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# GUIDE N°1

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## **GRENOBLE CAMPUS BEFORE YOUR ARRIVAL**

International Students

How to prepare your stay in France: First steps

Updated on April 2021



**ACT THINK IMPACT**



# WELCOME!

To start this new adventure we encourage you to read the following information carefully to know how to prepare your stay as an international student in France.

## What you will find in this guide?

The aim of this guide is to help you understand and prepare the practical side of the adventure you are about to begin. It should answer most of your questions concerning the administrative steps you should organize before your departure and anticipate those you will need to fulfil upon your arrival to settle down in France.

These arrangements are under your responsibility, so please take the time to read this guide.

We advise you to use only the electronic version as the information is constantly updated.

## You need further details?

You will be contacted with further details to guide you through the preparation phase when your participation into our programs will be confirmed:

- The International Student Integration Service will schedule a pre-departure campaign for new students from BIB, MIM, MIB, MSc\*, MBA and exchange programs.

Please note that the French government can make reforms within certain procedures. In case of an important update, future students will be informed by the International Student Integration Service through the pre-departure campaign and during the academic year.

- Students from other programs will received instructions directly from admissions or program coordinator.

### \*MSc

MSc Business Development, MSc Entrepreneurship & Global Marketing, MSc Fashion, Design and Luxury Management, MSc Finance, MSc Innovation, Strategy and Entrepreneurship, MSc International Human Resource Management in the Digital Age and MSc Marketing Management.

## Covid-19: Entry conditions and health measures

Depending on your country of origin, there are health protocols you should follow before and upon your arrival in France.

In case of doubt and for authoritative and official information about entry conditions in France, you should refer to the French consular representation in your country of residence.

Remember also that, you should monitor:

- The [French Ministry for Europe and Foreign Affairs](#) for advice for foreign nationals wishing to enter France or already in France, who are affected by the COVID-19 pandemic. Please note that areas are frequently updated, and are subject to change depending on the pandemic situation.
- Authoritative answers to your questions on the epidemic and recommendations for your health on the [French government's website](#). Remember to activate the translator on your web browser.

## Information about your program

You have received or you will receive specific information from Admissions or the Program Direction, detailing dates and conditions of the start of the academic year, please refer to these contacts for further details or any question related to your program.

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**How  
to get  
organized?**

## GET ORGANIZED: WHERE TO START?

Three questions that will help you to get organized easily. You should take them in mind during your whole stay in France.

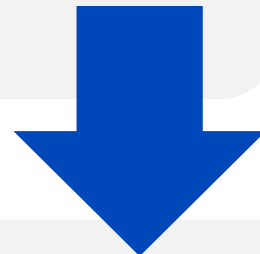
### **WHAT?**

Identify **WHAT** you need to do according to your situation



### **WHEN & HOW?**

Know **WHEN & HOW** you need to do it



### **WHO?**

Know **WHO** you can contact in case of questions according to the procedure you need to fulfil

# CHECKLIST TO PREPARE YOUR STAY

This is a list of important things to consider before and upon your arrival to Grenoble. In the following pages, you will find detailed information about the arrangements you should make.

## STEP

# 1

## YOU HAVE BEEN ADMITTED

Three to six months before your arrival at GEM

1. Get familiar with key information and guidelines from the International Student Integration Service
2. Target your needs according to the duration of your stay in France
3. Plan your budget
4. Search and book for accommodation
5. Obtain a visa
6. Learn about insurances needs
7. Prepare important documents
8. Improve your French and learn the basics to embrace a new culture approach

## STEP

# 2

## YOU WILL ARRIVE SOON

Four to six weeks before your arrival at GEM

1. How to get to GEM
2. Prepare your arrival (checklist and tips)
3. Arrange your arrival with your accommodation, procedures to follow

## STEP

# 3

## YOU HAVE JUST ARRIVED

The first days at GEM

1. Move in your new accommodation, procedures to follow
2. Take out civil liability insurance
3. Open a bank account
4. Pay for the CVEC if concerned
5. Immigration formalities: Validate your visa or applying for a residence permit
6. Register at GEM to obtain your student card and your school certificate in order to start the procedures below.
7. Start your application for housing allowance (CAF) if eligible
8. Start the registration procedure with the French Healthcare System (if necessary according to nationality and length of stay in France)





# STEP 1

## **YOU HAVE BEEN ADMITTED** **Three to six months before your arrival at GEM**

Get familiar with key information and guidelines from the International Student Integration Service

Target your needs according to the duration of your stay in France

Plan your budget

Search and booking for accommodation

Obtain a visa

Learn about insurances needs

Prepare important documents

Improve your French and learn the basics to embrace a new culture approach

# 1. GET FAMILIAR WITH KEY INFORMATION

**Use this guide to know how what to do before your departure and on your arrival in France.**

## Pre-departure campaign

Remember that the International Student Integration Service will schedule a pre-departure campaign for new students from the BIB, MIM, MIB, MSc\*, MBA and exchange programs, that have confirmed their participation.

Keep an eye on your email and pay attention to the recommendations and the information that the International Student Integration will send to you. You will received weekly news with updated and specific information and tips to help you.

Please note that the French government can make reforms within certain procedures. In case of an important update, future students will be informed by the International Student Integration Service through the pre-departure campaign.

Students from other programs will received instructions directly from the admissions or program coordinator.

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## Whom to contact about what?

### 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.

### General information about French administrative procedures

The International Student Integration Service provides general information about administrative procedures to settle in Grenoble such as immigration, accommodation, insurances and daily life.

When you confirm your participation on the intake this Service will contact you to guide you and help you organize your arrival in Grenoble.

### Information about administrative and pedagogical issues about your program: Calendar, student card, induction week...

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, a few weeks before the intake start, providing your login and password to have access to the school's student portal where you will find your schedule. She will be a great help to you during your studies here.

### Information about the intensive French course

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

### Information about student services: Careers, personal development, financial support, networking...

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 and the academic year. Meanwhile, you can find general information [here](#).

## 2. TARGET YOUR NEEDS ACCORDING TO THE DURATION OF YOUR STAY IN FRANCE

### For stays no longer than 6 months

You will need to pay special attention to:

#### Accommodation

If you are coming on a short-stay (1 to 6 months), you should be extremely careful when looking to secure accommodation in France. You should note that independent property owners and some private student residences are not the best choices as they give priority to long-term stays. Please contact the Studapart housing platform support team to let them know that you are looking for short-term accommodation options in order to receive guidance. The International Student Integration Service will also share adapted options during the pre-departure campaign.

#### Insurances arrangements

- You will need to make the necessary arrangements before your arrival according to your situation in order to bring the requested insurances on arrival. It will be extremely difficult to arrange this on arrival as not all French insurance brokers can offer the right coverage.
- Exchange students:
  - Remember to check with your home university whether they can provide you with a study abroad insurance and check the guarantees covered.
  - Please note that we advise students without the European Health Card (EHIC) and coming on a short stay (4 to 6 months) to bring their own health insurance from home as the French Healthcare registration is a long procedure.
- We advise students that need to register with the French Healthcare System to bring a private health insurance from home covering them for the period of their studies at GEM. This is due to long processing time within French Healthcare Authorities.

#### Banking

Students on a short stay might have difficulties in opening a bank in France. A French bank account is necessary for housing benefit application "CAF".

#### Housing benefit online application "CAF"

You can apply for housing benefit if you stay in France more than 3 months. However, please note that we do not advise students on a short stay (3 to 6 months) to go through this procedure because it can take a while until you get the benefit besides the fact that you need first to open a French bank account, which can be a difficult.

In order to benefit for this allowance, you will need also to register with the French Healthcare System if you do not have the European Health Card (EHIC), you should consider that this procedure takes some time.

For those who have a French student visa, they need to pay attention to their immigration status. If your visa states "*Dispensé temporaire de titre de séjour*", you are not allowed to apply for housing benefit

### For stays longer than 6 months

You will need to pay attention to compulsory procedures to reside and to have access to rights in France, according to your nationality and situation:

- Bring your [legalized or "Apostille" birth certificate according to your nationality](#).
- Permanent address in France for at least 6 months to start administrative formalities within French administration.
- Immigration formalities upon arrival and during your stay in France for visa holders.
- Travel regulations in Schengen area and Europe for visa holders.
- Compulsory taxes you will need to pay: CVEC tax for school registration, housing tax, income tax for salaried employees.
- Registration to the French Healthcare System according to your nationality: To renew your stay in France (renewal of student residence permit) for visa holders, find an internship or work and apply for housing benefit.

### Note for minors

Students under 18 years old are considered as minors by French law. Minors should pay attention to the arrangements that should be made in advance depending on the duration of their stay.

In particular, accommodation should be reserved before arrival in France. Please note that the school provides a housing service through a dedicated platform and support team, offering facilities to international students.

To get settle in France, a parent should travel with the minor and stay, if possible, until 18th birthday. Many administrative procedures need an adult support such as opening a bank account and getting insurances.

## 3. PLAN YOUR BUDGET

Here is a rough guide on what to expect to spend, both at the start of your stay and during your stay. Rates usually increase every year in September.

**GOOD TO KNOW!** The financial resources required by the consular authorities are not sufficient to be able to live even as students. Please plan your budget to have enough money to avoid a precarious lifestyle or the need to ask for help.

### Upon arrival

Expenses are higher at the start; you are advised to have approximately 2000€ at your disposal when you arrive. Bring some cash with you and an international debit/credit card.

### Accommodation

#### Security Deposit “La Caution”

Normally 2 months' rent. Refunded at the end of your tenancy. The owner has two months to return your deposit. This deposit cannot be used as the last two months' rent.

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. In addition, you must leave the accommodation in a clean condition. If there is anything missing or broken, the owner can withhold part or all of your deposit.

#### Handling fee “Frais de dossier”

Around 250€ (private student accommodation).

#### Registration fee “Frais d'inscription”

Around 110€ (if you use a real state agency to find accommodation).

#### The first month rent and the monthly rent

450-800€ per month.

#### Housing insurance “Assurance multirisque habitation”

Between 40 € and 70€ per year depending on the size of your accommodation. You should take out the insurance after finding your accommodation.

#### Setting up water and electricity accounts

Around €50 to activate your electricity or water supply.

### Immigration formalities for visa and residence permit holders

You will need to comply with immigration formalities to validate your visa as a residence permit and to renew your student permit if you continue your stay in France. In order to do this you will require to purchase an excise stamp (“timbre fiscal”).

#### Excise stamp “Timbre fiscal”

- For visa validation on arrival : 50€
- For the renewal of the student residence permit: 75€

### Healthcare

#### Health Insurance

There are different procedures depending on the length of your stay in France, your nationality and national agreements between your home country and France. [See Insurances for more information](#).

There is no subscription fee for the French health coverage. However, conditions apply for registration as mentioned above. Students must bring a temporary travel and health insurance to be covered for the first months until they get the French healthcare coverage. Please note that even if your medical costs are covered by your insurance, some healthcare costs are payable upfront before you get your money back.

Medical expenses are not entirely covered by French Healthcare. The reimbursement varies between 0% and 70% depending on the type of service rendered (consultations, medicine, etc.). As an example: a visit to a GP costs at least €25. If you have registered with a referring doctor (“médecin traitant”), the French healthcare will reimburse 70% of the cost (€17.50) and the rest falls to you unless you have taken out a top up insurance.

## Top up insurance (optional)

After inscription to the French Healthcare System, it is strongly recommended to take out a top up insurance known as “Mutuelle” in France. Extremely important in case of illnesses, diseases or risky sport activities. Cost depends on your individual's needs and your choice.

## Other Insurances

### Civil liability insurance

This insurance covers any damage or harm that you may cause to others by accident and it is compulsory in France. You can bring it from home or you can take out with a housing insurance. In France, this insurance costs between 16€ and 35€ per person and per year. More information [here](#).

### Repatriation insurance

It is highly recommended to take out a repatriation insurance before your arrival, to cover you throughout your stay in France. This will pay for your repatriation in the event of serious illness or death. Certain bank cards include repatriation insurance; you should inquire your home bank before your departure. More information [here](#).

## Expenses related to your program

You will need to budget the expenses related to your program, there are additional fees for registered students on top of tuition fees, such as:

- Books.
- Resit modules.
- Replacement of lost or stolen student card.

Costs depend on your program. Integrated students will receive further details from their program coordinator.

## Monthly expenses during your stay

A realistic figure for living expenses is 850€-1250€ per month. This does not include outings, travel outside of Grenoble and other luxury items. For example, if you have a car, you need to factor in the running costs.

### Accommodation

**Monthly rent:** 450-800€ per month.

**Charges (water, electricity and gas):** around €50 per month.

### Mobile phone and Internet

**Mobile phone plan:** from 2€ to 50€

**Internet package including TV:** from 30€ to 50€ per month.

### Bank fees

Opening an account is generally free. Certain services may well have to be paid for:

- The provision of a credit or debit card and maintenance of the bank account (around 10€ per month).
- Insurance on the means of payment.
- Money transfers.
- Authorization of an overdraft (permitting temporary payment greater than money in account).
- Online consultation of your account.

More information about banking [here](#).

### Food

Allow €300 per month depending on your consumption and eating habits.

The CROUS restaurants offer budget-friendly meals, you will need to register first at GEM on arrival and obtain the [IZLY card](#) to access to these restaurants. You can find more information on the [CROUS website](#).

### Transport

This will depend on the type of transport you will use: public transport, bike or car.

In Grenoble, the public transport network “TAG” and the “Métrovélo” bike rental service offer different fees and travel pass according to age:

**“TAG” transports – bus and tramway:** from 15€ per month (under 24) to 60€ per month

For more information, visit the [“TAG” website](#).

**“Métrovélo” bike rental service:** from 15€ to 25€ per month.

For more information, visit the [“Métrovélo” website](#).

## Leisure

You will also need to budget for things like leisure, sports, cultural and sightseeing activities.

## Taxes

As a future international student in France, you should be aware that you will need to pay taxes. You are concerned by three taxes, it is extremely important to know when and how to pay these taxes.

### Housing tax

The “*Taxe d’habitation*” housing tax is an annual local tax which depends on the characteristics of your accommodation, its location, and your personal situation (revenues, composition of household...) on the 1st of January. You do not need to file any tax return, and its amount is calculated automatically. You will receive a tax notice during the last term of the year, either by post or online on your tax account if you have one. More information [here](#).

#### GOOD TO KNOW!

In 2020, housing tax has been abolished for 80% of households in France. It is very likely that you will be very exempt this year, unless you receive a notice.

Housing tax is going to be gradually abolished for all households between now and 2023.

### “Contribution Vie Etudiante et de Campus (CVEC)” Student Life and Campus Services Tax

This is a compulsory tax for all students, French and international, in higher education institution in France. You need to pay this tax every year to be able to register at Grenoble Ecole de Management.

Exemptions may apply in many cases. Your program coordinator will let you know if any of these apply to you when you enrol and how to pay it.

The CVEC for the 2021/2022 academic year is €92.

### The income tax

All salaried employees domiciled in France are taxable on all their revenues (of French and foreign sources).

The income tax in France is deducted at source; it is directly and automatically withdrawn from your salary, and appears on your pay slip. Nevertheless, in order for the tax authorities to regularize your situation and recalculate your tax rate according to your situation (family, other incomes), you must declare your income every year. This enables the tax authorities to regularize your situation and to recalculate your tax rate according to your situation.

## 4. SEARCH & BOOK FOR ACCOMMODATION

Please note that Grenoble Ecole de Management does not have its own student residence or dormitory. The housing service at Grenoble Ecole de Management is outsourced and managed by Studapart through a dedicated platform and support team.

Accommodation is a personal choice as well as the booking procedure so it is important to get familiar with all the key facts you need to consider for your housing search as well as the available accommodation options.

We strongly advise you to read the following guidelines to be ready for your accommodation search and reservation.

### Where and how to find accommodation?

#### Studapart housing platform: A dedicated support

Grenoble Ecole de Management proposes a housing service through a dedicated platform and support team, managed by Studapart. The platform is free and available for all GEM students.

#### Access

You must have confirmed your participation in the intake to receive instructions from the International Student Integration Service about housing, including the key code to access to the Studapart platform.

#### Assistance and facilities you can find in the Studapart platform

Studapart provides support and facilities to our students before and after they book their accommodation through the platform:

- Offers from private owners, real estate agencies, residences, homestays or flat sharing.
- "Studapart Guarantee" if they do not 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, during your stay and on departure.

A multilingual support team (French, English, Spanish, Italian, and Mandarin) is available 6 days a week in case you have questions about:

- Availabilities for short or long term stays.
- Booking conditions: When to reserve? How? Procedures to follow?
- Cancellation policies.
- Any other doubt about your accommodation search.

#### WARNING!

Please note that GEM is not responsible for the quality of student accommodation and we do not recommend any residence over another. However, we do advise that students book a room or studio with the private student residences located close to the campus and listed on the Studapart housing platform instead of independent property owners and agencies. There are many webpages offering student accommodation. If you decide to use them, you must be extremely careful with ads and offers from independent property owners, private student residences and agencies. This is under your responsibility, so please be aware of frauds.

### Before you start your accommodation search:

#### What you should know

#### Housing certificate for visa purposes

The school does not have its own student residence or dormitory. Therefore, the school does not provide housing certificates.

If you need to apply for a VISA to come to France, you will need to reserve your accommodation in advance in order to obtain a housing certificate that will be required for your visa application to come and study in France. If you are coming on a short-term stay, it is advised to make a reservation for the whole duration of your stay. If you are coming on a long-term stay, 12 months or more, it is advised to make a reservation for at least the first 6 months.

Our partner Studapart provides support and facilities to our students before and after they book their accommodation through the platform, including a housing certificate for visa purposes.



## Guarantee for renting in France

In France, it is normal procedure to ask for a guarantor when renting a property. 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.

## Can GEM be my guarantor?

The school cannot be a guarantor for a housing lease because GEM does not have its own student residence or dormitory.

The Studapart platform offers the possibility to take out the “Studapart Guarantee” if you do not have a French guarantor.

There is also the “Visale” procedure. However, you must consider that conditions apply and that the procedure is under your responsibility. You can find more information on the [Campus France website](#).

## When to start your housing search?

For the September intake, we strongly advise that you start your accommodation search between end of April and beginning of May. Then, you can book a place between May-June. For the January intake, you can start and book your accommodation from November-December.

Student accommodation fills up very quickly, so please do not wait until your arrival at the school, as it will be very difficult to find accommodation at such a late stage.

Remember that you must have confirmed your participation in the intake to receive instructions from the International Student Integration Service about housing, including the key code to access to the Studapart platform.

## Why is so important to book my accommodation before my departure? Can I wait until my arrival in France to start looking for accommodation?

With a total population of 60,000 students in Grenoble, there is obviously a lot of competition to find a place to stay. You will have difficulties to find accommodation if you wait until your arrival.

Besides, upon your arrival in France, you will need to have a permanent address in Grenoble for your whole stay or at least the first 6 months of your stay in order to start with other administrative procedures such as immigration formalities, banking, health insurance, housing benefit, school registration, student card, etc.

International students at GEM book their accommodation before their arrival in Grenoble, as it speeds up the whole integration process and they have enough time to complete French administrative procedures and enjoy the beginning of the academic year.

## Do you recommend any specific accommodation option?

Please note that GEM is not responsible for the quality of student accommodation and we do not recommend any residence over another. However, we do advise that students book a room or studio with the private students residences located close to the campus and listed on the Studapart housing platform instead of independent property owner and agencies even if these last two options are offered on the housing platform.

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 through the private student residence on the housing platform.

## Short-term stays: 1 to 6 months

If you are coming on a short-stay (1 to 6 months), you should be extremely careful when looking to secure accommodation in France. You should note that independent property owners and some private student residences give priority to long-term stays. We advise you refine your research through the Studapart platform, apply for several options and do not hesitate to contact the Studapart team support to inquire about short-term accommodation availabilities.

## Where to live?

Students live very close to the campus within 15 minutes walking distance, between Europole business district and the city centre. This is an important detail for your student life. We suggest you to avoid St. Bruno area, Echirolles, Fontaine and Seyssins neighbourhoods.

## Pay attention to some common practices: Deposit and priority to long stays

Do not be surprised if independent property owners, agencies or private student residences ask to you to pay a deposit that usually corresponds to 1 or 2 months' rent. In general, they will give priority to long stay reservations; it means that they will ask for contracts for 6 months (starting from July until December) or 12 months' duration (July/August to July/August next year). If you intend to book something for a few months, they will refuse your request immediately or they will put you on a waiting list and then refuse your booking request.

In this case, you can sign a contract for a full-furnished accommodation for a long-term stay (6 to 12 months: we only recommend doing this with private student residences) and leave your accommodation by giving a one-month' notice before the date of their departure. However, most of residences will request the acceptance letter to verify the period of stay in France to avoid last minute departures.



## Rental fee

Please note that 450-800€ per month is a realistic budget for accommodation in Grenoble.

## Services: Access to electricity, gas, water and internet

If electricity, gas or water are not included in the rental charges (in private student residence residences, they are usually included), you have to take out contracts with providers. Even if you already have access to water, electricity and gas when you move in. Providers vary, depending on where you live.

Remember to check if these services are included or if you will need to take out a contract on arrival. In general, it is advised to look for accommodation including these services. You will settle down easily.

## Taxes you need to pay when renting in France: Housing tax

The housing tax "taxe d'habitation" is an annual local tax. You are liable if you are an owner, tenant, co-tenant, or if you are occupying gratuitously your housing at the 1st of January, even if you are moving during the year. The amount of the tax depends on the characteristics of your accommodation, its location, and your personal situation (revenues, composition of household ...) on the 1st of January.

You do not need to file any tax return, and its amount is calculated automatically. You will receive a tax notice during the last term of the year, either by post or online on your tax account if you have one. The request for payment for the "taxe d'habitation" is usually sent in September or October following your period of study (next year)

You are exonerated if you are a student living in a CROUS residence or in an apart hotel or if you are occupying a furnished room at someone who is renting or sub-renting parts of its accommodation ("chambre chez l'habitant").

In case of flat sharing, you should consider that 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, one student will be liable. However, the tax should be shared between them informally.

Please, before signing your housing contract, talk with the owner 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.

### GOOD TO KNOW!

In 2020, housing tax has been abolished for 80% of households in France. It is very likely that you will be totally exempt this year, unless you receive a notice.

Housing tax is going to be gradually abolished for all households between now and 2023.

## Compulsory housing insurance "assurance multirisque habitation"

In France, it is compulsory to subscribe to a home and liability insurance so that you are covered in case of damages.

This insurance is compulsory when you rent or you own a property in France. 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". You will need to present an insurance certificate to the owner/residence as a 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 can subscribe to the compulsory housing insurance after you secure your accommodation. 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?

- 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.
- Studapart: If you book your accommodation with Studapart, you have the opportunity to buy this insurance through the platform.
- Banks: Some banks offer this insurance plus civil liability when you open a bank account for at least one year.
- Insurance brokers: Offer the "multirisque habitation" insurance (housing + civil liability).

## CROUS accommodation for international students

Please note that CROUS accommodation is reserved only for CAMPUS FRANCE student grant-holders.

If you are a Campus France student grant-holder, you should contact CAMPUS France as soon as possible to find out about application procedures and the possibilities concerning accommodation.

## You are about to start your accommodation search: What you need to look for?

- Prefer private student residence offering full-furnished accommodation.
- English speaking support.
- Booking facilities for international students (no French guarantor needed or guarantee facilities).
- Online reservation available.
- Pay attention to the cancellation policy.
- Extra charges included in the rent and available facilities (water, electricity, security, internet/WIFI, fitness room, laundry...). This is very important; it will allow you to settle down easily on arrival.
- Location near GEM campus between Europole business district and the city centre. Avoid St. Bruno area, Echirolles, Fontaine and Seyssins neighbourhoods. Students at GEM live very close to the campus, within 15 minutes walking distance. This is an important detail for your student life.
- Prefer single studios/apartments instead of sharing an apartment with other flatmates, it can quickly become complicated to share a living place with people you do not know.
- In general, we strongly recommend students to keep their address for the duration of their stay in France. If you change your place of residence, it means that you must inform all the administrations and/or services and suppliers you are related to: GEM, "Préfecture", French Healthcare System, private insurances, gas/electricity, internet/telephone, bank, French taxes, etc. Think it twice before your final decision as this procedure might be time consuming.
- According to the length of your stay and your immigration status, you can be entitled to get financial assistance with accommodation (CAF). You should find accommodation that is "approved" for the purposes of requesting the financial assistance. Remember to ask if the accommodation is "conventionné APL ou AL".

### Some advices:

- Do not 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 do not get a reply right away.
- Pay attention to the fact that residences will give preference to long stay reservations starting from July/August for the September intake and from December/January for the 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 solutions or a personalized service through a mobility agency. The International Student Integration will share these options during the pre-departure campaign.
- 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 owner might expect you to pay rent for the months of May/June or November/December to secure your place.

### What about independent property owners offers?

***Settle down while renting with an independent property owner can take some time, as you need to take care of services such as internet, telephone, gas, electricity, etc...***

This option can be difficult if you do not 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 independent property owners :

- Language barrier: Independent property owners do not necessarily speak English.
- Independent property owners 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.
- Independent property owners ask for a French guarantor.
- If you come in May/July or November/December to arrange accommodation, the owner might expect you to pay the rent for the months of May/June or November/December to secure your place.
- Paperwork can be tricky and difficult to understand. Be aware of frauds!
- Be extremely careful with ads and offers from independent property owners, you should respect the French real state legal procedure otherwise you won't be able to claim anything after signing your contract
- 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 is usually considered as an affordable option. However, it is not a popular choice between international newcomers as it can pose many problems, especially for those who need and who want to focus on their studies during the academic year. In general, you should wait until your second year to consider this option.

As mentioned on the other page, you must be extremely careful with ads and offers from independent property owners. Besides, independent property owners give preference to students on a long stay.

Below are a few tips to take into 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 independent property owners and tenants in France. For more information: [www.adil38.org](http://www.adil38.org)
- Usually the person or persons who sign(s) the lease or make(s) a verbal agreement with the owner 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 owner. 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 owner can choose to enforce the lease terms against either, or both of you.

## What to do after finding your accommodation: Procedures you should follow

You will need to respect some compulsory and legal procedures when moving in and moving out from your accommodation. These formalities protect not only YOU, but also the owner.

- 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 • **Get the keys**
- 6 • **Conclude contracts for water, electricity and internet if needed**
- 7 • **Pay the rent on time**
- 8 • **When the times comes, give notice of departure**
- 9 • **Make an inventory before leaving**
- 10 • **Give back the keys to the residence/independent property owner**

### To sign a lease agreement “Le bail”

The lease is the contract that 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: furnished or not furnished
- the rent
- the methods of payment
- any extra monthly costs or “charges”
- the deposit
- the cancellation policy

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

### 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. The owner should be able to specify what is included in the “charges”.

### 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 owner 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 owner when you complete the inventory.

### Rent receipt “Quittance de loyer”

The “quittance de loyer” is a receipt that the owner gives you, free of charge, every month when you pay your rent. It proves that you have paid your rent and can be used as a proof of your address.

### Compulsory housing insurance

More information [here](#).

## Inventory “L'état des lieux” on arrival and on departure

When you move into the accommodation, you and the owner together will have to examine the condition of the place you are renting and fill in a document called the “Etat des Lieux”, this inventory is compulsory. Keep a copy of the “Etat des Lieux” along with your copy of the contract.

The “Etat des Lieux” lists all the rooms in the accommodation, all the equipment and furniture provided and the condition of rooms, equipment and furniture. For example, if there are any stains on the carpet, or if something is broken, this should be stated on the “Etat des Lieux”.

Before you leave your accommodation you should carry out another inventory “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. This can also happen if you have not cleaned your accommodation before leaving. You should keep a copy of the second “Etat des Lieux”.

The owner 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 owner is entitled to retain money from your deposit to cover the cleaning costs. Consider also that if you have broken something in the accommodation, the owner may retain money to have it replaced or repaired.

### WARNING!

Please note that in France a tenant has to thoroughly clean rental accommodation before leaving. You need to clean your room/apartment and consider to repair or replace (in case something is broken or missing) to leave it exactly as the first day you arrived and did the inventory.

Otherwise, you will be charged for this and your deposit will be used to pay for the extras. Please consider that rates are high:

- Housekeeping: around 50€/hour
- Carpet cleaning: around 70€
- Painting: around 100€-200€ depending on the surface
- Replacing a light bulb: around 25€

## Departure notice “Préavis”

Depending on the conditions of your rental contract, you will need to inform the owner well in advance of your planned departure date. This is called the “préavis”. A “préavis” is a registered letter informing your owner 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 the owner 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 owner. If the contract indicates something else, it is invalid. However, the owner has to give 3 months’ notice if he or she wants the tenant to move out.

You will need to send to the owner a registered letter with acknowledgement of receipt (“lettre recommandée avec accusé de réception”).

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.

## Limited duration contract

A contract can be signed for a limited 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 student residencies, the contracts usually are for either 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 owner can make you pay for every day/week that runs after this date, until the keys are returned

## In case of problems with the owner, you can contact:

- The Studapart support team (if you have reserved your accommodation through the dedicated platform).
- To get accurate information about legal issues or questions concerning tenant’s rights in France you can contact the [ADIL – Agence Départementale d’information sur le Logement](#), specialised advisors on housing issues help you free. The website is only in French. However, you can inquire if it is possible to receive support for English speakers.
- Other organizations for tenants’ defense in Grenoble: [La Confédération Nationale du Logement](#)

## CAF and financial assistance with accommodation

### What is “CAF” in France?

The CAF stands for “Caisse des Allocations Familiales” and it is the government body that helps families by offering different services and benefits going from early childhood, crèche, halte garderies, education, holidays, family allowances, pregnancy benefits & housing benefits.

Students in France, 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 they fulfil certain conditions.

This procedure is under student’s responsibility.

### Before applying: You should be aware of the following important facts

- There are eligibility conditions, not all students can apply for it. Please read next section below [“Eligibility conditions”](#).
- For those who have a French student visa, they need to pay attention to their immigration status, read section [“Eligibility conditions related to immigration status”](#).
- Do not count this benefit on your budget, the CAF needs first to accept your application and then pay to you. Besides, they recalculate the allowance depending on your personal situation and they can even stop the payment.
- Before applying, you need to open a French bank account. You need to register with the French Health System if you do not have the European Health Insurance “EHIC” card, this procedure takes some time.
- CAF application seems to be simple and quite advantageous but be ready to deal with contradictory information, lot of bureaucracy and paperwork. Dealing with forms and support in French is necessary. Be patient!
- Be ready also for internal system errors, which will affect your online application. In that case, you will need to go directly to the CAF office with your application file. Anticipate this very usual problem and prepare photocopies of all the requested documents.
- The CAF team support can assist you but you should consider that they provide assistance in French.
- Housing benefit is not retroactive; you need to wait two months since the day your application is accepted to get the first payment.
- It is vital to inform the CAF of any change in your personal situation during your stay in France; change of address in France, moving back to your home country, salary, change in personal circumstances (marital status, children, etc.).

### SHORT-TERM STAYS!

Please note that we do not advice students on a short stay (4 to 6 months) to go through this procedure because it can take a while until you get the benefit besides the fact that you need first to fulfil other administrative procedures and they can take some time. Ex: Open a bank account in France, which can be a difficult, immigration formalities, health insurance, etc.

For those who have a French student visa, they need to pay attention to their immigration status: If your visa states “Dispensé temporaire de titre de séjour», you are not allowed to apply for the CAF.

### Eligibility conditions

- You are staying for a minimum of 3 months in your accommodation in France.
- The property owner 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 student long-stay visa valid as a residence permit or a French residence permit that is currently valid. Students holding a French student visa please see below for further details about eligibility conditions.

### Eligibility conditions related to the immigration status

- 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 do not fulfil the formalities after 3 months of your arrival in France, you will not be entitled to this benefit.



## How does it work? When to apply?

Students who are eligible for housing benefit are responsible for the application procedure. The CAF proposed tutorials in English, assistance and support for any kind of question related to the online application, requested documents and any other doubt concerning this procedure.

The application request should be submitted online through the CAF website immediately, as soon as your accommodation contract starts, 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.

Example: You move into your accommodation on September 10th.

- Online request in September: Housing entitlement starts in October, paid early November
- Online request in November: Housing entitlement starts in December, paid early January

**WARNING!** Please note that you will need to provide other requested information and this will be possible only on arrival in France. Ex. French bank account, visa validation (if concerned).

## 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>

**GOOD TO KNOW!** Your entitlement to housing benefit will be updated every three months. Remember to highlight any changes in circumstances, particularly if you are a student looking for employment with a salary.

## How to apply

The request is made online through the [CAF website](#). YOU CAN ONLY APPLY ON-LINE. If you submit your application forms by mail, it will not be accepted.

For more information: [Les aides personnelles au logement](#)

## CAF tutorials to online application for students

The CAF has published guides in English and Spanish to help you submit your online application, they explain step by step what you need to do through the CAF website.

You can [find the tutorials on the CAF website](#). Please pay attention to choose the right guide according to your situation:

- **If you live in a CROUS residence**, You should use the guide "For students in CROUS-run accommodation"
- **If you live in a public or social student residence other than CROUS**, You should use the guide "For students in non-CROUS-run student residences"
- **If you live in a private student residence or if rent to an independent property owner**, You should use the guide "For students who are renting a private-market accommodation"

## What to do when you leave or change your accommodation?

It is vital to inform the CAF of any change in your personal situation:

- change of address in France,
- moving back to your home country,
- salary,
- change in personal circumstances (marital status, children, etc.).

The easiest way to do this is via your CAF online account.

Example: If you leave the apartment at the end of May, remember to report it to the CAF immediately. You will receive your benefit for the last rent on your bank account in June. It is important to leave your French bank account open until the last payment has been received.

## Meaning of terms

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

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

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

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



## ACCOMMODATION SUM UP

- The housing service at Grenoble Ecole de Management is outsourced and managed by Studapart through a dedicated platform and support team.
- There are many webpages offering student accommodation. If you decide to use them, you must be extremely careful with ads and offers from independent property owners, private student residences and agencies. This is under your responsibility, so please be aware of frauds.
- A permanent address in Grenoble is the starting point to settle down in France and for many administrative procedures.
- Accommodation is a personal choice same for the booking procedure but you must get familiar with all the key facts you need to consider before you start your accommodation search.
- Adapt your search to what is most convenient for international students.
- Prefer furnished accommodation.
- It is advised that international students book a room or studio with the private student residences located close to the campus and listed on the Studapart housing platform instead of independent property owners and agencies.
- Student accommodation fills up very quickly; do not wait until you arrive in France.
- 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, and school registration, get your student card and more.
- There are some legal procedures you will need to follow when moving in and moving out from your accommodation.
- 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.
- Scholarship holders should inquire about accommodation options offered by their grant.
- Students on a short-stay (1 to 6 months) should be extremely careful when looking to secure accommodation and prefer temporary accommodation options.
- You can apply for a housing benefit “CAF” under certain conditions.

## 5. OBTAIN A VISA

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. The information below should only help you clarify the process.

### 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](http://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.

### Brexit: UK nationals

UK nationals should request a French visa for stays longer than 90 days. To know if you need to apply for a visa use the [“Visa Assistant” on the France-Visas website](#). Do not hesitate to contact the French consular representation in the UK for more details.

### 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](#)).

### Which type of visa?

- For a training course not exceeding three months, you will be issued a [short-stay visa](#).
- For a training course exceeding three months or six months, you will be issued a temporary [long-stay visa](#), which will require no further formalities on your arrival in France.
- For training or a course exceeding six months, you will be issued a [long-stay visa](#), equivalent to a residence permit, which will be subject to further [formalities on your arrival in France](#).

### 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](#).

**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 centre and/or French Consulate.

### 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 countries 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.

## What documents are required to obtain a visa?

The “[Visa Assistant](#)” on the [France-Visas website](#) what documents must be enclosed with your application, along with the relevant fee. The information below is only informative and requirements vary from country to country.

### 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.

### Proof of financial support

The Ministry of the Social Affairs, Labour and Solidarity, sets the required level of financial resources 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 850€ and 1250€ is more realistic. It is important to have a sufficient budget for your needs without putting your health or your studies in danger.

### 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.

### 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](#).

### Student Visa Type C Concours (Visa Etudiant Concours type C')

This visa is issued for a maximum period of three months. It is intended to allow you to come to France to pass a competitive examination (concours). If you pass, you can request a residence permit from the nearest prefecture to your place of residence, without having to return to your country of origin.

### Temporary long-stay visa “Visa de long séjour temporaire”, known as VLS-T visa

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 with the obligation to apply for a residence permit, VLST-TS visa

If the visa issued to you is a long-stay visa indicating an obligation to apply for a residence permit, you must complete this process within two months of arrival and contact the prefecture of your place of residence.

### Long-stay Visa and Residence Permit “Visa de long séjour valant titre de séjour”, known as VLS-TS visa

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 obtain a residence permit with local immigration authorities

## You have obtained your visa: What to do now?

Upon your arrival in France, you will be subject to administrative obligations to transform your visa into a regular residence permit. These formalities will also allow you to access the services and benefits provided by the French administration.

They differ depending on the visa issued to you. According to your situation. Below you will find general information, it is extremely important to know what you are supposed to do upon arrival. The International Student Integration Service will provide further details about these procedures to students who have confirmed their acceptance to our programs.

## Immigration formalities upon arrival and rights in France associated with your status

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 «Dispensé temporaire de carte de séjour »

You do not have anything further to do; this visa does not allow you to get a residence permit:

#### Your rights in France:

- You can travel in the Schengen Area under certain conditions.
- You can apply for French Healthcare if necessary.
- You are not authorised to work in France.
- You cannot renew your stay in France, you will need to leave the country and apply for a new visa.

### Case 2

#### Remark «Carte de séjour à solliciter dans les deux mois suivant l'arrivée »

You must apply for a student resident permit on the national platform of the [“Direction Générale des Étrangers en France” \(General Directorate of Foreign Nationals in France\)](#). This must be done in the first 2 months of your stay in France.

#### Your rights in France, after you obtain the residence permit “carte de séjour”:

- You can travel in the Schengen area under certain conditions.
- You can apply for housing benefit “CAF”
- You can apply for French Healthcare if necessary.
- You are authorised to work part-time in France.
- You can renew your stay in France by applying for a renewal of your permit with French immigration authorities.

### Case 3

#### Remark “Etudiant” “Ceseda R311-3 6°” “Autorisé travail limite 60% durée legale » or “Etudiant Mobilité” “Ceseda R311-3 6°” or “Passeport talent” or if 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 French immigration authorities.

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.

#### Your rights in France, after you validate your visa:

- You can travel in the Schengen area under certain conditions.
- You can apply for housing benefit “CAF”
- You can apply for French Healthcare if necessary.
- You are authorised to work part-time in France.
- You can renew your stay in France by applying for a renewal of your permit with French immigration authorities.

### Case 4

#### Remark “Mineur Scolarisé” or if you are under 18 years old and you are under case 2 or 3

Students under 18 years old are considered as minors by French law. 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.

#### While you are minor, you are authorized to:

- Apply for French healthcare.
- Travel in the Schengen Area under certain conditions.
- Apply for housing benefit “CAF”.

#### Until you are 18 and you get a student residence permit, you are not authorized to:

- Work part-time in France.
- Renew your stay in France by applying for a renewal of your permit with French immigration authorities.

## Rights associated with your immigration status

### French travel regulations

The Schengen Agreement and the Community Code on Visas terms, allow you to enter and travel throughout the Schengen Area with a visa or residence permit issued in France, subject to certain conditions.

You are able to travel, but not reside or work, for up to three months in the Schengen Area as long as you have completed the immigration formalities upon your arrival in France and if your visa or permit is valid.

If you need to spend more than three months in a Schengen country, you should enquire the respective country's consulate or embassy located in Paris on the immigration regulations

**Especial case “Étudiant - Programme de mobilité” permit:** This permit allow spending up to 12 months in another country of the Schengen Area without needing to apply for a visa. It is strongly recommended to inquire about conditions as the procedure varies from country to country

### Work while studying in France

International students have the right to work while studying in France. This right applies to all students in France under certain conditions. 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.

Internships that are part of the school program are not considered into the authorised working hours.

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.

## Immigration formalities during your stay in France

### You have a valid permit but you need to change your address, ask for a duplicate (loss/theft) or renew your “récépissé”?

The following procedures can be made online, on [invite.contacts-demarches.interieur.gouv.fr/Etrangers](https://invite.contacts-demarches.interieur.gouv.fr/Etrangers):

- a) « récépissé » renewal
- b) residence permit duplicate in case of loss or theft
- c) change of address

If your application is complete, and your request was validated, you will be contacted by the Prefecture to come and pick up your residence document. If a document is missing or incorrect, you will receive an email saying which information to provide.

### Travel document for foreign minors (DCEM)

This document allows children under 18 year old to go out and re-enter the Schengen Area. Its duration will be the same as the current residence permit, with a maximum of 5 years. [More information about the DCEM procedure in Grenoble here.](#)

## Your visa or your student residence permit is about to expired: What to do?

### 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 or third academic year to continue their studies, undertake an internship as part of their program or work on their thesis/project, can apply for a renewal of their VLS-TS visa or student resident permit on the national platform of the [“Direction Générale des Étrangers en France” \(General Directorate of Foreign Nationals in France\)](#).

**WARNING!** Please note that there are cases that cannot apply online:

- “Mineur Scolarisé” visa,
- a “C-Concours” visa, a
- long-term resident permit or a “Récépissé” issued by another Préfecture,
- or if your residence permit has already expired.

If you are under one of those situations, you will [need to take an appointment with the Isère Prefecture.](#)

## Your visa or your student residence will expire while you are abroad

Students who leave France for their second or third 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.

## After your stay as a student

### You wish to stay in France to look for work or set up a business

#### Job Seeker/New Business Creator residence permit “Carte de séjour Recherche d’Emploi/Création d’Entreprise”

The temporary job seeker/ new business creator residence permit allows international students to stay in France at the end of their studies and after obtaining a French higher education diploma to complete their training with their first professional experience, or to set up their own company.

The job seeker/ new business creator residence permit is valid for 12 months and is not renewable.

The valid residence permit allows the holder to:

- a) Look for work and work legally during the validity of the residence permit
- b) Set up a company in a field that corresponds to their training.

The application must be done within the year of obtaining the diploma and before the expiration date of your current residence permit at the Prefecture of your place of residence.

Please note that conditions will apply to your application for the job seeker / new business creator residence permit. For example: A certain level of study is required.

#### «Autorisation provisoire de séjour » known as APS jeunes diplômés

Students who are citizens of countries that have concluded migration flow agreements with France, can request an “APS jeunes diplômés”: Benin, Bosnia-Herzegovina, Burkina Faso, Cap Verde, Congo, Gabon, Georgia, India, Macedonia, Montenegro, Mauritius, Serbia, Tunisia.

The APS allows international students, from countries mentioned above, to stay in France at the end of their studies and after obtaining a French higher education diploma to complete their training with their first professional experience, or to set up their own company.

Agreements can evolve so please consult the [Ministry of the Interior](#) page to know the list of concerned countries and the validity period of the APS and its renewal right according to your nationality.

According to the French Labor Code [article R 5221-26](#), APS holders are authorised to work under the same conditions as if they were students, meaning to a maximum of 964 hours per year, or approximately 20 hours per week.

Application conditions are the same as for the Job Seeker/New Business Creator residence permit. However, students from countries mentioned above can benefit from more favourable issuance conditions. Please contact your local prefecture in France for more information on your situation.

### A company is willing to hire you as soon as you finish your studies

You can apply for a change of status directly from student to “Salarié” (Employee) or “Travailleur temporaire” (Temporary worker), depending on how long your contract lasts. Allow plenty of time to complete the formalities, because they can take several months.

#### TO CONSIDER!

If the employment contract is for longer than 3 months and your pay is at least double the legal minimum wage (approx. €2400 net per month), you can apply to the prefecture of your place of residence for the status of “Passeport talent - Salarié Qualifié” (Skilled worker). In this case, the formalities are faster and a bit easier.

#### Disclaimer

Conditions will apply to application and the issuance of residence permits in France. It should be very clear that Grenoble Ecole de Management cannot guarantee that students, new graduates and/or their families will be issued a residence permit ASAP. Only French immigration authorities have the power to make this decision.

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.



# **VISA & RESIDENCE PERMITS**

## **SUM UP**

- Depending on your nationality, you may need to obtain a student visa to enter France through the France-Visas portal.
- Remember 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.
- According to the type of student visa, there are compulsory immigration formalities to fulfil upon arrival in France; they will give you rights in France.
- The rights associated to your immigration status might allow you to work, travel during your stay, etc.
- There are procedures you should respect in order to renew your stay in France.
- Conditions will apply to application and the issuance of residence permits in France.
- Only French immigration authorities have the power to make a decision over visas and permits.

## 6. LEARN ABOUT INSURANCE NEEDS

Please note that Grenoble Ecole de Management does not have any partnership with any insurance company, nor with the French HealthCare System.

You are fully responsible of the insurance arrangements that should be made before your departure and upon 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.

### Insurance needs

You need to make sure you are covered for the following insurances, according to your situation, while you are studying in France

- Temporary travel and health insurance. According to your situation
- Health Insurance
- Repatriation insurance
- Housing insurance.
- Civil liability insurance

### Students with a scholarship

You 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.

### Temporary travel and health insurance

#### You should not come in France without any insurance coverage

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.

Students applying for a French visa will be asked to provide a temporary travel insurance to the French Consulate but it should not be taken as a health insurance policy. Students can buy this insurance in their home countries. However, temporary travel insurance is only for emergencies. Students should make the necessary arrangements to know how to use this temporary travel insurance and what it exactly covers, this is under their responsibility.

### Special cases: Students on a short-term stay

#### 3 months stay

International students staying in France for less than 3 months will not be able to register for French Healthcare. If this is the case, they should take out a private health insurance to cover their medical costs during their stay in France.

#### 4 to 6 months stay

Non-European students issued with a temporary long-stay visa (VLS-T) marked "dispense temporaire de carte de séjour"(residence card temporary exemption) and European students not holding the European Health Card (EHIC) are able to register for French Healthcare. However, this procedure takes time.

It is strongly recommended for students under these cases 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.



## What to do?

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.

## Health insurance in France

Subscription to French Healthcare System is mandatory for stays longer than 3 months, unless there is a bilateral agreement between France and your country of origin. This is the case for all member states of the European Union, European Economic Area, as well as Switzerland and Quebec: steps must be taken before arrival in France.

The 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 with French Healthcare System is entirely carried out by students once they have arrived in France.**

**This procedure is compulsory for international students who intend to:**

- Apply for housing benefit "CAF".
- Complete immigration formalities: Renew of your French residence permit with your local immigration authorities.
- Find an internship or job in France.

**There are different administrative procedures, forms or certificates to provide according to your situation and nationality:**

- 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 United Kingdom - BREXIT
- Students from Quebec
- Students from the principality of Andorra
- Students from the principality of Monaco
- Non-European Students
- Non-European Students on a short-stay
- Exceptions

**In order to register you will need to fulfil with other administrative procedures:**

- A permanent address in France.
- Your birth certificate with the apostille stamp or legalized, to obtain before departure.
- A "certificat de scolarité" to obtain through the student portal after completing the school registration formalities on arrival.
- Details from your French bank account (RIB). You can also use an international bank account.
- Immigration formalities according to your situation: Proof of visa validation on arrival if applicable or student residence permit "titre de séjour" or "récepissé".

**The reimbursement of the French Healthcare System varies between 0% and 70% depending on the type of service rendered (consultations, medicine, etc.).**

**ATTENTION!** 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. It will be extremely difficult to arrange this on arrival as not all French insurance brokers can offer the right coverage.

## Good to know! Before you check your status

In France the national healthcare system have different names:

- CPAM
- Ameli
- L'assurance maladie
- La sécurité sociale
- La sécu

## Your healthcare status in France

To see which administrative procedure you should follow, please check the different status below and proceed accordingly

### Students already covered by the French Healthcare System (general or other)

They remain affiliated with their health insurance system. There is no procedure to follow.

### 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.

### European students (including EU, EEA and Swiss Confederation)

European students must contact the health service office in their home country and ask for the [European Health Card](#) valid for their stay in France (academic year). They need to do this before coming to Grenoble. This option works only if the student holds the European citizenship and resides in Europe. Students holding the EHIC do not need to register with the French Healthcare System "CPAM". Students holding the S1 form, please refer below.

### European student including EU, EEA and Swiss Confederation) without EHIC

- European students without EHIC on a short-stay (3 to 6 months)** need to be covered by an insurance submitted in their home country for their medical and maternity expenses. See note above: Students on a short stay.
- European students without EHIC or with the S1 form on a long-stay** need to subscribe to the French Healthcare System (CPAM) on arrival through <https://etudiant-etranger.ameli.fr/#/>. In that case, European students will need to provide your certificate of entitlement (S1 form) to get in your home country; or, failing that, a sworn statement of sufficient financial resources. For more information read the factsheet [European Health Card](#).

### Student from the United Kingdom (BREXIT)

- Students on a short-term stay (up to 90 days)** can apply for a new UK Global Health Insurance Card (GHIC). There are conditions to apply for the GHIC and the coverage is limited, find out more [here](#).
- Students on a long-term stay and holding a French visa** need to subscribe to the French Healthcare System (CPAM) on arrival through <https://etudiant-etranger.ameli.fr/#/>.

### 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 centre (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 centre (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.

### Students from the Principality of Andorra

Before leaving, students should ask to their Health Centre 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 French healthcare coverage system.

### Students from the Principality of Monaco

Before leaving, they should ask to their Monegasque health centre 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.

## 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 validated French student 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; the visa must be validated on arrival (VLS-TS, visa long séjour valant titre de séjour) bearing the statement "étudiant"

It is important to note that 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. Students holding this visa on a short stay please refer below "Non-European Students on a short-stay", see Case 2.

**BEWARE!** International students must be covered for the first four to six 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.

## 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

Student under this case will not be able to register for French Healthcare. Therefore, they must bring a private insurance coverage for the whole duration of their stay at GEM including the following:

- **Medical & hospital expenses:** Students should pay attention to their health insurance coverage especially 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. It is COMPULSORY in France and it is called "responsabilité civile".

**CAUTION!** Students under this case 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 six months. See conditions above "Case 1".

## 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 the French Healthcare website.

## Other situations

For all other circumstances, you can consult your [Campus France space](#) and the national health insurance office in your country of origin.

## French Healthcare: Have questions or need support?

### More information about the French Healthcare System for international students on the French government official website "[Ameli.fr](https://etudiant-etranger.ameli.fr/#/)":

[Student: your health insurance coverage](#)

[The French social security registration process for foreign students](#)

### The French Healthcare Advice Line for English speakers

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.

Monday to Friday from 8:30 a.m. to 5:30 p.m.

From France 09 74 75 36 46

From other countries 0033 974 75 36 46

## Top up insurance “Mutuelle”

### After inscription to the French Healthcare System

Medical expenses are not entirely covered by French healthcare. The reimbursement varies between 0% and 70% depending on the type of service rendered (consultations, medicine, etc.). As an example: a visit to a GP costs at least €25. If you have registered with a referring doctor ("médecin traitant"), the French healthcare will reimburse 70% of the cost (€17.50) and the rest falls to you unless you have taken out a top up insurance.

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.

### What it is a “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 services. It is worth to take time to compare the various offers before taking out a policy!

### CAUTION!

**Students who are covered by a private health insurance:** There is no point in taking out "additional" (complémentaire) or "mutual" (mutuelle) health insurance.

## 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.

This insurance should cover you for the academic year or the period of your stay at GEM.

## 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”.

## Housing insurance

In France, it is compulsory to subscribe to a home and liability insurance so that you are covered in case of damages.

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”. You will need to present an insurance certificate to the owner/residence as a 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.

### BEWARE!

- You can subscribe to the compulsory housing insurance after you secure your accommodation. You can take it out before your departure or upon your arrival, according to your situation.

- This insurance is also compulsory if you live in a private student residence or in CROUS accommodation.
- 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.
- 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 local police and do not touch anything before authorization. It is then necessary to make a statement to your insurance company.

## **Where to buy housing insurance?**

- 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.
- Studapart: If you book your accommodation with Studapart, you have the opportunity to buy this insurance through the platform.
- Banks: Some banks in Grenoble, offer this insurance plus civil liability when you open a bank account for at least one year.
- Insurance brokers in Grenoble : Offer the “mutlirisque habitation” insurance (housing + civil liability).

# INSURANCES SUM UP

- You are fully responsible of the insurance arrangements that should be made before your departure, upon your arrival and during your stay in France.
- You need to make sure you are covered for the following insurances while you are studying in France: health, repatriation, housing and civil liability.
- If you are coming on a short-term stay, you should anticipate all insurances arrangements before your arrival.
- Students with a scholarship should ask the scholarship provider if they will pay, totally or partially the insurances mentioned above.
- Exchange students should check with their home university whether they can provide them with a study abroad insurance and check the guarantees covered.
- The length of your stay, your nationality and bilateral agreements will determinate if you can apply for French Healthcare on arrival, or if procedures must be completed before your departure or if you need to take out a private health insurance.
- If you are eligible for French Healthcare, you must be covered by your own health insurance until you may benefit from the French Healthcare System. This should be done before your departure and it is extremely important in case of special health needs.
- Registration for the French Healthcare is necessary for many administrative procedures in France.
- Medical expenses are not entirely covered by French Healthcare. The reimbursement varies between 0% and 70% depending on the type of service rendered (consultations, medicine, etc.)
- 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.



# 7. PREPARE IMPORTANT DOCUMENTS

## Checklist: Documents you should bring with you

- ID card (European nationals) or passport (non Europeans), it should be valid for your stay in France.
- French student visa (valid for your stay in France) for non European students.
- In addition to your identification documents (passport; for European nationals, an ID card is sufficient), you must bring all original civil status documents that concern you (birth, marriage, children, death of a spouse, etc...), including those that concern your family situation, even if your family will not be joining you in France.
- Scanned ID passport photo in case you need them on arrival for administrative formalities.
- Scanned copies and 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 might need to submit these copies for some administrative procedures upon arrival according to your situation. Please note that at the airport upon arriving in France, customs officers may ask for all original copies of the documents you brought to the consulate to obtain your visa.
- Health insurance documents, depending on your nationality and length of the stay in France. [Please refer to the insurance section to learn how to proceed accordingly.](#) The following procedures need to be organised in advance, for more information please refer [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 centre.
  - 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 health insurance from home.
- Repatriation and civil liability insurance coverage: Find more information about these two insurances [here](#).
- Health record, vaccination certificates (if available) and medicine or eyeglass prescriptions.
- Birth certificate:
  - For Non-European students, 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. You should have this translated before you arrive in Grenoble. Please [refer to the next page to know what you need to do before your departure.](#)
  - 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). CAF will request a certified translation in French.
- 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 a renewal of 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 and your driving licence if you are bringing your car with you, make sure that your car is insured while staying in France. More information [here](#).
- 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. 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.

### TIP!

- 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/independent property owner 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](#).

## Legal certification and translation of birth certificates for administrative procedures within French authorities

If you are organizing your arrival in France, you should be aware that in certain cases you will need to provide a legalized and translated birth certificate.

According to your nationality, French authorities may request legal certification on your birth certificate. "Apostille" or "Legalization" both are intended to confirm authenticity of a legal document. This certificate needs to state the name of your parents.

In all cases, French authorities will request an official legal translation in French by a sworn translator appointed by French courts.

According to your situation, you need to bring this document for the following cases:

- Immigration formalities upon arrival in France:  
According to your visa status, immigration authorities might request legal certification on your birth certificate.
- French Healthcare System registration:  
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 that can only be obtained by providing this legally certified copy of your birth certificate.
- Housing benefit "CAF".

### Who is concerned by the legal certification procedure? What to do?

Only students from certain countries are affected by this requirement, you can find the list on the next page.

For those of you who are concerned by this procedure 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](#).

#### 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.

When you obtain your legalized or apostille birth certificate, you will need to obtain a certified translation in French. More information [here](#).

### Note for students born in countries who are not mentioned on the list

You do not need to go through the legal certification procedure but you will need to bring a copy of your birth certificate with a sworn translation in French. More information [here](#).

The CAF (housing benefit) is going to ask for a copy of this document. Besides, if you intend to register with the French Healthcare System they will ask for this certificate too.

#### TIP!

If you intend to apply for housing benefit "CAF" and if you need to register with the French Healthcare System, it will be wiser to anticipate the translation of your birth certificate before your departure.

You can find the list of sworn or certified translators on your country's French Consulate website. The translator's signature must be legalized by the French Consulate in order for the translation to be valid.

### Certified translation of birth certificates

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 with the legalization or apostille stamp.

French authorities will request an official legal translation in French by a sworn translator appointed by French courts. Inquire your French consular local representation or you can wait until your arrival, more details on the next page.



**List of countries concerned by legal certification of birth certificates:  
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	BOTSWANA	A
CHINA	L	BRUNEI	A
COMOROS	L	CAPE VERDE	A
CONGO (REP. DEMOCRAT.)	L	CYPRUS	A
NORTH KOREA	L	COLOMBIA	A
COSTA RICA	L	SOUTH KOREA	A
CUBA	L	DOMINICAN (REP)	A
UNITED ARAB EMIRATES	L	DOMINICA	A
ERITREA	L	ECUADOR	A
ETHIOPIA	L	ESTONIA	A
GAMBIA (THE)	L	UNITED STATES	A
GHANA	L	FIJI	A
GUATEMALA	L	FINLAND	A
GUINEA	L	GEORGIA	A
GUINEA-BISSAU	L	GREECE	A
GUINEE EQUATORIALE	L	GRENADA	A
GUYANA	L	HONDURAS	A
HAITI	L	INDIA	A
INDONESIA	L	ICELAND	A
IRAN	L	ISRAEL	A
IRAQ	L	JAPAN	A
JAMAICA	L	KAZAKHSTAN	A
JORDAN	L	LESOTHO	A
KENYA	L	LIBERIA	A
KYRGYZSTAN	L	LIECHTENSTEIN	A
KOSOVO	L	LITHUANIA	A
KUWAIT	L	MALAWI	A
LAOS	L	MALTA	A
LEBANON	L	MARSHALL (ISLANDS)	A
LIBYA	L	MAURITIUS	A
MALAYSIA	L	MEXICO	A
MALDIVES	L	MOLDOVA	A
MICRONESIA	L	MONGOLIA	A
MOZAMBIQUE	L	NAMIBIA	A
NAURU	L	NETHERLANDS	A
NEPAL	L	NEW ZEALAND	A
NICARAGUA	L	PANAMA	A
NIGERIA	L	PERU	A
OMAN	L	RUSSIA (FEDERATION OF)	A
UGANDA	L	ST CHRISTOPHE	A
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		

## 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, web page « [Conduire en France avec un permis délivré en Europe \(EEE\)](#) » (in French only).

### Driver's licence from another country

- a) **If you have a student's 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. In addition, 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).
- b) **If you have another type of residence permit**, you will need either 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, web page « [Échange d'un permis de conduire passé à l'étranger \(installation durable\)](#) » (in French only).

### Find out more:

- Service-public.fr, web page « [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-etrangers-public@isere.gouv.fr](mailto:pref-etrangers-public@isere.gouv.fr)

## Translation of documents

French authorities can request an official legal translation in French by a certified or sworn translator appointed by French courts for some administrative procedures.

### If you are abroad

You can find the list of sworn or certified translators on your country's French Consulate website. The translator's signature must be legalized by the French Consulate in order for the translation to be valid.

### If you are in France

Certified or sworn translators approved by the French courts are registered on a list of legal experts. These lists are available online, on the French Court of cassation website. [Consult the list of juridical experts which includes sworn translators](#). The list of translators can be found in the section "H-Traduction"

If you need to meet the translator in person, you should choose the closest town to your home, but you can choose any other town, particularly if there is no translator for your language.

## Banking: What you can consider before your arrival

Having a bank account in France is not mandatory, but it will make the management of your daily finances easier: paying bills (water, electricity, gas), telephone or internet subscriptions, as well as receiving salaries or French Healthcare medical expenses reimbursements.

It is mandatory to have a French bank account to receive housing allowance from the CAF (housing benefit).

It is up to you to compare the different bank offers, and the bank fees (for account keeping, bank transfers, bankcards...), to find the one that best meets your needs.

### 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, and daily life online payments (electricity, rent, etc.).

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!** 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. If you intend to apply for housing benefit "CAF", you need a SEPA domiciled in France.

## Opening a bank account in France

All international students who stay in France at least 4 months can open a bank account.

If it is not possible to make arrangement with your home bank before your arrival you will need to open a bank account soon after your arrival in order to facilitate the daily management of your budget: depositing money received from your grant or other income) and dealing with your purchases.

### How to choose a bank?

It is up to you to compare the different bank offers, and the bank fees (for account keeping, bank transfers, bankcards...), to find the one that best meets your needs.

You can also check with your bank in your home country if they have a partnership with a French bank. You may then save on international money transfers for example.

Note that most banks have special offers for students.

### To open an account, you need:

- To choose a bank (why not choose a branch near your place of residence).
- Make an appointment.
- Take with you:
  - an identity document (identity card or passport for European and non-European students),
  - your residence permit (except for European students), or visa,
  - a proof of residence (electricity bill, rental payment receipt),
  - accommodation certificate, dated in the previous three months, etc.),
  - a student card, in order to benefit from special rates, or your school acceptance letter.

**GOOD TO KNOW!** If you intend to renew your stay in France, meaning a residence permit renewal, you should note that French Immigration Authorities will request a document called "attestation bancaire". Make sure that the bank where you open an account will be able to provide you with this document if needed.

Once you have opened an account, you can obtain a 'RIB': Relevé d'Identité Bancaire. These are certificates which give all your banking identity details and these can be used, without risk of error, for regular payments (by standing order – prélèvement) or receiving payments (by bank transfer – virement) (grants or other income for example).

Opening an account is generally free. Certain services may well have to be paid for:

- The provision of a Bank Card.
- Insurance on the means of payment.
- Money transfers.
- Authorization of an overdraft (permitting temporary payment greater than money in account).
- Online consultation of your account.

In case of loss or theft of your means of payment, you must declare this immediately (this is called 'faire opposition') and your bank will give you a telephone number to call to do this as a matter of urgency.

### Facing difficulties to open an account?

Opening a bank account is a right recognised by French authorities. If you are facing difficulties to open a bank account, there is a procedure to follow with the Banque de France called « droit au compte ». The Banque de France will appoint a bank that will have to open an account for you. [More information on the Banque de France website](#)

## Banking and short-term stays

Students on a short stay might have difficulties in opening a bank in France because it can take some time. Formalities should be done to close a French bank account too. A French bank account is necessary for housing benefit application.

## 8. IMPROVE YOUR FRENCH & LEARN THE BASICS TO EMBRACE A NEW CULTURE APPROACH

Preparing yourself to face a new culture is one of the most important steps when you decide to study abroad. The transition into your new life in France will be better and faster by being aware of the cultural differences and customs.

Knowing and practicing the customs, will help you in all social situations with the French: Whether you are at school, dealing with French administration, trying to make French friends or just in daily life. Let us start with some basics...

### How important it is to speak French in France?

You will soon be living in France; it can happen that you will encounter limitations and problems that you would not have encountered at home for a very simple reason: **LANGUAGE**.

#### Speaking French for a visitor is much more a cultural approach than a linguistic one in France

You may need the language to be understood and to get or do what you want, but it is useful, first and foremost, to be genuinely listened to and heard. When you have hit the right cultural wavelength, speaking the same language is not as make-or-break as you think. Let us see WHY...

##### Speak French to be understood

It is no secret that speaking French while in France is useful, just as speaking the language of the country you are visiting will always make things simpler. In France, however, a significant proportion of the population does not speak any language other than French, especially those living in rural areas or in small towns.

Of course, among younger people, in major cities and on hot tourist spots there will always be someone who can speak English, at least enough to understand and be understood. However, it is still a good idea to carry a small conversation guide with useful phrases or use a translator application on your smartphone.

##### Speak French to be listened to

French people think it is polite to speak the language of the country you are visiting. The general attitude – taken for granted – is that a visitor should know a couple of words in French when visiting the country. No one expects a foreigner to master the language but a sentence or two and a few simple words will be enough to gain your audience's respect and a more open attitude. For example, the following phrases feel necessary, but not always sufficient:

- Bonjour (Hello)
- Au revoir (Goodbye)
- Merci (Thank you)
- Excusez-moi (Excuse me)
- Je ne parle pas très bien français (I do not speak French very well)
- Parlez-vous anglais ? (Do you speak English?)

This advice is even more important for people with English as a native language. In this case, a French person will no longer perceive English as the international language but rather as the Visitor's language. Few things irritate the French as much as a foreigner speaking his/her native language in France and expecting everyone around to understand. This is a purely cultural attitude.

A simple tip: Start the conversation with **“bonjour”!** This can be enough to elicit a much friendlier attitude from your counterpart.

For those who don't have English as a native language the problem is not that serious, but for extra “insurance” why not say something like: **“Excusez-moi, je suis [pick a nationality] et je ne parle pas très bien français. Parlez-vous anglais?”** You spoke French while indicating that English was not your native language!

Or in case you start in English, it can happen that the person in front of you asks whether you speak French. When you confirm while adding that you only have a limited level (with a certain mood of regret, if not humility), they continue in English.

#### Speaking French to find an internship or job in France

At a professional level, speaking French is different. Of course, being integrated into French culture, knowing and practicing the customs could be a great advantage for your candidature. Nevertheless, the **LANGUAGE** is key.

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).

## Learn French abroad

You have some options if you want to learn or to improve your French:

[The Alliance Française network](#)

[The Institut Français network](#)

[Innovative tools for learning French](#)

## Dos & Don'ts in France

French traditions and culture hold a special fascination for foreigners.

Certain elements of the culture are world-famous, such as the deep regard the French have for excellent food and wine. Other parts are less well known, and you will only discover them when you have made some horrible "faux pas" (mistake)...

Let us start with some basics:

### Speak French

As you have just read above, speaking French on some level is necessary.

You do not need to be a fluent French speaker but making the effort to communicate in French will be appreciated.

### Manners culture in France

French culture is also formal, being polite and introducing your self is part of daily life.

For example, if you stop someone on the street to ask for directions, time, etc. without excusing yourself and apologizing for bothering them first is considered rude. If you get lost, it will be better to use your GPS or a map or going into a store, this is more acceptable situation to ask someone for help. Interacting with strangers for no reasons is also a "faux pas". For example, if you say "A vos souhaits" (the French version of God Bless You) to someone who sneezed next to you on the street this person can look at you like if you had slapped her! However, holding the door for the person behind is still appreciated and expected.

Remember the magic words you need to learn:

- *Bonjour* (Hello)
- *Merci* (Thank you)
- *S'il vous plaît* (Please)
- *Au revoir* – (Bye/See you)
- *Excusez-moi* (Excuse me)
- *Je ne parle pas très bien français* (I don't speak French very well)
- *Parlez-vous anglais ?* (Do you speak English?)

### Turn down the volume

The French are not loud speakers. Sometimes we can be boisterous and loud. This trait will make you stick out and be a target, for example: for pickpockets. For your time in France, try to turn down your speaking volume to avoid attracting unwanted attention or making someone think you are yelling at them.

### French bureaucracy: Do not be frightened by all the rules, just accept them

French bureaucracy (euphemistically called "L'administration") is legendary -and most foreigners - not only international students - and French either, have an epic tale to tell of their dealings with it. Accept bureaucratic hurdles as part of life in France and remember that the French have to go through the same process.

### Be patient and wait, accept French opening hours and bank holidays

When arriving in France, you might yourself coping with more than jet lag when it comes to timing. You will also discover that dealing with administration, dining, shopping and sightseeing must bend to the French schedule. Instead of fighting it, surrender to the typical hours in France. Use these tips to ease the adjustment:

- Except major urban zones (like Paris), everything is closed during lunchtime, from 12h00 to 14h00.
- A typical workweek in France: Monday to Friday from 9 a.m. to 12 p.m. and from 2 p.m. to 5 p.m.
- Use a website like <http://www.les-horaires.fr/> to find French business hours or go directly to the official web site of the organization you intend to visit.
- Some places will be open during the week, but not on Monday mornings and open only on the first Saturday of the month.
- Almost everything is closed on Sundays as well, so do not plan a visit to a city you have always dreamed of seeing on the day of rest, because they do rest. It is the law. Only shops that sell food are legally allowed to remain open in France, although countless boutiques do flaunt the regulations. If you are visiting during a Sunday, and will need anything at all from a store, it is strongly recommended to buy it Saturday.
- Pay attention to public holidays if you need to do administration paperwork.
- When a public holiday falls on a Tuesday or Thursday, employees in France commonly make a 'bridge' holiday "*faire le pont*", creating a very long weekend. Some businesses may opt to close completely during a bridge holiday.
- Pay also attention to summer vacations from mid-July to beginning of September and winter vacations from end of December beginning of January.

## Dealing with the French administration

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 do not speak French, you might find that the functionary in front of you is a bit stressed especially at busy hours. However, 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.
- Pay attention to the channel you need to use to get support. Depending on the administration, it can be a hotline, an email address, by appointment, etc. Check directly from the source, it will avoid wasting your time going back and forward.

## To know more about France and French culture

Official website of the French Government Tourist Office: [Explore France](#)

## Reading suggestions

To prepare mentally and culturally for an excellent stay in France, some reading suggestion with advice and recommendations to be confirmed or reviewed by you after a semester or two in Grenoble... In other words: It is 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 Centre 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 will 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 is 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?"

## **GET READY TO EMBRACE A NEW CULTURE**

### **SUM UP**

- Preparing yourself to face a new culture is one of the most important steps when you decide to study abroad.
- Being aware of the cultural differences and customs will help you with a better and faster transition into your new life in France.
- Speaking French for a visitor is important to be understood but it is much more a cultural approach than a linguistic one in France.
- However, speaking French to find an internship or job in France is different. You will need a good level of French.
- Get familiar with some French dos and don'ts to avoid cultural mistakes "faux pas".
- Be ready to deal with the famous French bureaucracy.
- Try to get familiar with the country and the region, visit the tourism office website to give you an overview. There will be a lot to see, enjoy and discover.





# STEP 2

## YOU WILL ARRIVE SOON

**Four to six weeks before your arrival at GEM**

How to get to GEM

Prepare your arrival (checklist and tips)

Arrange your arrival with your accommodation, procedures to follow

# 1. HOW TO GET TO GEM

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

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.

The GEM campus Sémard is located in the city's business district, known as Europole. It is near the heart of the city and right next to the Grenoble train and bus station, where trains, buses, tramways and bike paths all intersect.

## Coming to Grenoble

### From Lyon St. Exupéry 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.

To get to Grenoble, you have two options:

#### By bus

[Blablabus](#) runs direct services to Grenoble.

#### By train

You can travel by train to Grenoble from any of these three stations:

- Lyon-St Exupéry (at the airport).
- Lyon-Part-Dieu (Lyon city centre),
- Lyon-Perrache (Lyon city center).

You can find more information on the [TGV and OUIGO trains' website](#).

#### 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!

### From Grenoble Alpes-Isère Airport

Some European cities operated flights at some specific periods of the year. For more information, you can visit the [Grenoble Alpes-Isère Airport website](#).

### From Paris: GDG and Orly Airports

The two airports in Paris are Paris-Charles de Gaulle (CDG), to the northeast of the city, and Paris-Orly, to the south. Visit the [Paris Airport website](#) to find more information.

**From Paris Airports, you will need to get to “Paris-Gare de Lyon” train station and then take a TGV (high-speed train) to Grenoble:**

#### By bus

- ["Roissy bus" shuttle from GDG airport](#)
- ["Orly bus" shuttle from Orly airport](#)

#### By RER

- From CDG airport, take RER line A until “Châtelet-Les Halles” station, change to RER line A, and stop at “Gare the Lyon” station.
- From Orly airport take the OrlyVal shuttle, then the RER line B until “Châtelet-Les Halles” station, change to RER line A, and stop at “Gare the Lyon” station.

For more information, visit the [Paris Public Transport Agency "RATP" website](#)

### By taxi

To guarantee you a safe trip at a fair price, we recommend that you always take an official taxi outside the terminals. Only taxis located in stations located at the gates of the arrivals levels are authorized to pick up customers. These official taxis are recognizable by the light sign on the roof of the vehicle. If you are approached by people claiming to be taxis, we invite you to decline any transport proposal. Taxi fares are regulated but quite expensive.

- [Taxi at Paris-CDG](#)
- [Taxis at Orly](#)

### From "Paris - Gare de Lyon" train station to Grenoble

A TGV (high-speed train) from "Paris-Gare de Lyon" train station take 3 hours to Grenoble. It is highly recommended to book tickets in advance, to benefit from lower fares.

You can find more information on the [TGV and OUIGO trains' website](#).

### From Geneva Airport

You can take a:

- Train to Grenoble from central Geneva
- Shuttle bus from the airport to Grenoble

For more information:

[Geneva Airport website](#)

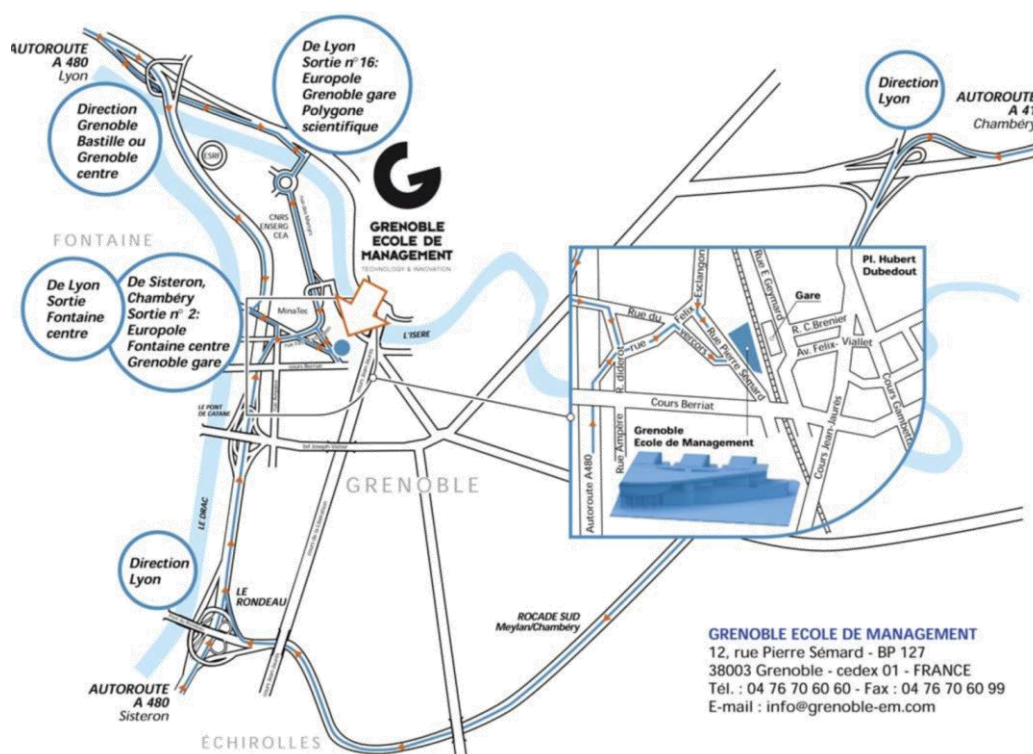
[Ouibus website](#) for bus connections from Geneva to Grenoble

## Grenoble train and bus station and campus location

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 neighbourhood 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 are there!

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



[Download the printable version](#)

## Public transportation in Grenoble

Grenoble has a dense network of transportation solutions: five tramlines, buses all around, rental bikes, taxis, park & ride lots and more.

### Bus & Tramway

The public transport network in Grenoble is called TAG ("Transports de l'Agglomération Grenobloise"). Grenoble and its urban area are served by 45 bus lines and 5 tramlines.

The nearest tram-stops to the GEM Campus Sémard are "Palais de Justice" (Tram B) or "Saint Bruno" (Trams A and B).

You can buy bus and tram tickets and passes from:

- TAG ticket offices ("Agences de Mobilité" or "Points Services"). The nearest "TAG" agency is located downtown within 5 minutes walking distance from the GEM "Sémard" Campus.

Agence de Mobilité Centre-Ville  
49-51 avenue Alsace-Lorraine  
38000 – Grenoble

More information about opening days and hours [here](#).

- Certain retail outlets, which act as "Relais Tag" (tobacconists, newsagents, etc.). A list of these can be found [here](#).
- Automatic ticket vending machines available round the clock at each tram stop, as well as from bus drivers (single-trip tickets only).

For more information about the network maps, fares, etc. [visit the "TAG" website](#).

**GOOD TO KNOW!** You are automatically entitled to reduced rates if you are aged under 25 years old.

### Bike

There are 300 km of cycle paths in Grenoble and its area. On the other hand, even is Grenoble is surrounded by mountains, it is the flattest city in France, so ideal for cycling.

Grenoble offers a public bike rental system called "Métrovélo", you can rent a bike for a day, a month or a year. You can also buy a new bike at a sports shop, or a second-hand model.

#### Map of cycle routes

You can download it [here](#).

#### "Métrovélo" Grenoble's public bike rental system

You can rent a bike for a day, a week, a semester, a year. To rent a bike, visit the "Métrovélo" agency located at the train station just behind the school in the underpass. You are automatically entitled to reduced rates if you are aged under 25 years old. More information: [www.metrovelo.fr](http://www.metrovelo.fr)

#### "Un p'tit vélo dans la tête"

A workshop that helps you repair bikes. If you are into DIY then you could buy a second bike and use the workshop when it breaks down. More information: [www.ptitvelo.net](http://www.ptitvelo.net)

### Self-service: Electric scooters and electric bikes

Electric scooters and electric bikes are available in self-service since June 2020. They represent a new way of getting around in the city centre, which includes the Grenoble Ecole de Management campus area.

#### Electric scooters

In association with Grenoble Alpes Métropole, the operator "Tier Mobility" is gradually rolling out its offer of electric scooters in the city. Scooters are self-service however; they must be parked in specific locations.

In order to be able to use the scooters you need to download [the TIER Mobility application on your smartphone](#).

#### Electric bikes

"Pony" operates the electric bike self-service in Grenoble. Like scooters, bikes should not be parked anywhere. To use the bikes you will need to [download the Pony application on your smartphone](#).

**Find out more about the terms and conditions of use and the ecological and social commitments of these operators:** [www.grenoblealpesmetropole.com](http://www.grenoblealpesmetropole.com)

## Parking facilities in Grenoble

Grenoble can be difficult to navigate by car. If you are looking for accommodation and you will bring your car, you should consider finding a place offering a parking area.

### On Campus

On campus, you can only park for the day when you have classes. You cannot leave the car at night. For information and access to the school-parking garage you need to go to the "Security Department" located on the first floor, you will need to present your student card and the documents related to your car. Remember that in order to obtain your student card, you need first to wait until school registration on arrival.

### Park & Ride by "TAG"

The public transport network in Grenoble "TAG" operates the "[Park and Ride](#)" ([parking relais](#)) system. You can leave your car or your bike at the entrance of the urban area for a few hours, if you want to park for days or the night you should take a monthly or year subscription with the "TAG".

### Parking downtown

Visitors coming to Grenoble just under 2 hours can grab a ticket and park their car in the streets on the orange or purple areas. Twenty free minutes magnetic cards can be offered by retailers.

## Getting familiar with Grenoble

In an exceptional natural environment, where mountains appear at the end of every street, Grenoble is a leading European centre 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. In addition, whatever you do, do not forget your umbrella!

### For more information about Grenoble

- [Grenoble Tourist Office](#)
- [Grenoble Interactive Map](#)
- [Grenoble Town Hall](#)

### For more information about Isère region

- [www.isere-tourisme.com](http://www.isere-tourisme.com)

## 2. PREPARE YOUR ARRIVAL CHECKLIST AND TIPS

It is very important to plan your arrival in Grenoble. In order to do this please consider the following:

### STEP 1

#### Organise your arrival in France according to Covid-19 worldwide measures

**1. Refer to the French consular representation in your country of residence to get accurate information about entry conditions in France.**

Depending on your country of origin, there are health protocols you should follow before and upon your arrival in France.

**2. You should also monitor:**

- The [French Ministry for Europe and Foreign Affairs](#) for advice for foreign nationals wishing to enter France or already in France, who are affected by the COVID-19 pandemic.
- The website. For authoritative answers to your questions on the epidemic and recommendations for your health. Remember to activate the translator on your web browser.

### STEP 2

#### Then, depending on the timing of your arrival in France and the organization of your academic year

**1. Try to anticipate as much as you can before your arrival:**

- Secure your accommodation for your stay at GEM: the semester or for the academic year. You will need a permanent address in France in order to start other administrative procedures in Grenoble including school registration.
- Make the necessary insurance arrangements according to your situation and bring them from home.
- Remember to bring the requested documents in order to fulfil some administrative procedures on arrival.
- 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.

**2. Schedule your arrival time with your accommodation:**

- In France, offices are open until 6 p.m. so it is very important to warn your independent property owner/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 more information about hotels on the next page.

**3. Arrive before your classes and the induction week starts. You will have time to settle you down and to prepare your paperwork.**

**4. Pay attention to opening and office hours in France:**

- Arrive during weekdays, from Monday to Friday.
- Avoid arriving at the weekend because many services and administrative offices are closed on Saturday and Sunday.
- 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, summer break in August and winter break at the end of December:**

In general, people are out of their offices and administrations, some shops and restaurants might be closed.

**6. Bring your ID documents and school acceptance letter if you want to have access to GEM.**

**7. Avoid bringing luggage to GEM**

For security reasons the school cannot 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. Do not leave your computers unattended. It is better to put them in a backpack rather than a computer bag.

## Need a hotel? Temporary accommodation

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.

### Hotels and apart-hotels

You can compare hotels and apart-hotels offers with the usual comparison websites.

Additionally, the Grenoble Tourist Office website proposes a large list of accommodation offers, from hostels, apart-hotels or tourism residences "*residences de tourisme*", bed and breakfast, etc. You can find the entire list on the [Grenoble Tourism Office website](#)

### Difference between hotels and apart-hotels

As you might guess from the name, an apart-hotel combines the best parts of a hotel with an apartment. In general, an apart-hotel will be outfitted with a kitchen and living space to make it really feel like a home away from home. It can be a studio or it can have two or three bedroom. An apart-hotel usually includes leisure services. If you have ever stayed in a regular hotel and yearned for more than a travel kettle and instant coffee sachets, this could be the option for you!

### Youth Hostel Association in Grenoble: Hostelling International

Hostelling International is a worldwide network of Not-for-Profit Youth Hostel Associations. In Grenoble, the youth hostel is outside the city centre but is accessible by public transport.

For more information, visit the [Grenoble's youth hostel website](#).

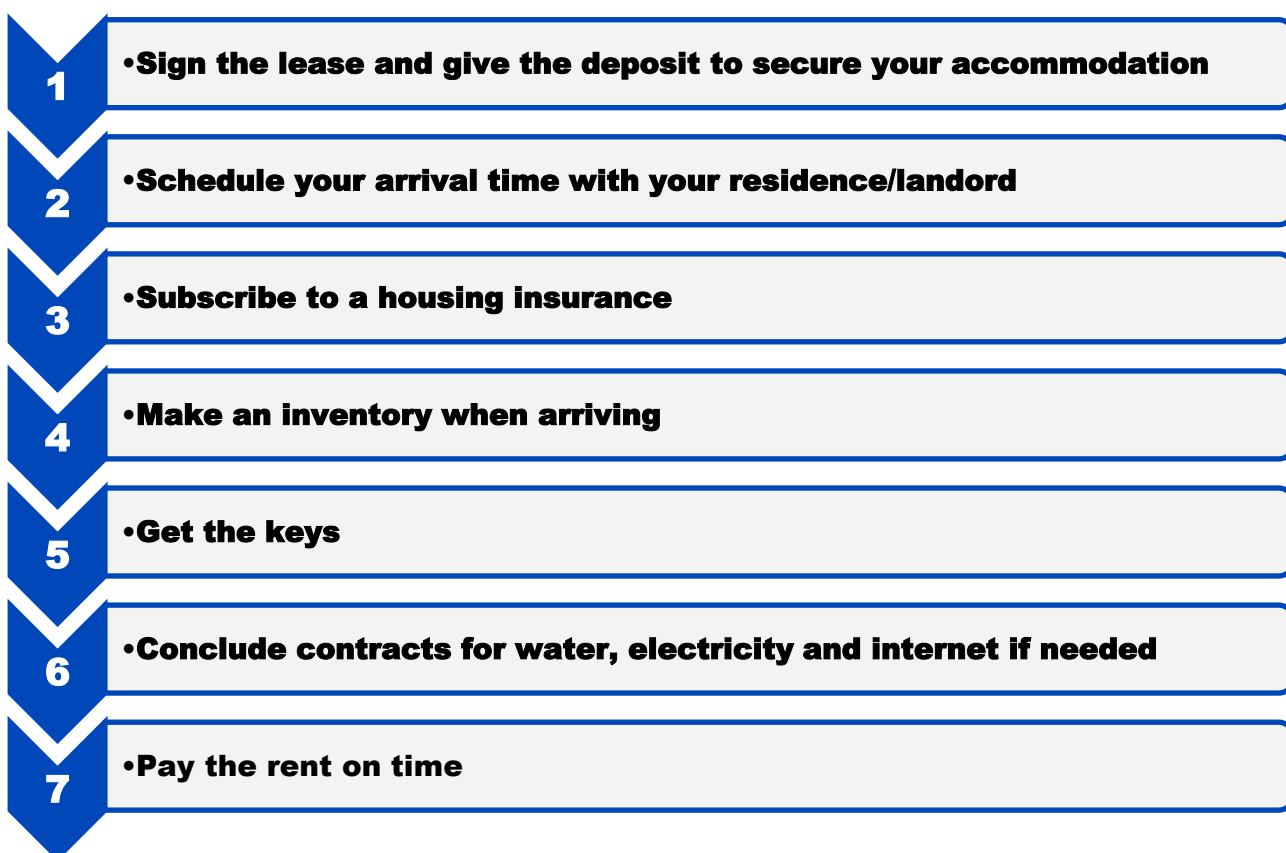
### 3. ARRANGE YOUR ARRIVAL WITH YOUR ACCOMMODATION

After booking your accommodation and signing a lease, you will need to respect some compulsory and legal procedures when moving into your new accommodation.

These formalities protect not only YOU, but also the owner. You can find more information about these procedures [here](#).

Remember to schedule your arrival time with your accommodation:

- In France, offices are open until 6 p.m. so it is very important to warn your independent property owner/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.





# **GET READY FOR YOUR ARRIVAL**

## **SUM UP**

- Learn how to get to Grenoble and to Grenoble Ecole de Management so you can organize your arrival accordingly.
- Get familiar with the city and how to get around.
- Pay attention to some important details such as opening hours and bank holidays.
- Schedule your arrival time with your accommodation before your departure.
- Respect the legal procedures when moving into your accommodation.



# **Congratulations, you made it so far!**

**When your participation into our programs will be confirmed, you will receive a second guide with the steps you should follow within French Administration during your first days in Grenoble and during your stay at Grenoble Ecole de Management**



**GRENOBLE  
ECOLE DE  
MANAGEMENT**  
BUSINESS LAB FOR SOCIETY

une école



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FOUNDING MEMBER  
**GIANT**  
THINKING IN CIRCLES