

International Student Welcome Guide 2021/2022

Ecully Campus

 early makers
since 1872



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business
school



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A brief word from our President

Dear International Students,

Welcome to **emlyon** business school !
Triple accredited, **emlyon** is one of the best high-ranked institution !

You have decided to join **emlyon** business school as part of your studies abroad and I would like to congratulate you on joining us.

The Faculty and Administrative teams are deeply committed to offer you not only a unique high-quality educational experience but also a rich, stimulating and challenging new stage of your life.

This information pack, will be your guide for months ahead and help you to integrate and complete the required procedures. In addition, The Student Services Center will be there to support you throughout your stay.

I am convinced that your experience with us will be determinant, full of success and fulfillment.

I thank you for your trust and wish you the best for your studies and your stay in France !

Prof. Isabelle Huault
Executive President & Dean



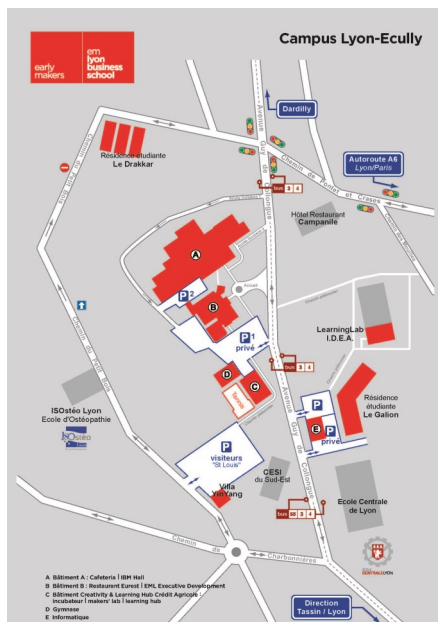
Ecully Campus

Campus presentation

The **emlyon** business school Ecully campus is located in a residential suburb about 35 minutes from Lyon's city center. Set in six hectares of woodland, it offers a combination of high-quality educational facilities and creative infrastructures.

You can enjoy a [virtual tour](#) of our Ecully campus.

Campus Map



Campus services

Creativity & Learning Hub

The Learning Hub is a new-generation third-place library and a "phygital" (physical and digital) space available on all school campuses.

The **physical Learning Hub** (Located in Building C) is a place for meetings, exchanges and collaboration. It has been designed to provide spaces for work, relaxation and eating, whether alone or with others, enabling everyone to find a place that meets their own needs in a spirit of mutual respect. The **digital Learning Hub** creates and develops a constantly evolving digital information environment. Available 365/24/7 worldwide, it promotes learning, research and innovation within the school.

More information on the learning Hub on your student [Makersboard](#).

Maker's Lab

emlyon business school makers' labs are prototyping workshops that are unique among French business schools. Dedicated to creativity and learning by doing, they are open to the entire **emlyon** ecosystem, whether graduates, students, staff, professors, researchers, incubators or partner companies. You can use your makers' lab (located in Building C) to prototype your ideas in record time thanks to the resources provided, including machines, materials, electronic components, software and a team of facilitators.

More information on the makers'lab on your student [Makersboard](#)

Restauration

The cafeteria: Located in Building A, the cafeteria provides breakfast and a variety of hot foods, sandwiches, and salads for your meals. You can buy your meals with your credit card, by cash or with your **emlyon** student card.

Melchior's "Frigo connecté" Smart-Fridge : Located in Building A and in Building B, you can have access all day to fresh meals in this fridge. 5 different recipes/week will be available. 90% of the containers are made of glass, collected after use for cleaning and re-using.

Foodtrucks: located near the Building C, each day there is a new foodtruck. You can pay by credit card or by cash.

You will find more information about restauration on your Student [Makersboard](#).

"La Conciergerie" concierge service

Located in Building B, it offers a variety of services.

Gymnasium

Located in Building D, the gym allows you to practice a variety of sports. You can follow sports classes, in addition to accessing sporting equipment. You will need your **emlyon** business school student card to access the gym.

Campus access

From Lyon-Saint-Exupéry Airport by tramway and bus to Lyon Part-Dieu train station

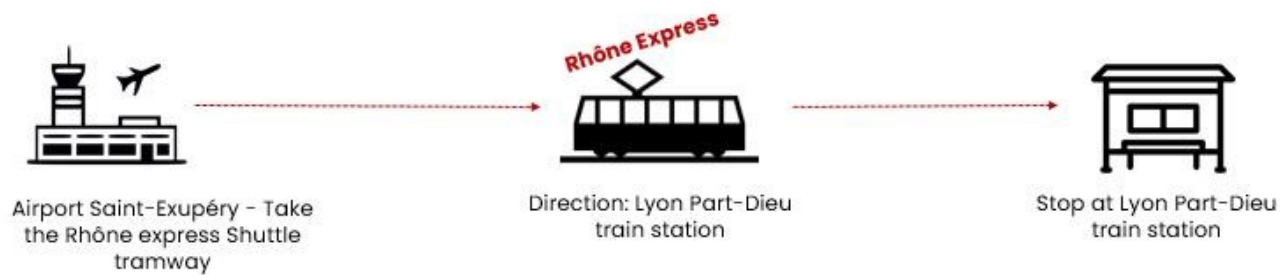
Option 1: Bus 47 and Tramway T3

The whole trip takes about 1 hour and costs a **TCL** bus ticket (around 1.90€). You can buy bus tickets via ticket machines by credit card or cash. more info [here](#)



Option 2: Rhône Express shuttle tramway

The trip is about 30 minutes and costs between 13.60€ and 16.30€. More info [here](#).

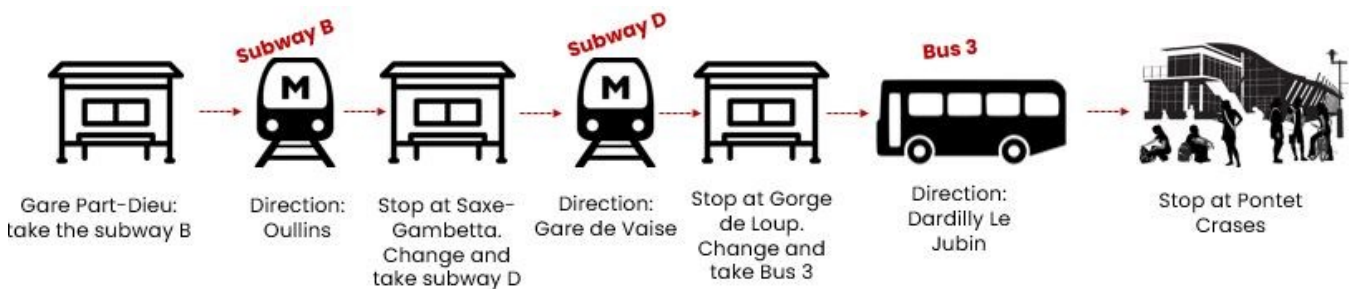


From Lyon Part-Dieu station to emlyon business school Ecully campus by subway and bus

Option 1



Option 2



You can plan your itinerary to come to **emlyon** business school from anywhere in Lyon directly on [TCL](#).

Immigration

First step: the visa

If you are a national from the European Union, the EEA, or Switzerland, you do not need to apply for a student visa.

Do you need a student visa for your stay in France? Check [here](#).

If you need a visa, please check if you are concerned by the pre-consular "Etudes en France" procedure [here](#). Find out more information about the pre-consular procedure "Etudes en France" on your student [makersboard](#), section before arriving in France.

If you are not concerned by the "Etudes en France" pre-consular procedure, you will certainly need to apply directly through the French consulate. Check [here](#) how you will have to apply.

Please note that in any case, you must first be accepted to **emlyon** in order to apply for a visa. You will need to apply at least **3 months** before your estimated arrival in France.

Pre-Departure Checklist

- **Passport (or ID cards for EU citizens)** and a scanned copy for safe-keeping
- **An original birth certificate (in the original language).** This document is very important for administrative procedures in France. French administrative bodies prefer to see the original and make a copy themselves. As always, keep a scanned copy! You will have to translate your birth certificate in France by a [certified translator](#).
- **European health insurance card (for EU citizens only)** valid for at least the full academic year (September 1st to August 31st).
- **Extra passport photos:** taken under the same regulations as for the European passport
- **Important medical record,** especially vaccination records
- **Contact details** from home in case of an emergency.
- **Some cash for your arrival,** since your credit card might not work in France. Please be careful and do not carry large amounts of cash.
- **A plug adaptor** if necessary. In France we use E type plugs with a 230V tension a 50Hz frequency.

Validate your visa after arriving in France

If you **have a D-type Long stay Visa** (CESEDA R311-3-6), you must validate your visa through [this website](#). Log in and follow the instructions.

The validation of your visa is mandatory and must be done **within the first 3 months after your arrival** in France.

A step by step tutorial is available on your student [Makersboard](#) in the section "Validate your visa."

If you are a national from the European Union, the EEA, or Switzerland, you do not need to apply for a student visa.

Renew your visa or residence permit

If you are a non-EU student already in France, you may need to renew your visa or residence permit **3 months before the expiration date**.

The procedure is entirely online, and the International Student Support will complete a pre-check of your documents.

Please contact us directly.

- Ecully : internationaloffice@em-lyon.com
- Paris : internationaloffice75@em-lyon.com
- Saint-Etienne : internationaloffice42@em-lyon.com

Housing in Lyon

According to Only Lyon website, Lyon is the first city in France for culture (outside of Paris) and is the first French city preferred by executives.

Lyon has a rich cultural offering (museums, festivals, theaters, monuments, and parks), and it is renowned for its gastronomy mostly thanks to Paul Bocuse. According to a recent APEC Study, Lyon offers an ideal quality of life. Located in the south-east of France, Lyon is the capital of the Auvergne-Rhône-Alpes region. It is located two hours from Paris by high speed train (TGV) and just an hour from the Mediterranean coast or major alpine ski resorts.

Living costs

Monthly budget: around € 1000-1200.

- Rent: €500-600
- Transportation: €32,50 for under 25y.o. €65 above 27y.o
- Food: €300
- Books, photocopies: €40
- Miscellaneous (insurances, council tax, clothing...): €100
- Mobile Phone: plans starting at €2 (depending on the provider)
- Entertainment: €100

Please note that this is a tentative budget which depends on your choice of accommodation and lifestyle.

Tips to find student housing

It is not easy to find accommodation, especially in large French cities, so make sure to start your search as soon as possible.

✗ **Don't wait** until you are in France to start looking for housing

✓ Submit your application **before you leave**

✓ Send in **several requests** for student housing

✓ Try to find student rental accommodation that is **furnished**

⚠ Be careful and make sure the company offering the lodging is reliable. **Never send money without first signing a lease** and speaking directly with the company.

How to find a guarantor

When you rent an apartment in France, a guarantor is almost always required, since they guarantee to pay your rent if you are unable to do so. **Your guarantor must be French or living in France.** If you do not have a French guarantor, here are some of the other options:

- **Garantme:** Are you about to move in Ecully, Lyon or Paris Campus? Garantme is pleased to help you to find your accommodation by being your guarantor. **Good news!** With the housing partners of Garantme, 1 out of 2 certified students find their future housing within 7 days thanks to apartment searching platform - Garantme Search. This platform is 100 % free, 0 hidden second-hand fees. [Click here](#) to apply right now! Benefit from a special discount by using the **promo code: EMLYON**

- **SmartGarant:** Founded by two former **emlyon** students, they also offer a service of rent guarantee for students who have difficulties dealing with owners' criteria. Boost your housing file with them, reassure your future owner, increase your chances of getting housing, get your free certificate in less than 24H and get your rents covered for the duration of the lease! Benefit from a special discount by using the **promo code: EMLYON**. Smartgarant has also opened a new service: SmartAlerte. This tool allows you to automatize your housing research by scanning more than 2millions of housing offers on different platforms such as leboncoin, pap, bienici, avendreàlouer... this tool is free and if you want to benefit from it, [click here](#)

- **Visale:** This rent guarantee service is offered by the state and based on specific criteria (a valid visa or residence permit for example). Here is a [tutorial](#).

Different types of housing

Student housing in a private residence or with private owners

Many private student residences are open to foreign students. You can also choose to rent your own room or flat from an individual or a real estate agency. You can search for individual or shared accommodation.

Our partner:

- **Studapart Network** requires your **emlyon** business school email address to log in to the housing platform, or your personal email address with the activation code **HOUSINGEM-LYON**. Students without a French guarantor can use the Studapart guarantor services (for an additional fee).

You can also choose to apply for a housing in one of [Cardinal Campus](#) residences (*non emlyon partners*) which are closed to the Ecully campus or closed to Gare de Vaise metro station in Lyon.

- 2 residences near Ecully campus: Le Drakkar and Le Gallion. More info [here](#) and by email at ly-onecully@cardinalcampus.fr
- 3 residences near the metro station Gare de Vaise in Lyon: Club 55, Madison Park and Studio 9. More info [here](#) and by email at lyonvaise@cardinalcampus.fr

Intergenerational housing

Benefit from a very competitive rent price by living at a senior's home or a senior residence. Our partners:

- [Colette](#) (for Paris only)
- [Homiz](#) (for Paris, Lyon & Saint-Etienne)

CROUS residences

The CROUS is a government service that provides food, housing, and subsidies for students in France. **French students are given priority in CROUS residences.** To apply for a room, you must prepare an «**international lodging**» (LEI) application and submit it between January 15 and May 31 before the start of the academic year.

For Lyon & Saint-Etienne, click [here](#) (information are in French).

Student housing with a host family

Staying in a homestay with a host family is a great way to **practice your French, discover the local culture, and reduce your housing costs.** In most cases, this would be a private room in a house or flat.

Our partner:

- **Nativng** is a service dedicated to international students, providing a French native speaker as your "language coach" during your temporary housing period. **Fee based service.**

Other useful websites to find accommodation (non emlyon business school partners)

- <https://housinganywhere.com/fr/>
- <https://www.adele.org/>
- <https://www.seloger.com/>
- <https://www.lokaviz.fr/>
- <https://www.locservice.fr/>
- <https://www.location-etudiant.fr/>
- <https://www.studylease.com/>
- <https://www.estudines.com/>
- <https://www.immojeune.com/>
- <https://www.appartager.com/>
- <https://www.lacartedescolocs.fr/>
- <https://whoomies.com/>

Signing the lease

What is a "bail"

A "bail" or "**contrat de location**" is a lease or rental agreement, which sets the conditions under which you have the right to occupy the unit. The following are among the provisions in the rental agreement:

- The monthly rent amount and fees
- The amount of the security deposit (see below)
- The length of the notice period before leaving

You should be prepared to **pay the first month's rent and security deposit upon signing the rental agreement.**

Security Deposit

The security deposit is a sum that your landlord usually requires from you to cover any damage that may occur to the property during your stay. The amount is generally equal to a month's rent. The security deposit will be returned to you if you leave the unit in the same condition in which you found it when you moved in. If you do not pay your rent, make major damages to your accommodation, or if you leave without any notice, **the landlord has the right not to return your deposit.**

Check-in Inventory

Inventory reports are some of the most important documents related to your rented property. When you move out, any damage not originally listed in the inventory report will be attributed to you, and you will lose your deposit. Make sure to fill this report out thoroughly in order to increase your odds of receiving your security deposit.

A general guide of what to look for during the inventory is available on your student [Makersboard under the section "Housing" > "Check-in Inventory"](#)

If possible, **take a picture of everything that is missing, damaged, or incorrectly described in the inventory.**

Note that if you and your landlord go into a dispute over damages, hygiene or other matters, the inventory will be the most significant piece of evidence.

Housing Insurance

An « assurance habitation » is a **mandatory housing insurance policy** that includes losses occurring to your housing and its contents, in addition to liability insurance for accidents that may happen. You must subscribe to one before signing the lease and must present a certificate of a valid housing insurance for your future accommodation to the landlord when signing the lease. You are free to choose the insurance company for this policy.

Housing Benefits (CAF)

Once you have found housing, you may be eligible to **housing subsidies through the CAF.** The CAF is a French agency that provides subsidies to low-income individuals and families. You can access CAF subsidies even as an international student. Do an [online simulation](#) to see if you are eligible.

Before you start your application, please prepare:

- A valid email address
- Your rental contract
- The amount of your income for the last 2 years
- An IBAN (French account)
- The CAF "allocataire" number of your parents if necessary
- Landlord contact details (owner, agency), rent amount, "SIRET" number if the landlord is a company Do your [Apply online](#) if you are eligible. A step by step tutorial is available via your student [Makersboard](#).



Health and Insurance

The Health Insurance System

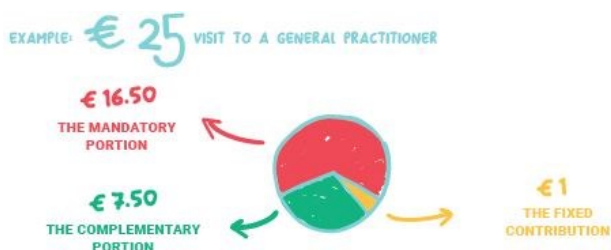
For a stay of more than 90 days on the French territory it is mandatory to register to the CPAM through a dedicated [website](#). All international students are entitled to this coverage, and **registration is completely free**. Social security coverage is provided by the CPAM (Caisse Primaire d'Assurance Maladie) and partially covers your healthcare expenses.

If you are from the European Union, the EEE or Switzerland, you must obtain a European Health Insurance Card (EHIC) **before your arrival in France**.

If your stay is less than 90 days, then you must have international insurance coverage for your time in France.

In France, health costs are divided in three parts. The mandatory portion is reimbursed by the universal health insurance ("sécurité sociale"). The complementary portion is reimbursed by your "mutuelle" health insurance, if you have one. Finally, the fixed contribution is paid by almost all recipients.

Here is an example of the refund of a doctor's appointment:



Complementary health insurance

Complementary insurance plan called "mutuelle" is an additional health insurance that you can subscribe to in order to receive a better reimbursement of your medical expenses. This is not free and will require annual or monthly payment.

[HEYME](#) is emlyon's partner and we have a 10% discount code for you: **69EMLYON**

Declaring a general doctor

You can register with a general doctor to the CPAM. This will allow you to receive a better refund. This doctor will get to know the patient's medical history and manage your records. You will have to declare one on your ameli account.

The "Carte Vitale"

Once your registration to the CPAM is done, you will be attributed a unique, 13-digit identifier, and then you will be able to order your "Carte Vitale". This free card includes your health insurance number and provide access to health care and direct reimbursement.

Emergency numbers

Numbers for more specialized services are available on [Makersboard](#) in the section « Health and Insurance ».

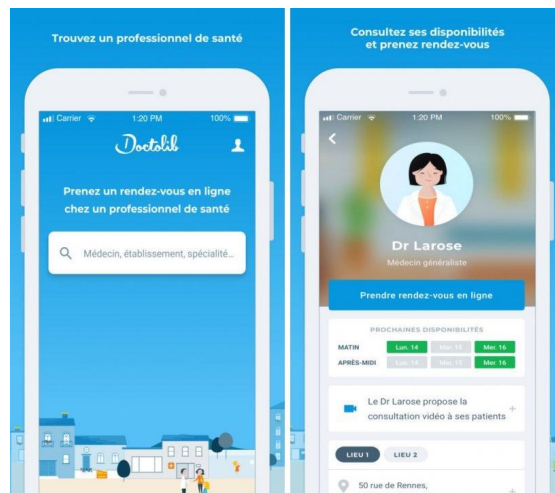


Doctolib

[Doctolib](#) is an online platform and mobile app that allows you to book an appointment online directly with the doctor of your choice. You can find general practitioner, specialists, and doctors who speak languages other than French.

In order to search for doctors by spoken language, you must first write the name of the city in French. It is best to search for the kind specialist you are searching for. If you leave it blank, it will search for a general practitioner as default.

Filter your search by clicking on "langues parlées" (spoken languages) and choose your language in the drop-down menu. This will update the list of doctors and show you the next available appointments.



International Insurance

emlyon business school provides international insurance coverage for all of its students. The international mobility insurance applies for academic purposes only. You can benefit from a wide range of guarantees valid almost worldwide during the whole academic year. Your contract does not apply to countries in a current state of foreign or civil war, or countries registered on the list of countries not recommended by the Ministry of Foreign Affairs.

Please note that **incoming exchange students are not covered by this insurance**.

The guarantees are detailed in documents available on [Makersboard](#) in the section « Health and Insurance »

- Hospitalisation
- Medical expenses (medical examination, medicine...)
- Repatriation
- Third Party Liability Abroad
- Loss of luggage etc.

In case of a health problem or an emergency, you must follow the advice on the assistance card in order to benefit from the reimbursement of your medical expenses.

Third Party Liability Insurance

This is a **mandatory insurance** that covers you in the event of damage or accidents that you may cause to third parties (people or property) in your academic or private life. This guaranty can be included in some insurance contracts: house insurance, bank contract, car insurance etc.

If you do not have such an insurance, covering you in France, note that **emlyon** offers you the possibility to contract one during your IAEL registration with our partner Mutuelle Saint-Christophe.

Life in France

Banks and loans

There are several banks in France. You can choose one with an agency or an all-online one. However, please note that not every bank accepts clients who stay less than a year. To create an account in a French bank, you must usually provide:

- Proof of identity: your passport or ID card for Europeans
- An enrolment certificate
- A proof of address

emlyon business school has several bank partners. They can be subject to change so you must always check the [IAEL platform](#) section "tuition fees". You can also check other all online banks such as Monabanq, n26, Revolut, Orangebank, and Monese.

Loans

You may obtain a bank loan through **emlyon** financial partners only if you have a French fiscal resident guarantor for your loan. If not, we advise you to obtain a loan in your country of origin before your arrival or via Prodigy Finance if your program is eligible.

[Prodigy Finance](#) is an innovative platform that offers loans at preferential rates to international postgraduate students attending top universities. All **emlyon** MSc students are eligible.

Transportation

Metro-Bus-Tram

Lyon's public transport (bus, tramway, subway) is operated by [TCL](#)

For anyone under 25y.o, the monthly subscription is €35.50. For students from 26 to 27 y.o, the monthly subscription is €35.50. For students above 27y.o, the monthly subscription is €65 (*no students discount available above 27y.o*)

Train

The national train network is operated by [SNCF](#). A [discount card](#) is available for youths (ages 12-27). There is also an [unlimited travel card](#) for a monthly fee (ages 16-27). [Ouigo](#) runs a low-cost high-speed rail service in France.

Bicycle & electric scooter

- **VELO'V**: you will see a lot velo'v bicycles in Lyon. Take a bike at a station and drop it in another station! Subscriptions are available [here](#).
- **INDIGOWHEEL**: for bicycle and motorbike. Check [here](#)
- **DOTT and TIER**: for electric scooter. Check their websites for more information!

Carpooling and intercity buses

[Blablacar](#) is a famous French startup for carpooling. They also operate [intercity buses](#), which is an affordable way to travel around the country. Other main companies are [Flixbus](#), and [Eurolines](#).

Phone & Internet providers

ORANGE and it's low-cost company SOSH	BOUYGUES TELECOM and it's low-cost company B&YOU
SFR and it's low-cost company RED by SFR	FREE : one of the newest telephone and Internet company in France.

Campus administration

Administration Registration (IAEL)

You will have to register to **emlyon** by completing an online file on the [IAEL platform](#). This is a **very important step**, as you need to complete this registration in order to receive your enrolment certificate (« certificat de scolarité »). You will need this document for many other procedures with the French administration.

Make sure to click on the « **validate your file** » button at the bottom right of the screen in order to complete your file !

Student Card

The team will order your card **once your IAEL file is complete**. You will not receive your card if your file is incomplete. The **emlyon** business school student card is an ISIC student card that is recognized in over 100 countries and offers a range of advantages and services. For more information, please check the [ISIC website](#)

This card can be charged:

- **For catering:**
 - > By credit card using the catering machines, physically available on campuses.
 - > By cash with the cashier.
 - > [Online](#)
- **For printing:**
 - > [Online](#)
- **For CROUS restaurants:**
 - > Via the website or the app [IZLY](#)

WIFI

There is a free WIFI network for emlyon students. Choose the **EMLEDOC** network and connect with your **emlyon** credentials (that you will receive before your arrival). Any IT issues? [Contact My Support](#).

Good deals

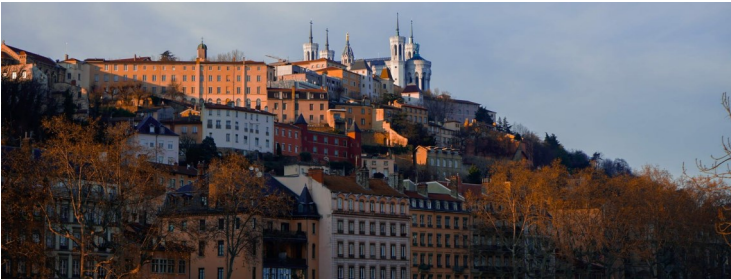
Culture

Lyon has a rich cultural offering (museums, festivals, theatres, monuments, and parks), and it is renowned for its gastronomy mostly thanks to Paul Bocuse. According to a recent APEC Study, Lyon offers an ideal quality of life.

Interested in discovering Lyon ?

3 interesting websites:

1. [The tourism office website](#)
2. [ONLY LYON](#)
3. [Lyon campus](#)



World Bars and World Food

Good to know: it is forbidden in France to drink alcohol or smoke before the age of 18.

You may want to go out and eat some world cuisine. Say no more, we have quite the amount of world cuisine restaurants and bars in Lyon! You can also choose to enjoy some French cuisine, and more especially some Lyon specialties such as "Quenelles", "Tripes" and so on.

2 interesting websites :

1. [The Petit Paumé](#)
2. [The fork](#)



Exotic grocery stores

Exotic grocery stores can help you find some grocery products of your home country. In most supermarkets in France, you have exotic products sections but there are not as well supplied as exotic grocery stores.

In "Lyon 7eme" you can find a lot of exotic grocery stores, more especially at "Guillotière" and "Saxe-Gambetta". However, there are a lot of exotic grocery stores in Lyon and its suburbs. The best thing is to google your search ! Most well-known store are "Paris store", "Rize market", "Leaf market", "Madras Bazar"



Solidarity grocery stores

Solidarity grocery stores sell products at a reduced cost compared to regular grocery stores or supermarket. However, you need to meet certain conditions to be able to have access to these prices.

Each solidarity grocery store has its own condition of access, so you have to always check them before going to one. Most of the time, the condition of access are based on your financial situation. You can see a social worker who can help you with this and guide you to the right store.

Here is a solidarity store for students in Lyon: [AGORAÉ](#)

This is the solidarity grocery store opened in the University of Lyon 1.

It is opened to all students, a place of share and exchange, a place of cooperation with the CROUS organization, a place of solidary & health information etc.

You will find prices between 85% & 95% cheaper than in a regular supermarket.

You will need to fill in a file of application to get this service.



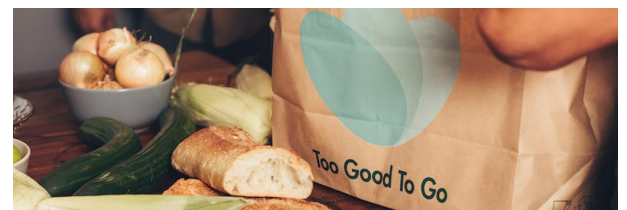
Anti waste apps

Every year 10 million tons of food is either lost or wasted in the country, costing the French 16 billion euros per year.

Fighting against food waste is thus a major challenge and it is clear that we can all make a difference in the way we shop and eat.

Here is a shortlist of anti-food-waste apps :

1. [Too Good to Go](#)
2. [Phenix](#)
3. [Zero Gaspi](#)



Lyon and its "marchés"

If you want to eat fresh and local at reasonable prices, then say no more and discover Lyon's local markets. In French we say "marchés". You will find local food, drinks, flowers but also some specialized markets for books for example! It is also a good way to discover the city and the locals.

Click [here](#) to find your "marché"



Your main contacts

Student Services Center

Welcome Desk

- welcomedesk@em-lyon.com

International Student Support

Immigration, housing, health and insurance, and life in France

- Ecully campus: internationaloffice@em-lyon.com
- Paris campus: internationaloffice75@em-lyon.com
- Saint-Etienne campus : internationaloffice42@em-lyon.com

Student Support team

Administrative registration, student card, diplomas

- Ecully campus: iael@em-lyon.com
- Paris campus: iael75@em-lyon.com
- Saint-Etienne campus : iael42@em-lyon.com

Certificates, transcripts

certificateonline@em-lyon.com

Financial Support

Mobility Grants (Erasmus +, OFAJ, Bourse de la Région Auvergne Rhône, EIFFEL):

- scholarships@em-lyon.com

Need-based grants (CROUS, Emergency funds, foundation **emlyon..**):

- scholarships@em-lyon.com

Academic Exchanges

Incoming academic exchanges

incoming.mscprogramme@em-lyon.com

Outgoing academic exchanges

Céline DARMAILLACQ & Jessica DONATI

internationalmobility@em-lyon.com

Shanghai Mobility

Rona GUO guo@em-lyon.com

The IT Helpdesk

<https://mysupport.em-lyon.com/>

Wellness center

Nurse: infirmierie@em-lyon.com

Psychologist: psychologue@em-lyon.com

The Student Association for International Student (BDI)

Facebook Group [here](#)

