

emlyon business school

early
makers

em
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business
school

early
makers

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business
school



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europe
business
school

XAVIER EMLYON
BUSINESS SCHOOL



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STUDENT AFFAIRS

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Student Affairs Presentation

Abigel SOOS

The Student Affairs & its missions

- Administrative registration
- Student cards
- certificates
- Information concerning the different students administrative procedures
- Information on housing
- Diplomas
- Financial aids
- International office

Contacts

- Ecully: iael@em-lyon.com - +33 2 51 88 15 01
- Paris: iael75@em-lyon.com - +33 2 51 88 15 01

Administrative Registration - Connexion

- Log into the IAEL platform
 - Directly through <https://iael.em-lyon.com/IAEL/>

Administrative Registration - Home

HOME

THE ONLINE REGISTRATION IS MANDATORY AND MUST BE COMPLETED BEFORE ARRIVAL ON CAMPUS (END OF AUGUST).
THE UPLOADING OF THE DOCUMENTS REQUESTED MUST BE DONE ONLINE
THE SCHOOL WILL BE CLOSED FROM THE EVENING OF THE 2ND OF AUGUST TO THE 18TH OF AUGUST INCLUDED.

Every section must be validated



Welcome M Mon prénom 0 TEST IAEL sur 20200081



"Online assistance"



Online assistance in case of help. Here you will find a FAQ

Welcome to **emlyon business school** and to IAEL - online administrative registration.

The Student Affairs Office will help you during your stay at **emlyon business school** with the administrative dimension as well as with other things. The online registration will make it possible for you to register remotely for the new school year. These formalities are compulsory for your registration in our school. They must be anticipated to allow your file to be complete **BEFORE** your arrival on campus.

If you require any further information throughout the next headings, please click on  "Online assistance"

These pages will give you more information. We strongly advise you to consult them if you come across any difficulties when completing the form. You can also obtain details by contacting us. Please have a look at the bottom of the page to see the contact details of your interlocutor.

To submit all documents requested for the treatment of your administrative file, you must do so by uploading them online, through the platform. We will not accept documents sent by postal mail.

Information concerning summer closure : **emlyon business school** will be closed from **August 2nd in the evening to August 18th, 2019 included.**

We look forward to welcoming you soon

Student Affairs Team
iael@em-lyon.com
+33. (0)2.51.88.15.01.

M Mon prénom 0 TEST IAEL sur
20200081

- ▶ ⚠ Regulatory Information
- ▶ ⚠ Personal details
- ▶ ⚠ Contact details
- ▶ ⚠ CVEC / Scholarship
- ▶ ⚠ International Insurance
- ▶ ⚠ Third Party Liability
- ▶ ⚠ Tuition fees
- ▶ ⚠ emlyon business school policy
- ▶ ⚠ Photo Rights
- ▶ ⚠ Wellness information
- ▶ ⚠ Sport, Competition, Body language
- ▶ ⚠ IT Assistance
- ▶ ⚠ Student card
- ▶ ⚠ SISE Inquiry
-

State of your file : Initialised

➡ **File follow up [Reserved for the administration]**

Administrative Registration - Home

Sections with the icon  must be completed and validated



M Mon prénom O TEST IAEL sur
20200081

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- ⚠ SISE Inquiry

State of your file : Initialised

Here, colours are indicating the status of the section:

- red = not yet begun
- Orange = in process
- Green = validated



Administrative Registration

-  Regulatory Information 
-  Personal details 
-  Contact details 



The 3 first sections must be validated first. You will not have access to the following sections if you do not validated them first,

Administrative Registration

Sections of « documents validation »:

- Downloading & opening of documents
- Checking the boxes

- Document "Agreement of Proof" 
- Document "rules and regulations" 
- Document "PLP Information Notice" 

I have read the Agreement of Proof (available above), I have printed or downloaded it, and agree to abide by this agreement for the duration of my enrolment with emlyon business school. ✓

I have read the Rules and regulations (available above), I have printed or downloaded it, and agree to abide by this agreement for the duration of my enrolment with emlyon business school. ✓

I have read the PLP Information Notice (available above), I have printed or downloaded it, and agree to abide by this agreement for the duration of my enrolment with emlyon business school.

Je reconnais avoir lu attentivement les informations fournies ci-dessus concernant le « traitement de vos données personnelles par l'école dans le cadre de votre scolarité » ✓

Je reconnais avoir lu attentivement les informations fournies ci-dessus et je donne mon consentement à recevoir des informations et communications de la part des partenaires d'emlyon, notamment le EML Executive Development (CDME) et les Campus emlyon à Shanghai et Casablanca.

Validate

Administrative Registration

Sections of « filling in »

- Filling in the requested information
- Validate the section

Identity It is of utmost importance that you enter your names correctly (pay particular attention to typos). This information will appear on your student card, lists and so on...

Title	M
Particle	
Family name	0 TEST IAEL sur 20200081
First name(s)	Mon prénom

Note : if there is a mistake concerning your "title", "family name", "first name", "date" or "place of birth", please state it in the comment area at the end of the form.

Please note, the information indicated in this area is very important for all official documents: Certificates, diploma...Don't forget to indicate any errors to us (comment area) in order to update your official personal details in our IT system.

Official identity :
your names should appear in the exact same way they do on your birth certificate, passport, identity card, etc...This information appears on all official documentation: Diploma, certificates etc...

If the information about your Official identity is the same as on your official documents (passport, birth certificate..) tick here. If not, please fill out below.

Family name	<input type="text"/>
First name(s)	<input type="text"/>

Pay attention: the information indicated in this area will be used for all official documents: Certificates, diploma...

Date of birth	<input type="text" value="23/12/1995"/> (dd/mm/yyyy) ✓
Country of birth	<input type="text" value="China"/> ✓
Department of birth (for international students the code is 99)	<input type="text"/>
City of birth	<input type="text" value="DATONG"/>

(District for Lyon, Marseille and Paris)

Nationality	<input type="text" value="China"/> ✓
Mother tongue	<input type="text" value="FRENCH"/> ✓

Passport photo (to upload):
Please note: You must upload a photo of good quality. If you don't have a digital picture, you will have to send us a passport photograph. **The photo will be used for your ISIC International student card** which will be given to you shortly after the validation of your registration. Unless opposed by you, it can also be used for pedagogical purposes such as to feed the emlyon business school IT system - Virtual campus (icampus) - or computer manipulations to obtain a collective picture which includes other students in your year.

Passport photo (to upload)

 ✓

MANDATORY UPLOADING OF THE PHOTO HERE. Jpg, jpeg, png and gif formats are accepted. The photo must in portrait with a width of 218 pixels. A cropping tool will allow you to crop your photo.

Are you recognised as a disabled person ? yes no

Administrative Registration

Warning! Section «Personal details»

- The photo is mandatory
- OFFICIAL IDENTITY

Passport photo (to upload):

Please note: You must upload a photo of good quality. If you don't have a digital picture, you will have to send us a passport photograph. **The photo will be used for your ISIC International student card** which will be given to you shortly after the validation of your registration. Unless opposed by you, it can also be used for pedagogical purposes such as to feed the emlyon business school IT system - Virtual campus (icampus) - or computer manipulations to obtain a collective picture which includes other students in your year.

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Administrative Registration

Warning! Section «Contact details»

Parents' address

Your parents details : this is your reference address where we will send you, for your attention, all the docun

Recipient	<input type="text"/>	<input type="button" value="..."/>	← Click here
Address	<input type="text"/>	<input type="checkbox"/>	

Recipient courtesy	<input type="text" value="M."/>
Recipient last name	<input type="text"/>
Recipient first name	<input type="text"/>
<input type="button" value="Update"/>	<input type="button" value="Abort"/>

← Fill in the info here and then « update »

If underage: fill in the section « legal guardian» + download the exit permit for underage

Parent or legal guardian contact

Contact details of parent or legal guardian for signing documents

Last name	<input type="text"/>	First name	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>

Administrative Registration

Warning! Section «CVEC/ Scholarship»

- CVEC = mandatory procedure, online: <https://cvec.etudiant.gouv.fr/>
- Video tutorial in English:
<https://www.youtube.com/watch?v=PXmGN2PAMmQ&rel=0>
- Once you receive the CVEC certificate → fill in the CVEC code in the section

CVEC :

Slip number :

 ✓

Administrative Registration

Warning! Section «Third Party Liability»

- If you have given a « parent's address » outside of France in the section « contact details », you have to select the option APRIL International.
- Otherwise, you must either put your private insurance if you have one or subscribe with emlyon's partner.

Please state your choice below

Bulletin - please pay attention to write legibly, to check the part "payable to" of cheque and to send us all documents demanded.

- APRIL International
- Mutuelle St Christophe
Mutuelle St Christophe's Guarantees brochure 
- Personal third party liability

Validate

Cancel

Administrative Registration

Tuition fees

- Several modes of payment possible:
 - Bank transfer
 - Instalments
- Any Question ? → comptabilite@em-lyon.com
- Deadline for payments: August 31, 2019

Administrative Registration



→ On **Complete files** only !

→ loss= 15€ (0€ with police report)

→ Photo is mandatory!

Administrative Registration



- Lots of discounts → <https://isic.fr>
- Can be used in every **CROUS** restaurants in France
 - *You'll get an email from d'IZLY in order to activate your account*
- Internal uses: catering, printing, learning hub...

Administrative Registration

Warning! Section «SISE Inquiry»

- Fill in the information the closest to reality

SISE ENQUIRY

The enquiry is done to obtain information concerning student's socio-demographic situation, (for instance: their curriculum, educational success and origins).

This enquiry is realized in every French Public and Private High Schools.

This information is exclusively for National statistics purposes and for French Ministry of Education's use only.

Registration type :	First degree training	
High School Graduation :	SCIENTIFIQUE	
High School Graduation year :	2019	
Place of High School Graduation, French Department :	000 - Indéterminé	If graduated out of France, please select 99 - ETRANGER / FOREIGN COUNTRY "
Situation in the past year :	SECONDARY EDUCATION (INCLUDING DISTANCE LEARNING)	
High Business Preparatory School or High-Level Technician School :	Are you awarded from a High Business Preparatory school or from a High-Level Technician School? <input type="radio"/> yes <input checked="" type="radio"/> no	
Last degree :	Completion of secondary establishment ABROAD	

Validate Cancel

Administrative Registration

Validation of your file online:

- Uploading of the requested documents
- Online payment (if necessary)

VALIDATION OF YOUR FILE

XXX

Photocopy of one of the following documents :

- Identity card
- Passport (with copy of visa for international student)

Upload (.pdf,.jpg,.jpeg, 0.5 Mb Max) : Aucun fichier sélectionné.

An attestation of payment or exoneration for the CVEC.

Upload (.pdf,.jpg,.jpeg, 0.5 Mb Max) : Aucun fichier sélectionné.

Bank Transfer certificate

Upload (.pdf,.jpg,.jpeg, 0.5 Mb Max) : Aucun fichier sélectionné.

Health information sheet

Upload (.pdf,.jpg,.jpeg, 0.5 Mb Max) : Aucun fichier sélectionné.

Warning! The Sport certificate is mandatory even if not requested in the last page on the platform !

Administrative Registration

Validation of your file:

Here are below the personal details of the lawful representative of the underage student used for signing documents (an email or text message will be sent to sign)

Mail : ██████████ Mobile : ██████████

You can validate your file

[Back to the home page](#)

Administrative Registration

ACCEPT THE DOCUMENT

Click here



I have read and I accept the above document.

SIGN

You are about to sign:

- ConventionFinanciere_2020_99990...
- USAGES_Charte_internet_EMLYON_...
- USAGES_Charte_Non_Plagiat_EN.pdf
- USAGES_Charte_Informatique_ECU...
- USAGES_Droits_Image_EN.pdf
- INFOREG_Convention_Preuve_EN.pdf

Fill in your number to
get a secret code



Mobile phone number



Confirm

Administrative Registration

Fill in the secret code received

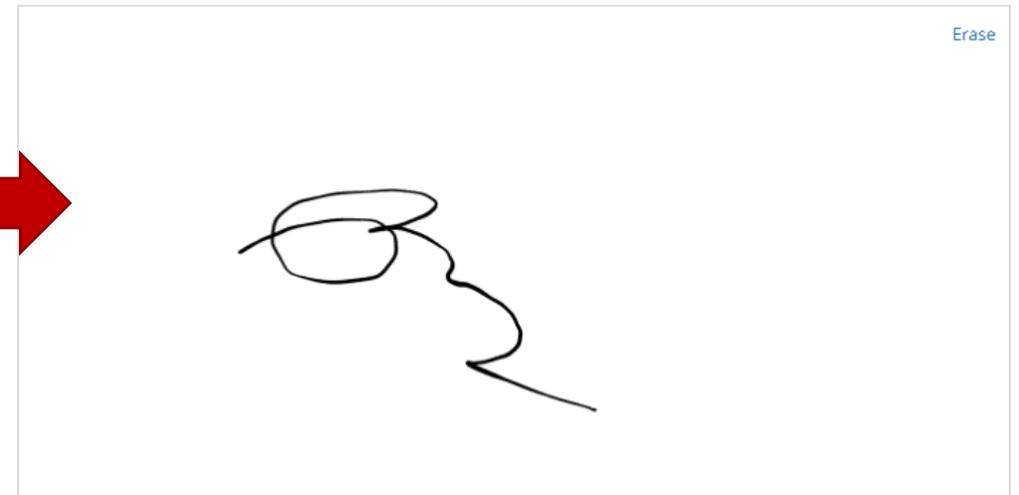


A code has been sent to you by SMS
[Change the phone number](#)

SMS Code

Haven't received any SMS yet? [Resend](#)

Sign



By checking this box, I acknowledge that I've read and accepted [Universign's General Terms of Use](#) as well as the [Specific Terms of Use related to Universign's Signature Service](#).

By checking this box, I acknowledge that I've read and accepted [Universign's Personal Data Protection Policy](#).

Click



Sign

Administrative Registration

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› ⚠ Regulatory Information	◆
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› ⚠ Wellness information	◆
› ⚠ Sport, Competition, Body language	◆
› ⚠ IT Assistance	◆
› ⚠ Student card	◆
› ⚠ SISE Inquiry	◆
-	

State of your file : **Finished**

You have validated your file online.

« Finished » status= your file is being treated by **emlyon**

Thank you !

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makers

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