

# International Student Welcome Guide 2024 / 2025

*Paris Campus*







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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 fulfilment.

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**



## Paris campus

### Campus presentation

Studying on **emlyon** business school campus is a rich and unique experience.

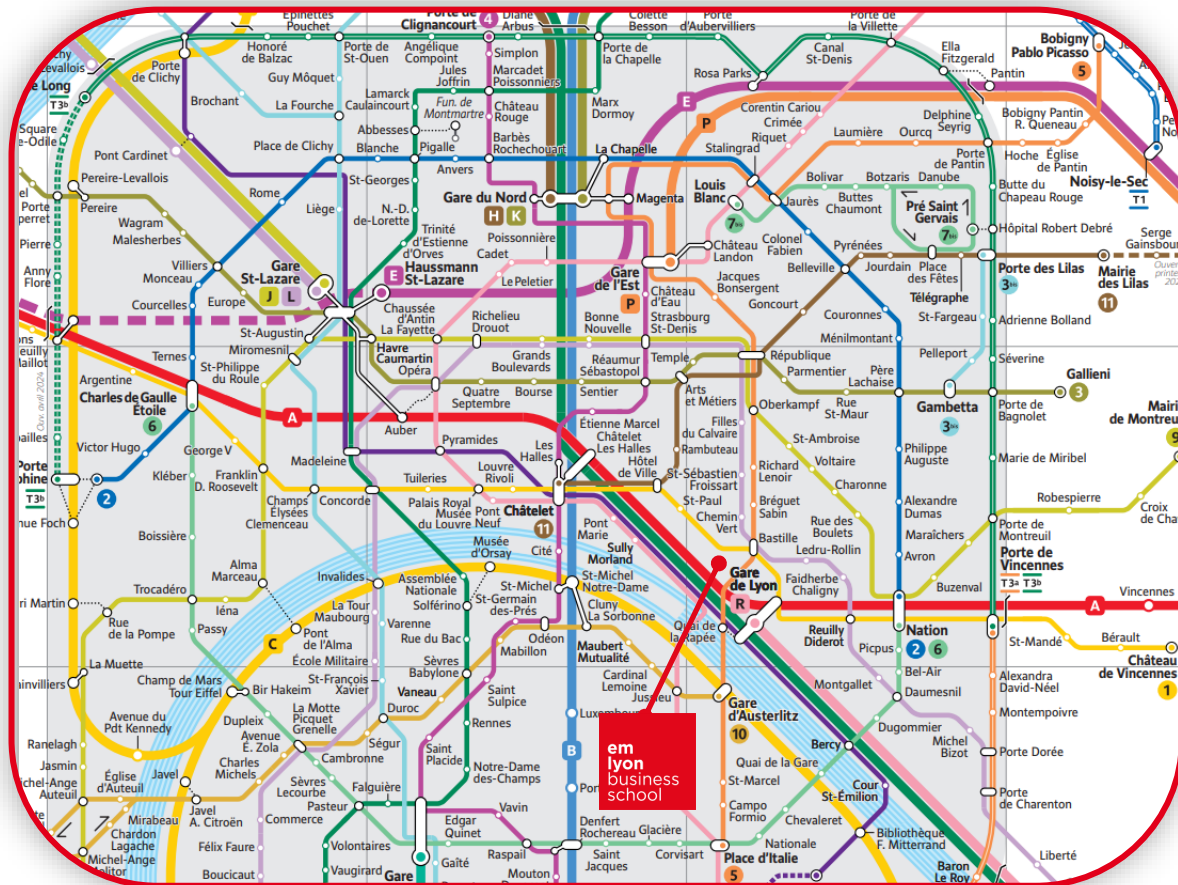
Every campus has innovative tools to learn, exchange ideas and create. Paris campus is located in the heart of the French capital, next to « Paris gare de Lyon » train station. We can visit remotely the campus with this [link](#).



## Coming to the Campus

**Campus address:** 15 boulevard Diderot, 75012, Paris

Thanks to its central location, **next to « gare de Lyon » train station**, the Paris campus is easily accessible by public transport.



You can come to **gare de Lyon** with metro **line 1 and line 14** or with regional train **RER A and RER D**.

**Quai de la Rapée station** on **Line 5** and **Gare d'Austerlitz station** on **line 5, 10 and RER C** are at a walkable distance from the campus.

Numerous **bus stops** and **velib' stations** can be found near the campus. Use [IDF mobilités](#) to plan your journey.

**For more information on public transport in Paris and France, please refer to the « [Transport](#) » section of this guide.**

## Campus map



To help yourself find your way on campus, we recommend you use **Maps People**, available on **Makersboard**.



# Your partner to settle in France

To make your move in France easier, we have partnered with [LivinFrance](#).

This platform will help you with all the formalities before and during your stay in France.

Create your account for free on [livin-france.com/EMlyon](https://www.livin-france.com/EMlyon)



Housing



Visa application



Student life



CAF housing Allowance



Civil liability



Banking



Health insurance



The free  
platform for  
**international**  
students

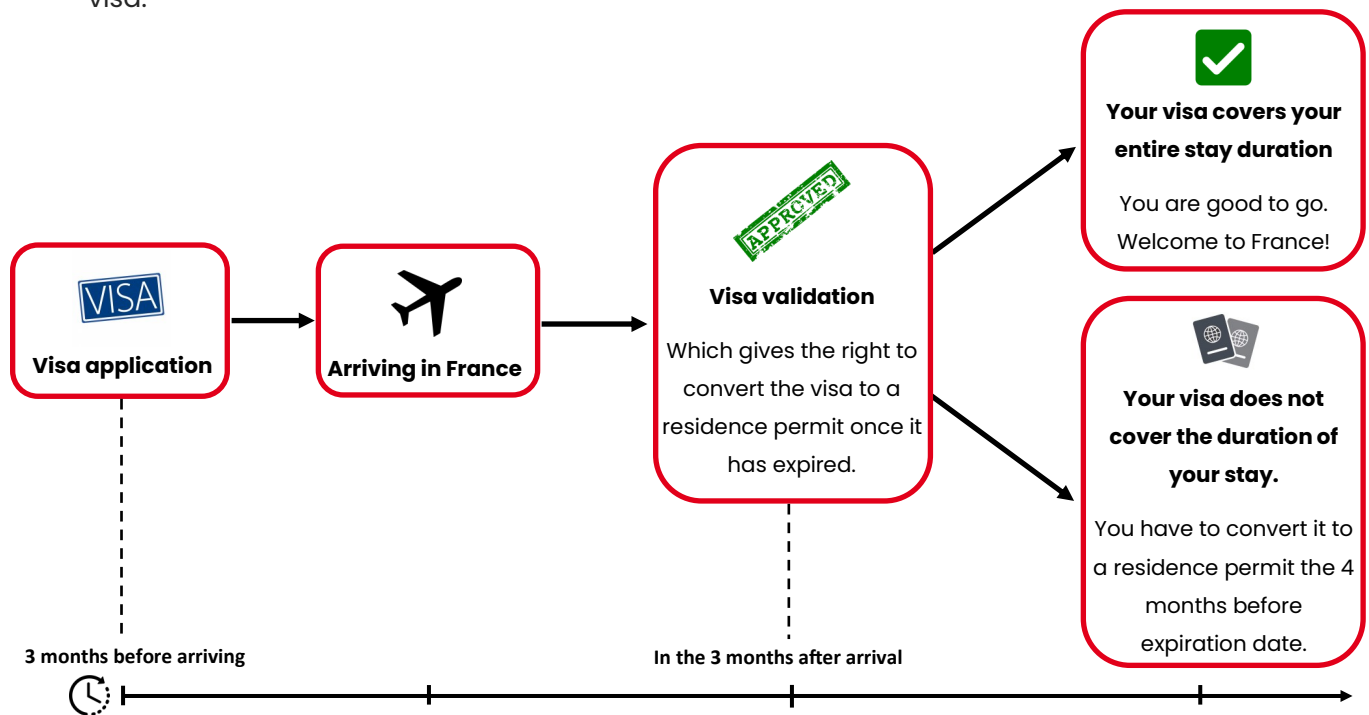
Join now



# Settle in France

## Formalities to enter in France

⇒ If you are a citizen of a member country of the EU, the EEA or from Switzerland; you don't need a visa.



## Visa application

Do you **need a visa** to study in France ? You can check [here](#).

You can also check on this [website](#) if you are entitled to the **pre-consular process "Etudes en France"**.

You will find more information on this process in the « Before arriving in France » section on [makers-board](#).

If you are not subject to the « Etudes en France » pre-consular procedure, you will have to apply directly with the **French consulate**. Check on [France-visas](#) website to find out how and where you can apply depending on your country of residence.

Please note that you will first have **to be accepted** to **emlyon** business school and have **completed your administrative integration** (see IAEL section) to apply for your visa. This application **must be filed at least 3 months before arrival in France.**

## Visa validation once arrived in France

If you have a **long-stay visa type D**, you have to validate it on the [ANEF](#) platform. Log in and follow the instructions.

The validation is mandatory and must be done **in the three months following your arrival** in France.

**Looking for information on renewing your residence permit or on post-graduate permits ?**

**Check on [Makersboard](#) « Residence permits » section**

**If you have any question :**

[internationaloffice@em-lyon.com](mailto:internationaloffice@em-lyon.com)

[Livin'France](#) free platform



# Settle in France

## Cost of living

**Monthly Budget: about €1600–1800\***

- Rent: €1000 (Paris)
- Charges (electricity, gas, internet, water...): about €130
- Transport (Navigo): €86,40
- Food: €250
- Miscellaneous (Insurances, other costs...): €100
- Phone provider: €10 à €15
- Leisure: €150

*\*These are just **estimates** which can vary depending on your lifestyle.*



Guide  
des aides au  
financement  
2023-2024

emlyon  
business  
school

Discover all the financial assistance available with our **guide** and the dedicated **Makersboard** page.

## Loans

You can request a loan with **emlyon business school's** bank partners only if you **have a garant who pays tax in France**. Otherwise, we recommend you to get a loan **before arriving in France** or via the **Prodigy Finance** program, if eligible.

**Prodigy Finance** offers **advantageous loans** for **graduated** international students enrolled in the best universities. All students in **Master of Science (MSc)** in **emlyon business school** **are eligible**.



**Student  
accommodation :**

Everything you need to know !

Last updated : May 2023

emlyon  
business  
school

## Accommodation in Paris

We have prepared a detailed accommodation guide. You will discover our partners, the allowances and our recommendations for finding the ideal accommodation for your stay in France.

Download the guide [here](#) or check the « Housing » section on [makersboard](#)

## To take with you on your journey

Documents to take along :

- **Passport (or ID card for european citizens)**
- **Your birth certificate in its original copy (in your native language)**. You will have to translate it in French using a [certified translator](#).
- **European Health Insurance Card (only for EU citizens)** running for the academic year duration (from September 1st to August 31st)
- **ID pictures (passport type)**
- **Health records** (vaccination records, special case, etc.)
- **Emergency contacts**



**Remember to scan your documents and upload them to the cloud, or e-mail them to yourself to access them at any time.**

Remember to bring the following:

- **Some cash for your arrival in France**
- **A power supply adaptor:** in France, we use the type-E plug at 230V / 50Hz.
- **Clothes that match the weather in Paris:** summers are warm, with temperatures averaging 30°C, and the remainder of the year is cold, with temperatures from 0°C to 10°C. Expect covered skies most of the year.

# Settle in France

## Transport

### National transport



#### Train



The **SNCF** is a company managing the railway network in France. Visit the [SNCF Connect](#) website to book a journey.

You can also purchase subscriptions to reduce the cost of your journeys. We recommend the [Carte Avantage Jeune](#) or [MAX JEUNE](#) for those traveling a lot.

#### Carpool and coaches



**BlaBlaCar** provides **carpools** or **coaches** between cities at an attractive price.



**Flixbus** offers coaches between major European cities at a competitive price.

### Getting to Paris city center from the airport



**From Paris Charles-de-Gaulle**, take **RER B** or **RoissyBus**.

**From Paris Orly**, take **Orlyval** or **OrlyBus** which connects to **RER B**. Starting June 2024, you can take metro **line 14** which connects to the city center.

Visit [parisaeroport.fr](#) to find out more about airport connection and [IDF mobilités](#) to plan your journey.

### Transport in Paris



#### RATP

RATP manages Paris public transport. The network is dense with numerous **metro lines**, **bus lines**, **tram lines** and **regional trains**. With the **Navigo pass**, You can travel as much as you want on the network. A monthly subscription will cost you **€86,40**. **For students aged under 26**, you can pay a yearly fee with a 50% discount thanks to **ImagineR**.

Visit [Île-de-France mobilités](#) to discover the network and prepare your journeys.



*Did you know?* For your transport subscription, you can ask your employer to **reimburse 50% of your fees** during your **internship or apprenticeship** in France.

#### Vélib'

You will find many self-service bikes and bike lanes in Paris. All the information on the service and its subscriptions can be found on this [website](#).



To prepare for your journey, we recommend the [Citymapper](#) app. It gathers the means of transportation from all the major cities in Europe.



# Settle in France

## Banking




There are many banks in France. Either with branches (physically) or a direct bank (online). To create a bank account in France, you usually need the following documents:

- An ID or passport
- an enrollment certificate
- a proof of address

***French banks cannot refuse to open you an account. If they refuse, you can refer to Banque de France. For more information on your right, refer to [service-public.fr](https://www.service-public.fr)***

**emlyon** business school has many bank partners. You can check **emlyon banking partners'** offers on [IAEL platform](#) in the « **droits de scolarité** » section.

## Phone providers

|  |  |
|--|--|
| <p><b>ORANGE</b> and its low-cost subsidiary, <b>SOSH</b></p>      | <p><b>BOUYGUES TELECOM</b> and its low-cost subsidiary, <b>B&amp;YOU</b></p>  |
| <p><b>SFR</b> and its low-cost subsidiary, <b>RED by SFR</b></p>  | <p><b>FREE</b> and its competitive offers</p> <p><i>free</i></p> <p>Save time by using their <a href="#">self-service</a> machines</p>                           |

## Get equipped at a bargain

If you need **dishes and appliances** for your new home at a low price, we recommend you to check on **charity shops and apps**.



- [Emmaüs](#) is an association which collects and sells back clothes and everyday products at a low price.
- [Geev](#), [Donnons.org](#), and [toutdonner.org](#) are online platforms where individuals give objects for free.
- [Leboncoin](#) is an online second-hand selling platform which can also help you find what you are looking for.
- You can check [la Maison étudiante](#) website for a list of aids dedicated to students.


# Health and Insurance

## The French healthcare system

For **stays longer than 90 days** in France, it is **mandatory to register** for Sécurité sociale (French healthcare). This healthcare is free and covers part of your health spending.



To register for Sécurité social, please refer to the [Ameli](#) website.

 **Attention!** Being completely registered takes several weeks. Subscribe to international insurance to cover the first 90 days of your stay. (see section at the bottom of this page)

**Citizen of a member country of the EU, the EEA or from Switzerland?** You can ask for a European Health Insurance Card in your country. This card will cover your health spending during your stay.




### La carte vitale

Once registered with the Sécurité sociale, you will be assigned a **13-digit ID number**, and you will be able to order your carte vitale. This free card is **to be shown to the practitioner or specialist** at every visit to be reimbursed.

## Finding and declaring a General Practitioner

A General practitioner **knows your medical records** and **guides you** to the right specialist. You can **declare a G.P.** on your [Ameli](#) account.

 The [Doctolib](#) platform helps you **book a visit** with your G.P. or specialist of choice. You can **filter your search** to find a professional who **speaks your language**.

You can also use the app [Qare](#) to find online visit.

## Additional healthcare coverage

The **additional healthcare coverage** (or mutuelle in French) is private insurance that cover cost not reimbursed by the Sécurité sociale. We recommend that you **compare different offers** before choosing.

[Heyme](#) is our insurance partner to cover your additional cost. You can get a **10% discount** with the code **EMLYON-10**



## Civil liability

It is a **mandatory insurance** that covers you in case of damage inflicted to a third party during your study or your private life.

This guarantee **may already be included** in one of your insurance contracts, such as housing insurance, banking contract, etc.

If none of your contract cover civil liability, **emlyon** business school **has a partnership** with Saint Christophe Insurance that can be subscribed during your IAEL integration.

## International Insurance

For **stays under 90 days** or if you have a **medical condition** that requires regular visits, we recommend you **subscribe to international insurance** starting at the date of your arrival.

**emlyon** business school **provides international insurance** to its international students who arrive in France to study for more than 6 months.

**Attention!** If you are an international student who will study at **emlyon** business school for **less than 6 months**, you are **not covered** and have to subscribe to **your own insurance**.

You will find all the information on health and insurance in France on [Makersboard](#).



# Health and Insurance

## Health and Wellbeing center

The Health and Wellbeing center by APICIL, provides free preventive medical actions which promotes healthcare and wellbeing for students while respecting their confidentiality

|  |  |  |   |  |
|--|--|--|---|--|
| <b>01.</b><br>Un service d'accompagnement psychologique et d'écoute<br><br>Vous accueillir quels que soient vos questions et vos doutes. | <b>02.</b><br>Une équipe médico-sociale<br><br>Vous proposer des soins, vous conseiller, ou vous orienter vers le bon thérapeute | <b>03.</b><br>Un service handicap & inclusion<br><br>Vous accompagner dans la prise en charge de votre handicap et lutter contre les discriminations | <b>04.</b><br>Des ateliers & conférences<br><br>Sensibiliser aux comportements à risque et aux bonnes pratiques | <b>05.</b><br>Un dispositif de lutte contre les discriminations et les VSS<br><br>Libérer la parole, échanger, recueillir votre témoignage |
|--|--|--|---|--|

For the **Paris campus**, you can book **remote appointments** with a psychologist, a prevention doctor and a disability referent. A **nurse is present** on the 1st floor of the Paris campus twice a week.



### A psychological support and a listening unit.

**Psychologist – Merryll Martinez** – from Monday to Friday remotely  
<https://calendly.com/martinez-merryll> // [psychologue@em-lyon.com](mailto:psychologue@em-lyon.com)  
04 72 18 46 26

Two listening lines are available for free :

- Psychological Hotline, confidential and free, available **24/7** – in French and English: **01 84 78 27 07**
- Listening night line, confidential and anonymous- (student volunteer) from 9 p.m. to 2.30 a.m., 7/7 : **04 85 30 00 10** Chat : [nightline-lyon.fr](https://t.me/nightline-lyon)

### A health and social unit

**Nurse – Margaux Alidières** – On Monday and Thursday from 8:30A.M. to 1:30 P.M. on-campus

[alidieres@em-lyon.com](mailto:alidieres@em-lyon.com)

01 53 34 23 67

**Prevention doctor – Thierry Bussière** – Thursday from 9 p.m. to 12:30 p.m. remotely

[infirmierie@em-lyon.com](mailto:infirmierie@em-lyon.com)



### A disability and inclusivity unit

**Point of contact – Maxence Rogue** – from Monday to Friday remotely

<https://calendly.com/rogue-maxence> // [handicap@em-lyon.com](mailto:handicap@em-lyon.com)

04 72 18 46 37

## Measures against sexual and gender-based violence.

**emlyon** has created measures against sexual and gender-based violence thanks to an internal protocol and an online reporting platform, [speakup.emlyon.com](https://speakup.emlyon.com).

## Urgency numbers

**Suicide prevention hotline : 31 14** (for person in needs or relatives, assistants... to get advices on how to proceed)

|  |   |  |
|--|---|--|
| <b>THE NUMBERS TO KNOW IN AN EMERGENCY</b><br>USE THESE EMERGENCY NUMBERS TO GET THROUGH TO THE EMERGENCY SERVICES<br>FREE OF CHARGE, 24/7 | <b>112</b><br>EUROPEAN EMERGENCY NUMBER<br>If you are a resident abroad or an accident in a country in the European Union | <b>15</b><br><b>SAMU</b><br>THE FRENCH EMERGENCY MEDICAL<br>To call a medical team in a medical emergency in order to be referred to a hospital unit.  |
| <b>17</b><br>EMERGENCY POLICE NO.<br>To report a crime, accident or other police response  | <b>18</b><br>FIRE BRIGADE<br>To report a dangerous situation or accident involving fire or other emergency services       | <b>114</b><br>EMERGENCY NUMBER FOR DEAF AND HARD-OF-HEARING PEOPLE<br>If you are a victim or witness of an emergency situation and require emergency assistance, you can be assisted by text and SMS |

# Registration and life on campus

## Administrative Integration (IAEL)

You **have to fill in your registration** on the [IAEL platform](#).

**Completing this step is critical for accessing the campus and fulfilling other administrative processes in France. At the end, you will receive an enrollment certificate and your student card.**



*Do not forget to click on « **valider votre dossier** » at the bottom right of the screen !*

## Student card

Once your **IAEL registration is completed**, you will receive your student card by mail. This [ISIC](#) card is recognized in over 100 countries and gives you **access to many advantages and services**.



**Attention ! Always have your card with you. Otherwise, you won't be able to pass the gates at the campus entrances.**

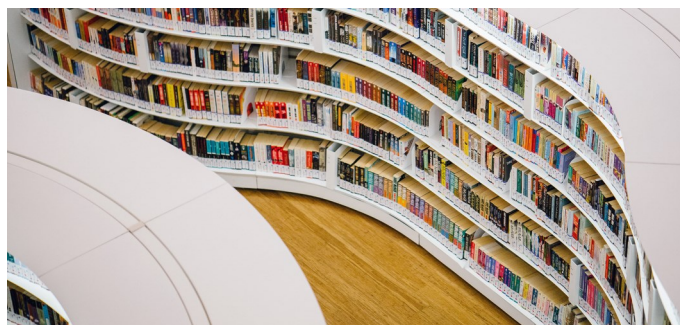


This card can be charged with money to pay at CROUS university restaurants and at the printers. All the information on how to recharge your card can be found on the Makersboard section « [Ma carte étudiante](#) »

## Library

Located on the second floor, you can access large collections of books and publications to borrow. You will also find individual and collective workspaces, as well as information specialists to guide you in your research.

The [library website](#) offers **access to online resources** like news, academic databases and e-learning platforms.



**More information on the «Library» section on [Makersboard](#).**

## The Makers' lab

**Emlyon** business school's makers' lab is a unique **prototyping workshop** open to every emlyon member. You can quickly prototype all your ideas thanks to **numerous resources** (devices, materials, electronic components, software, etc.) and a **dedicated team** to assist you.

**More information on the «Makers' lab» section on [Makersboard](#).**

## Wi-Fi and IT support

**Free Wi-Fi** is available on campus. Choose **EMLEDUC** network and log in using your **emlyon** credentials.



For any IT issue, the **Help Desk** is available to help you :

- Using [Support](#) platform (on Makersboard)
- On the campus with the Help Desk
- Using the hotline (+33 4 72 18 46 28)



# Registration and life on campus

## Eating on the campus



### The cafeteria :

Located on the ground level at « Espace 48.2 », the cafétéria offers meals and a variety of snacks that you can pay for using your credit card, cash or your **emlyon** business school student card.



### Smart fridges :

Located on the ground level at « Espace 48.2 », you will find fresh meals all day long with 5 recipes each week. Jars are made up at 90% of glass and are cleaned and reused after each meal.



### Coffee and water fountains :

Remember to bring your cup and bottle with you. To reduce waste, you won't find any paper cups on campus.

More information about catering on your **Makersboard**.

## Security on campus

Direct phone line : **04 78 33 77 75**

✉ « **Facility Management** » (Outlook list : security-reception-cleaning and technical issues) :

- [security-par@em-lyon.com](mailto:security-par@em-lyon.com)

An automatic defibrillator is located on the ground level on Bercy street side



To learn about the right actions for your security and that of others, please check the dedicated **guide** and **Makersboard** page.



# Living in Paris

Being the French capitale, Paris has an important cultural offer (museums, festivals, theaters, monuments, parks, etc.) and is well known globally for its cuisine and its artistic scene.



## Tourism

To discover Paris and its many monuments, we recommend you to check the tourist office [website](#). You can also visit [visitparisregion.com](http://visitparisregion.com) to discover the surrounding region.



## Culture

Do you want to go out and experience Paris' many facets?

You can stay up to date on the upcoming concerts, events and trendy spots (in French) via :

1. [Sortir à Paris.com](#)
2. [TimeOut](#)

The city of Paris offers good deals for young people under 30 thanks to « [Kiosque Jeunes](#) » measure.

Many museums and cultural institutions in Paris are free for young people. Use this [link](#) to discover them all.

## Welcome Desk

For any queries regarding your stay in France, you can contact the Paris [Welcome Desk](#). They will help you with your administrative process such as Visa/residence permit application, housing, health and employment.



Did you know ? With the [Buddy System](#), you can be sponsored by a French student.

# Living in Paris

## Pubs and restaurants



Do you want to go out and discover food from across the globe? In Paris, you will find all sorts of pubs and restaurants. You can also discover French cuisine by eating in a Parisian bistro.

Here are 2 useful links:

1. [TheFork](#) : a website to find and book a table for your next diner
2. [Guide Michelin](#) : the reference gastronomic guide

## Groceries



### Epicerie exotiques

Paris is a cosmopolitan city where you will find many exotic stores and specialized restaurants to discover tastes from across the globe.

Whether you want to try new flavours or want to find products from your home country, you can use this [link](#) to discover more.



### Paris and its markets

Want to eat fresh and local food at a low price? Discover the numerous markets in Paris where greengrocers, butchers, bakers, craftspeople, and booksellers meet. A visit to a market is also a good experience to discover the city and its people.

Visit the [city website](#) to discover all the market and their schedule.



### Food banks

Food banks sell products at a very low price compared to usual supermarkets. However, they are dedicated to persons who need it the most. You need to meet certain criteria to be able to access them.

We recommend the following food banks dedicated to students :

- [AGORAé](#).

The city of Paris has listed all the available food supports on their [website](#).



### Food-loss reduction apps

Every year, 10 million tons of food are wasted in France, which costs approximately 16 billion euros each year.

The fight against food loss and waste is a major issue, and we can all have an impact when buying and eating food.

Here is a list of food-loss reduction apps in Lyon :

- [Too Good to Go](#)
- [Phenix](#)





# Your contacts

## Student Services Center



### **International Student Support**

Immigration, insurance, health et daily life in France

- [internationaloffice75@em-lyon.com](mailto:internationaloffice75@em-lyon.com)

### **Housing**

- [Housing-lyon@em-lyon.com](mailto:Housing-lyon@em-lyon.com)



### **Student Support**

Administrative integration, student card, diplomas

- Paris campus: [iael75@em-lyon.com](mailto:iael75@em-lyon.com)

### **Certificates, transcripts**

[certificateonline@em-lyon.com](mailto:certificateonline@em-lyon.com)



### **Financial Support**

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

- [scholarships@em-lyon.com](mailto:scholarships@em-lyon.com)

Social grants (CROUS, Urgency fund, emlyon foundation):

- [scholarships@em-lyon.com](mailto:scholarships@em-lyon.com)



## Academic exchanges

### **Incoming exchanges**

- BBA : [incoming.globalbba@em-lyon.com](mailto:incoming.globalbba@em-lyon.com)

### **Outgoing exchanges**

- BBA : [outgoing.globalbba@em-lyon.com](mailto:outgoing.globalbba@em-lyon.com)

### **Intercampus mobility**

- [intercampusbba@em-lyon.com](mailto:intercampusbba@em-lyon.com)

### **Shanghai mobility**

- [guo@em-lyon.com](mailto:guo@em-lyon.com)



### **IT support Help Desk**

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



## Health and Wellbeing Center

- Nurse: [infirmierie@em-lyon.com](mailto:infirmierie@em-lyon.com)
- Psychologist: [psychologue@em-lyon.com](mailto:psychologue@em-lyon.com)
- Disabilities: [handicap@em-lyon.com](mailto:handicap@em-lyon.com)