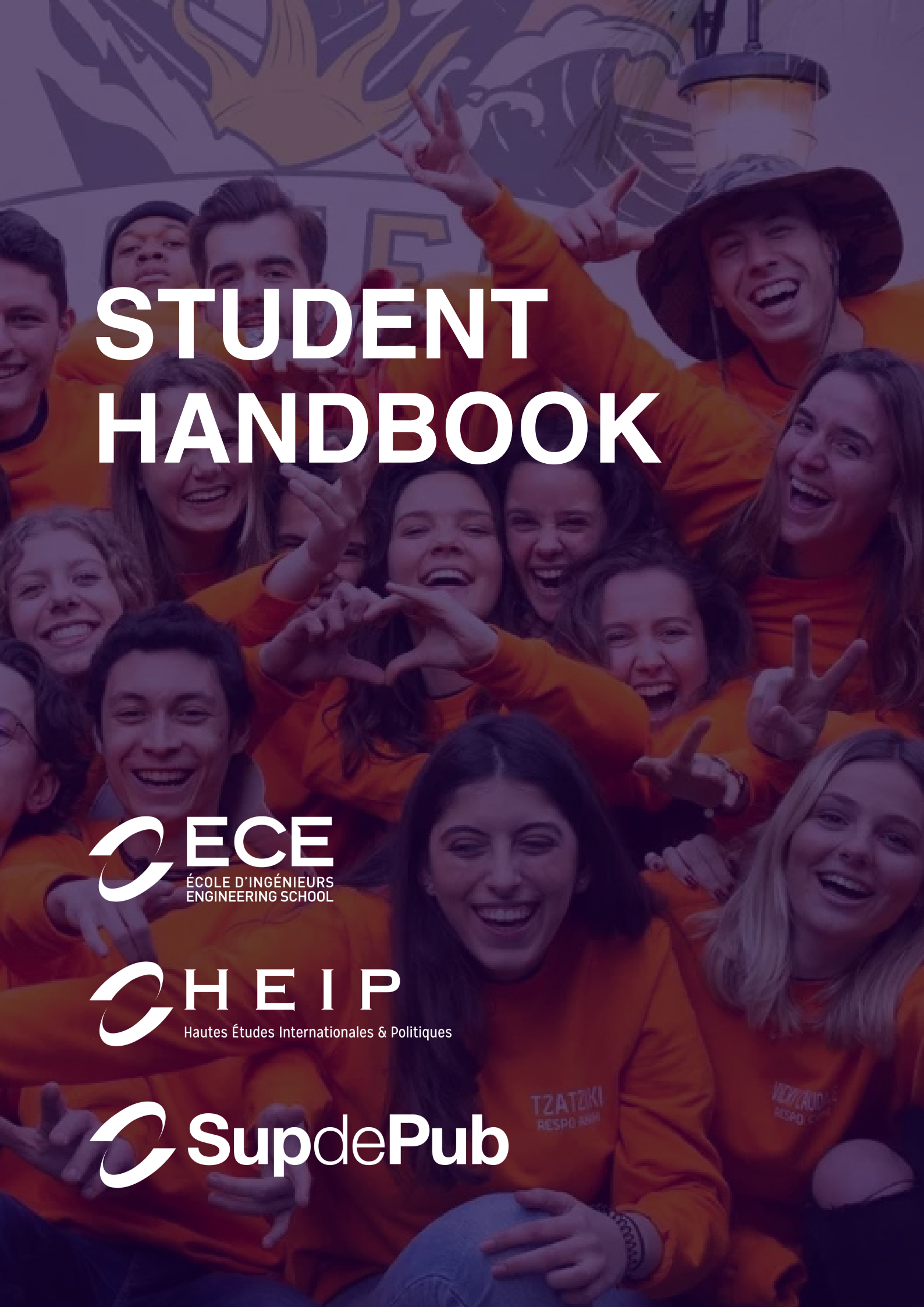




STUDENT HANDBOOK

 **ECE**
ÉCOLE D'INGÉNIEURS
ENGINEERING SCHOOL

 **HEIP**
Hautes Études Internationales & Politiques

 **SupdePub**

WELCOME NOTE

Welcome to Paris!

Dear Exchange Students,

We're so excited to welcome you to ECE, Sup de Pub, and HEIP!

You've just stepped into an incredible adventure in one of the world's most inspiring cities. Whether you're diving into engineering at ECE, exploring creativity and communication at Sup de Pub, or delving into political science and international relations at HEIP, we're thrilled to have you join our community.

This journey will challenge and inspire you in ways you probably can't imagine for now, and it's a chance to grow, connect, and create memories that will last a lifetime.

We're here to support you every step of the way, and we hope Paris quickly becomes your second home.

Welcome aboard — we can't wait to see all the amazing things you'll do!

Warmly,

François Mahé
Incoming Coordinator
ECE, HEIP, Sup de Pub

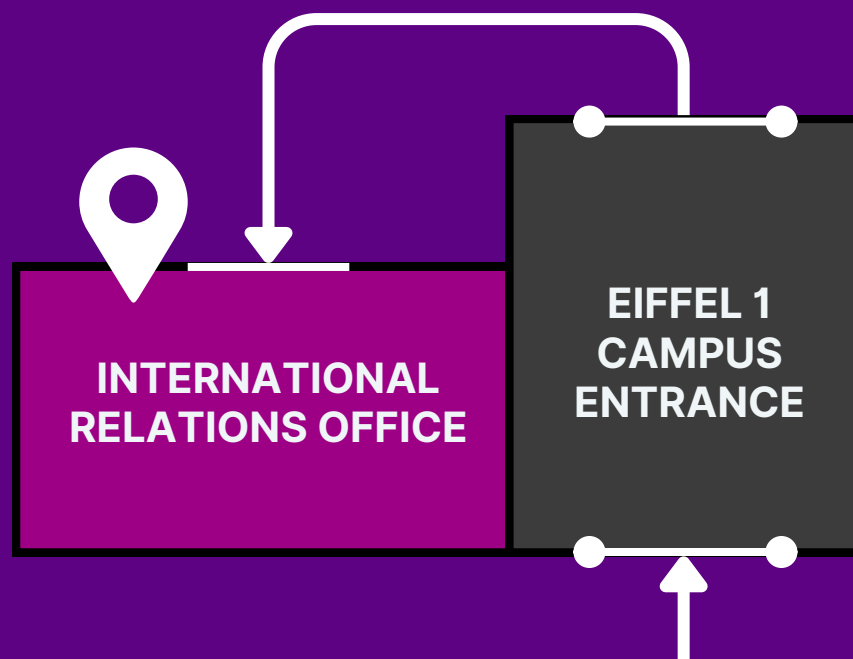


1. INTERNATIONAL RELATIONS OFFICE – YOUR FIRST POINT OF CONTACT

The Office of International Relations serves as the main point of contact for Exchange Students. All International Relations Teams across the campus are based in the same office, ensuring that you receive prompt assistance with any inquiries related to Paris or your program.

Our office hours are typically from 9 AM to 6 PM. However, as we often have meetings, we encourage you to **email us in advance before visiting.** You are also welcome to **stop by during designated times, when our team has reserved specific slots to answer your questions and provide support.**

OFFICE LOCATION: 10 RUE SEXTIUS MICHEL, 75015



THE INTERNATIONAL RELATIONS TEAM

François MAHÉ
Incoming Coordinator
ECE, HEIP, Sup de Pub



Ana BARBARIC
Head of International Relations
ECE

Lou COURJAN-KOMPF
Head of International Relations
HEIP, Sup de Pub



Claire CHABAUD
Welcome Desk Officer

2.ABOUT OUR SCHOOLS



Founded in Paris in **1919**, by naval officer Eugène Poirot - ECE or École Centrale d'Électronique is a prestigious private Graduate School of Engineering **at the forefront of digital and technological education**. Its programs combine scientific excellence with communication, languages, and management, aligning with industry needs.

With **43,000 students** across its 5-year Engineering Programs and Master of Science offerings, ECE is a **hub of innovation and global ambition, affiliated with leading educational organizations**.



Founded in **1986** by leading communication experts Bernard Brochand, Jacques Lendrevie, and Jacques Séguéla, Sup de Pub has been **at the heart of the advertising, communication, creative design, marketing, and digital industries for nearly four decades**.

With industry-experienced professors, cutting-edge programs, and strong ties to the professional world, Sup de Pub ensures students stay **ahead of trends and develop the skills employers seek**. Events like **masterclasses, competitions, and fashion shows, along with a powerful alumni network, provide invaluable career opportunities**. As a proud member of EDCOM, a network of 14+ countries, Sup de Pub promotes best practices and cultural diversity in communication education.

Founded in **1899** by Jeanne Weill, known by her pen name Dick May, HEIP – Hautes Études Internationales & Politiques has been **a pioneer in political science and international relations, preparing students to navigate global complexities.**

With a strong foundation in innovation, academic excellence, and international perspectives, HEIP equips students with **the tools to analyze, understand, and influence a constantly evolving world.** Its programs, taught by industry experts, combine **theoretical depth with real-world applications**, ensuring graduates are ready for impactful careers.

Rooted in its core mission to **educate enlightened citizens**, adapt to global challenges, and train accomplished professionals, HEIP remains a key player in shaping future leaders in politics, diplomacy, and international affairs.

All of our schools are part of the **OMNES Education group**, a leading private higher education institution in France. This prestigious group includes 15 schools across 19 campuses, with 7 located in France.

As an exchange student, you'll benefit from a **tailored support system to help you adjust to life in Paris.** From the moment your home university nominates you, our experienced team will assist you to ensure a positive and fulfilling experience.

We offer various services to ease your transition, including **help with visas and accommodation.** Our **partnerships** with housing, banking, and insurance services provide **exclusive discounts** and options tailored to your needs. Additionally, we organize **social events** to foster connections and help you immerse yourself in vibrant campus life, allowing you to build friendships and expand your network.

• 3.CAMPUS LIFE AND GENERAL INFORMATION

• Attendance

Attendance is mandatory for all classes. All students in the program must be present in class at all times and at all assessments. Attendance is checked and may have an impact on the overall grades of the students. Attendance is checked at the beginning of each course using the “**So We Sign**” platform.

• Absences

Students are allocated absence credits (15 in the Bachelor's and Licence cycle, 20 in the Master's cycle), valid for each semester (unused credits cannot be carried over to the following semester) to allow them to be absent without any justification to the school administration.

These credits are used for events such as:

- Illness
- Interview related to internship search
- Administrative summons (e.g., driving test, driver's license exam)
- Public transportation strike etc.

Submitting a justification for these situations does not result in the restoration of absence credits.

One absence credit allows the learner to be absent from one class (including tutorials and practicals), regardless of its duration.

The following reasons do not impact the absence credit quota:

- Hospitalization or long-term illness (justified by a hospital admission note or medical certificate)
- Exceptional family event (justified by an official document)
- Military summons such as "defense and citizenship day" (justified by an official document)
- Summons to the prefecture for mandatory administrative procedures for international learners (justified by an official document)

Other reasons, subject to the discretion of the pedagogical department: for example, learners benefiting from educational adjustments obtained from the COMASCO (School Adjustment Commission).

All absence reasons must be formally justified by submitting documentation to the administrative services of the respective school. Official justifications should be provided no later than the day the learner returns to school. If possible, it is recommended to inform the pedagogical supervisor about any force majeure absence as soon as possible, ideally before returning.

Please note: Schools reserve the right to deny justifications for absences related to moving. It is advisable to arrange any moving plans before the start of the program.

- **Lateness**

Any latecomer, once the course has started for ten minutes, will be refused entry to the course (including projects and practical work) and will be considered absent from this session, whether it is held remotely or in person. The sanction for the late arrival of the Learner before the ten minutes mark is at the discretion of the teacher.

- **Assignments**

There will be some assignments and projects given during the program. All students must complete the given assignments and projects to receive a final grade for the program. The detail assessment of the courses will be explained by the instructors at the beginning of each course.

- **Final Examination**

Each course will include a final examination either in the form of written examination or in the form of an oral presentation. Students must successfully complete the final examination in order to complete the course.

- **Plagiarism and Cheating**

Fraud, attempted fraud, plagiarism or any form of cheating is taken as great offense according to each school policy. These cases will be treated case by case and will be considered by a Disciplinary Committee. Suspensions from the course may be taken according to the regulations.

• 4.VISA, IMMIGRATION, AND STAY IN FRANCE

For European Students:

If you are from a European Union country, and your country is part of the Schengen area, you do not need to apply for a visa to study in France, your passport will be enough.

Please note that if you have a special status and hold a residence permit from your country of residence, we advise you to contact the French consulate or embassy closest to your town to find out whether a visa is required and what steps need to be taken. However, if you wish to stay for more than 90 days in another country from the Schengen area, a visa will be required in most cases.

Check your status on France Visa - Link below.

You will find all information you need to prepare your stay in France.

For Non-European Students:

It is your responsibility to obtain your visa in due time and gather the necessary documents to apply. However, we have a number of resources to help you in this process! feel free to read them carefully.



APPLICATIONS AND PROCEDURES - VISA AND RESIDENCE PERMITS
OMNES WELCOME GUIDE
[HTTPS://WWW.OMNES-INTERNATIONAL.COM/EN/WELCOME-TO-FRANCE/PRACTICAL-GUIDE/APPLICATIONS-AND-PROCEDURES-VISAS-AND-RESIDENCE-PERMITS/](https://www.omnes-international.com/en/welcome-to-france/practical-guide/applications-and-procedures-visas-and-residence-permits/)



FRANCE VISA
OFFICIAL FRENCH VISA WEBSITE
[HTTPS://FRANCE-VISAS.GOUV.FR/EN/](https://france-visas.gouv.fr/en/)



• 5.HEALTHCARE IN FRANCE

For European Students:

All European Union citizens must be covered by their country health insurance and must have their **European Health Insurance Card (EHIC)**.

For Non-European Students:

Since September 2018, non-European student in academic mobility in France can benefit from the French Health and Social security service (Assurance Maladie or CPAM) for free. You must register online on this [website](https://etudiant-etranger.ameli.fr/#/).



SOCIAL SECURITY REGISTRATION
[HTTPS://ETUDIANT-ETRANGER.AMELI.FR/#/](https://etudiant-etranger.ameli.fr/#/)

Before registering, you must have these required documents:

- A proof of registration for the current academic year (Acceptance letter of our school)
- A proof of identity (Passport)
- A student visa (if applicable)

Additional documents will be required to complete your Social Security registration and obtain your final entitlement certificate:

- A birth certificate showing your parents' information authenticated by a legible stamp.
- A residency permit ("titre de séjour") (if applicable)
- A bank information ("RIB") from your French bank account in order to be quickly refund from the money you will spend in medical expenses (physicians, drugs, etc.)

However, this health coverage does not protect you from the following expenses:

- Third party liability abroad
- Medical repatriation
- Repatriation of the body

Before getting to France, **you must purchase an international insurance covering these expenses, it is mandatory and provide proof of such insurance to our school.**



TIP - NEED HELP FINDING COVERAGE?

HEYME covers your healthcare and your everyday life during your stay in France

Get a 15% discount with code OMNES-15.

[Click here or Scan QR Code to learn more](#)



Doctors and Pharmacies around Campus

1. Choose a Referent Doctor (Optional, but recommended)

Bring your French Social Security certificate to your appointment. If it's your first visit to that doctor, ask them to become your "médecin traitant" (primary doctor). To do this, fill out the "Déclaration de choix du médecin traitant" — available from the doctor or [online](https://www.ameli.fr/fileadmin/user_upload/formulaires/S3704.PDF).



DÉCLARATION DE CHOIX DU MÉDECIN TRAITANT

[HTTPS://WWW.AMELI.FR/FILEADMIN/USER_UPLOAD/FORMULAIRES/S3704.PDF](https://www.ameli.fr/fileadmin/user_upload/formulaires/S3704.PDF)

-  Important:
 - This form must be completed during your first appointment.
 - If not, you'll only be reimbursed 30% instead of 70% by French Social Security.
 - If you have international insurance, check with them for additional reimbursement.

2. Ask for a "Feuille de soin"

This is a brown reimbursement form the doctor gives you. Send it to CPAM (French Health Insurance Office) to get reimbursed.

Doctors Near the School

General Practitioners (GPs)

Dr BARRO-LECOMTE Françoise

28 Rue Viala – 75015 Paris

☎ +33 1 45 77 38 29

Dr MAGNIER Bertrand

12 Rue Paul Hervieu – 75015

Paris

☎ +33 1 45 75 81 48

Medical Center: Études et Santé

12 Rue Viala – 75015 Paris

☎ +33 1 53 95 30 01

Dentists

Dr TROUPEL Jean Marie

13 Rue Nélaton – 75015 Paris

☎ +33 1 45 77 25 85

Dr KARAA Raymond

47 Bd de Grenelle – 75015 Paris

☎ +33 1 45 79 12 29

Dr ESTRADE Dominique

39 Quai de Grenelle – 75015

Paris

☎ +33 1 45 77 33 59

Ophthalmologists

Dr STAGEL Michèle

4 Rue Robert de Flers – 75015

Paris

☎ +33 1 45 79 00 79

Dr LOY Françoise

22 Rue Rouelle – 75015 Paris

☎ +33 1 45 78 61 67

Dr NGUYEN KIM Pauline

48 Rue Lacordaire – 75015 Paris

☎ +33 1 40 60 00 60

Pharmacies Nearby

Pharmacie Grenelle Tour Eiffel

63 Bd de Grenelle – 75015 Paris

☎ +33 1 45 79 18 51

Pharmacie du Théâtre

42 Rue du Théâtre – 75015 Paris

☎ +33 1 45 77 15 65

Aprium Pharmacie Océane

19 Rue de Lourmel – 75015 Paris

☎ +33 1 45 78 86 18

How to book an appointment with Doctolib

Since the Covid-19 period, the most common way to book any type of doctor's appointment in France is through an app called **Doctolib**. Here is a quick step-by-step to register and book your first appointment on the platform:

Register on the platform (make sure to enter your country indicator in the phone number field), if you are not able to receive a confirmation text, **choose the validation call option** which works best with foreign numbers (you will receive an automatic phone call with numbers in French - you may need help from us or a French friend to decipher this confirmation code).

Once you are logged-in, go to the homepage, and specify the **type of doctor** and the **preferred location** (entering Paris is advised to see all availabilities if you need to see a doctor quickly). You will see a list of all available doctors with their next available appointments. You are able to **filter** by **payment** (card if you prefer) and **spoken language** (English if you prefer).

Choose a doctor by clicking on their name, choose the time slot, confirm your choice, then you may be asked the following:

- If you ever had an appointment with that doctor - answer **no**
- The **reason** for the visit (from the list) to confirm your personal details. You will probably need to select **"Première consultation"** (first appointment) or **"Consultation de médecine générale"**.
- If you want an **online** (en vidéo) or **in-person** appointment (au cabinet)

Tip: Make sure to **check the Google reviews** of the doctor you are booking to see if they are trusted or not. **Avoid booking** if the reviews are consistently bad. Be patient and trust the process!

Choose either **your profile** if already filled-out previously or **"Pour moi"** (for me) to specify who is attending the appointment. **Confirm appointment**, you will then receive a confirmation email or/and text. Make sure to attend on time **or cancel if not**.

Note: Remember to **keep all receipts given by the doctor** if you want to submit a reimbursement request to your insurance. Ask for a "feuille de soins" if you're not yet in the French healthcare system

TIP - WHEN TO BOOK YOUR APPOINTMENT

If you're feeling unwell, try booking an appointment first thing in the morning — many doctors open new same-day slots early in the day. You might be able to see someone within just a few hours!

[Click here or Scan QR Code to learn more](#)

Doctolib



• 6.ACCOMMODATION IN PARIS



Finding accommodation in Paris is quite challenging and expensive. In order to help you choose the most suitable option, here are some important information and tips. Please note that the list of housing options is not following any order of preference, also note that you are completely free to choose other options. **OMNES Education shall not be liable in the event of a dispute.**

1. Housing Options for International Students

In this guide, we listed some trustworthy options. This is only to help you. The OMNES Education group does not take any commission by promoting them. You will find basic information (website, price, contact etc.). You will also find the steps you need to follow once you have made up your mind on which option suits you best.

Please note that all placements are on a “First come first served” basis, thus within the limit of the number of places available! We recommend students **to wait until their admission is officially confirmed before confirming any reservation payment. Payments are to be made directly to the residence or agency.**

Feel free to contact us for any other information.

Tip: Everyone's in the same position! Patience and time are the keys to success.

• Where should I live?

Paris is a large and dynamic city with a wide variety of neighborhoods and attractions to explore. It is important to keep in mind that **distances between locations can be significant**, and travel within the city often requires time and planning (a typical commute from home to work is usually 30 minutes). However, Paris benefits from an extensive and efficient public transportation network, making it relatively **easy to navigate the city by metro, bus, or tram.**

Here are some districts, that are close to the campus:

- **Paris:** 14th, 15th, 16th, 7th, 8th arrondissement
- **Outside of Paris (Surbubs):** Boulogne-Billancourt, Issy-les-Moulineaux, Vanves, Montrouge, Malakoff

- **Host families**

Homestay is certainly the best housing option for international students who wish to learn about French culture, a day to day living, practicing your French in a non- structured environment, in addition to your French language lessons.

Budget: 700€ to 1050€ per month including breakfast and lunch/dinner

www.francestay.com

www.homestay.com

- **Shared apartments (colocation)**

These are some websites where you will find ads of shared apartments. We also recommend students to look for Facebook student groups where a lot of ads are gathered and where it is generally easier to get in touch with the landlords/owners of the apartment.

www.lacartedescolocs.com

- **Renting a studio/one-room apartment**

You can ask for a real estate agency to help you find an accommodation in Paris, but you will need to pay the service, generally 50% of the rent value. You can also look for an accommodation through different websites and app:

www.seloger.com

www.pap.fr

www.housinganywhere.com

www.bienici.com

- **Residences**

Rooms in residences are between 700€ to 1000€ per month: rent + expenses (such as water, heat & electricity)

Cité Internationale Universitaire de Paris (also called CIUP, Cité U) is a private park and foundation located in Paris (14th arrondissement). Since 1925, it has provided general and public services, including the maintenance of several dozen residences housing around 6,000 students and visiting academics in the Île-de-France region. It has been officially recognized as a foundation of public interest since then. The Cité Internationale Universitaire de Paris promotes, in a spirit of tolerance, exchanges between students from around the world.

You may apply via this link: <https://bienvenue.ciup.fr/questionnaire/?lang=en>

Here are some students houses: <http://www.ciup.fr/en/home/discovering/>

[Fondation Danoise](#)

[Fondation Deutsch de la Meurthe](#) [Collège d'Espagne](#)

[Maison de l'Italie](#)

[Collège Néerlandais](#)

[Maison des étudiants suédois](#) [Maison de Norvège](#)

[Maison du Mexique](#)



Résidence Jacques Restignat

36 avenue du Président Wilson 94230 Cachan Cedex

40 mn from campus

Single studio with en-suite bathroom, communal kitchen



<https://www.residence-etudiante-restignat.fr/en>

Studea

1. Bleuzen, 27 rue Bleuzen, 92170 Vanves

2. Monnet, 32/42 rue Marcheron, 92170 Vanves

30 & 38 mn from campus

Single studio with en-suite bathroom and private kitchen



<https://www.nexity-studea.com/en/>

Studelites

1. 119-121 bd Brune, 75014 Paris

2. 10 rue Fulton, 75013 Paris

30mn from campus

Single studio with en-suite bathroom and private kitchen



<https://www.studelites.com/en>

Résidence étudiante Le Vivaldi

49 Av. de Paris, 94800 Villejuif, France

35mn from campus

Single studio with en-suite bathroom and private kitchen



<https://mgellogement.fr/logement-etudiant/villejuif-vivaldi/>

• Temporary Accommodation

www.airbnb.com

www.hostelworld.com

www.hostelz.com

TIP - NEED HELP FINDING HOUSING?

Check our **dedicated webpage** made by our international team online to see our housing partners, read dos and don't, **how to avoid housing scams** and more.

[Click here or Scan QR Code to learn more](#)



2. Everything You Need to Know About Signing a Lease

To rent an accommodation in France, you need a **guarantor** ("garant"): usually it is someone paying taxes in France or your parents giving proof of their salary to secure payment of your rent. If you have no guarantor to secure an accommodation, you can ask for VISALE (www.visale.fr)

When setting your rental contract, you will be required to pay:

- Administration fee (no refundable) usually one extra month of your rent
- Deposit (one month of rent refunded within two months after your departure date if no damage in your flat)
- First month of rent

a. Electricity Account (EDF) – only for individual or shared apartment

When you will have found a suitable accommodation, you will have to open your electricity account (EDF) yourself. Upon your arrival, you will have to check the electricity meter number in your apartment and call the electricity company (EDF) at +331 42 23 30 10 (only in French, you may ask help from your Buddy).

To open your electricity account, you need:

- 1. The rental contract
- 2. Name of the last tenant
- 3. Last recorded meter number
- 4. Your French bank account information (Relevé d'Identité Bancaire / RIB)

b. Contract dates

Please note your "rental agreement" contract dates are fixed and can't be changed. Once the contract is signed, the full duration of the contract must be respected and paid.

c. Taxe d'habitation

Please note that any student staying for one year or arriving in January will have to pay a tax called "taxe d'habitation". It is mandatory according to the French law!



TIP - NEED HELP FINDING HOUSING?

The whole Studapart team is ready to help you!

[Click here or Scan QR Code to learn more](#)



3. Housing Subsidy (CAF) and How to Apply.

Any student with no regards to their nationality may be eligible to the French government housing subsidy called Aide au Logement, provided by the Caisse d'Allocations Familiales service (CAF).

Note: Non-European students need to hold a **long-term visa** to be eligible to this aid. **Also, please note that process can take up to 3 or 4 months.** OMNES Education shall not be liable in the event of a dispute or misunderstanding.

- **CAF Application/Housing subsidy**

The French government allows International students or other EU students who are studying in France and have a Temporary Stay permit to get housing subsidy. However, this is not automatic.

The requirements are:

- Type of housing: individual studio or apartment with your name on official housing contract
- Having a French bank account (to be able to receive the bank transfer)
- Having a French health insurance or European Health insurance card for EU citizens
- Having applied for the OFII or for Temporary Residence permit ("carte de séjour") if applicable

For example, a typical 18 m² single person studio at monthly rent of 700€ can benefit about 200€ maximum per month of subsidy. **Please note that subsidies only start the month following the date of application (not when you move in).** Therefore, we do advise you to apply as soon as you arrive in your apartment.

- During the orientation, we can assist you with your application documents.
- Please note that we can send CAF applications if you want to and can advise with the CAF online application process.



TIP - NEED HELP WITH ONLINE APPLICATION?

Check the step-by-step tutorial made by CAF

[Click here or Scan QR Code to learn more](#)



Please, ensure that you collected the following documents one week after your arrival in Paris:

- For European Students:
 - CAF Application Form can be filled out online at: <http://www.caf.fr/aides-et-services/les-services-en-ligne/accéder-a-une-demande-en-ligne> (then click on the link below “Vous êtes allocataire”)
 - Copy of your ID or Passport
 - Your birth certificate translated in French by a person certified by the French government or a multi languages birth certificate
 - Copy of your admission certificate
 - Copy of your EHIC
 - Your French Bank Account Information (IBAN)
- For Non-European Students:
 - CAF Application Form can be filled out online at: <http://www.caf.fr/aides-et-services/les-services-en-ligne/accéder-a-une-demande-en-ligne> (then click on the link below “Vous êtes allocataire”)
 - Copy of your ID or Passport
 - Copy of the visa (long-term visa only, CESEDA)
 - Copy of the OFII form or the OFII stamp (if applicable)
 - Your birth certificate translated in French by a person certified by the French government or a multi languages birth certificate
 - Copy of your acceptance letter
 - Copy of your French social security number when you receive it.
 - Your French Bank Account Information (IBAN)

• 7.GETTING AROUND PARIS

The **RATP** (Régie Autonome des Transports Parisiens) is the public transport company that operates most of the transportation in Paris and the Île-de-France region.

It manages:

- Metro (subway) 🚇
- RER trains (fast trains) 🚆
- Buses 🚌
- Trams 🚊

It's the main way to get around Paris and its suburbs quickly and cheaply.

• Live Traffic Using BonjourRATP

The RATP Metro app brings you **live updates** for your daily commute. This is important in Paris to avoid delays. **You need to check your commute ahead.** Scan the QR code to download it. Google Maps also works but is less reliable!



• Getting a Navigo Pass

Upon arrival, you should **get a monthly pass called « Navigo »** for the week or month you will be in Paris. **It is more effective to get a monthly pass instead of buying a ticket through the Navigo Easy Travel card each time you take the Metro.** You are able to purchase it **digitally** and recharge it through the app. or **get a physical card** in most main metro stations.

TYPE OF PASS	USE	PRICE VIA APP OR ON A CARD
<u>Weekly pass</u>	Unlimited travel unlimited all week!	31,6€ per day
<u>Monthly pass</u> - Recommended for semester-long students	Unlimited travel for a whole month	86,4€ per month
<u>IMAGINE R' Student Pass</u> - Recommended for year-long students	Student Pass giving unlimited travel for a year - can be cancelled with official certificate produced by our team	374.40€ for the year + 8€ admin fees *Comparative costs: -Approx 31€ per month over 12 months -Approx 62€ per month over 6 months



Be advised that most Metro stations do not have elevators or escalators. If you have heavy luggage to carry, you may have to carry up the stairs

- **Metro**

The **Metro** system in Paris is quite extensive and **is the best way to get around**. The Metro consists of 14 lines and covers Paris central region and extends to some suburbs. Our campus is located at the “**Bir-Hakeim**” or “**Dupleix**” on **Line 6**. All Metro lines are color-coded and named from 1 to 14, and each line's terminus is named after its final stop.



- **Bus**

Buses are also convenient to take **for short distances** however for longer distances, more than 6 city blocks, **it is better to take the Metro or the RER**.



Note: We do not recommend the use of night buses (Noctiliens). **Opt for Uber/Bolt taxis when returning late after the metro closes** (Midnight/2AM).

- **RER**

The **RER** are the **fast suburban trains which also cross Paris**. RER is a larger fast train compared to the Metro and goes **through the city and its suburbs**. RER lines are in alphabets from A to E.



- **Trams**

The **trams** in Paris are serving the **outer parts of the city and nearby suburbs**. **They are slower than the Metro or RER** but are useful for local connections and offer a scenic, comfortable ride. Tram lines are numbered from T1 to T13.



- **Vélib'**

Vélib' is Paris's bike-sharing program, offering both regular and electric bikes throughout the city and its suburbs. To use the service, you can choose from the following subscription options:

- **V-Libre:** No monthly fee. Pay €1 per 30 min on mechanical bikes, €3 for 45 min on electric bikes (+€2 per extra 30 min).
- **V-Plus** (€3.10/month): Unlimited 30-min rides on mechanical bikes; +€1 per extra 30 min. Electric bikes: €2 for 45 min, +€2 after.
- **V-Max** (€9.30/month): Unlimited 60-min rides on mechanical bikes, 2 free 45-min rides on electric bikes/day. Extra rides: €2 each. Extra time: +€1 (mechanical), +€2 (electric) per 30 min.



- **Transportation within Europe and other information**

If you plan to travel around France or Europe in general after or during the program, the following websites might be useful for you:

Transportation from Airport:

- <http://www.airport-shuttle.com/>
- <https://www.parisaeroport.fr/en>

Trains within France:

<https://www.sncf-connect.com/> (cross country train): Ouigo, Inoui...

Trains within Europe:

<http://www.raileurope.com/us/index.htm> (English version available)

<http://www.eurostar.com> (Paris – London)

Coach Buses - Long distance (National and European travels):

<http://fr.ouibus.com/fr>

<https://www.flixbus.fr/>

Carpooling - very popular means of transportation (only across France):

<https://www.blablacar.fr/>

Tours:

Different Tour companies you are able to contact to take tours to such places as: Versailles Palace, Mt. St. Michel, Giverny Monet's Garden, Loire Valley Castles, etc...

A few sightseeing suggestions are:

- visiting the Museums (please see museum list)
- a tour of the Loire Valley and its Castles (day trip)
- a tour of the Abby of Mt. St. Michel (day-trip)
- visit the Versailles palace RER C (day-trip) or go on a Bike tour around Paris.

All tours can be arranged through the different companies below.

The information can be found on the following websites.

<http://www.francetourisme.fr>

<https://www.sortiraparis.com/en/>

<https://parisjetaime.com/eng/>

<https://www.parismusees.paris.fr/en> (museums in Paris)

• 8.MANAGING YOUR FINANCES IN FRANCE

• Opening a French Bank Account

Opening your bank account in France is one of the first steps you should make upon your arrival in Paris. Documents needed to open a French bank account:

- Your original passport or EU citizen ID
- Proof of Residence in France – “Attestation de Logement” from your landlord
- A copy of your school certificate of admission or “Certificat de scolarité” or student card.

• **Currency**

To find out the latest currency exchange rates, you should contact your local financial institution. The exchange rate varies from store to store. Euro coins are available in denominations of 1 cent, 5 cents, 10 cents, 25 cents, 50 cents, 1€, 2€. Euro notes (paperbills) are available in denominations of 5€, 10€, 20€, 50€, 100€, 200€ and 500€. We strongly recommend you not to use notes beyond 50€ as a lot of professionals are not likely to accept them. It is better to have smaller bills in hand.

• **Money withdrawals (ATMs or Cash points)**

There are many ATMs for money withdrawals in Paris however the exchange rate varies depending on the bank. Please note that all around Europe, most ATMs take 4-digit codes only. Please ensure that your bank card has a confidential code of 4 digits before leaving your country. They do not accept letter codes.

• **Master Cards/ VISA/ American Express**

The most widely used credit cards are Master Cards and Visa cards. The American Express cards are less used in Europe. Please note that some smaller restaurants may not be equipped to process North American Credit cards due to a different system used in France. Make sure to always have some cash with you in addition to your credit card.

• **Estimated cost of living**

Category	Estimated Costs
Housing	Between 500-950 €/ per month per person + utilities (varies by location & size of housing)
Entertainment	Approx. 120 €/ per month (varies depending on personal spending habits)
Food (Groceries)	Approx. 200 €/ per month
Transportation	75 €/ per month for the Parisian transportation card
Miscellaneous	100 €/ per month (varies depending on personal spending habits)