTY | 12 RESTAURANT |

 Parkings

HELPFUL NUMBERS

Welcome desk

+33 1 60 76 40 40
From 7.30AM to 6.30PM
Monday to Friday

Infirmary

+33 6 71 92 52 56

Guards

+33 6 71 92 50 99
24/7

IT Helpdesk

+33 1 60 76 66 99

Security

+33 6 08 70 75 33
On-call duty 24/7