

# INCOMING STUDENT INFORMATION SHEET

## 2022-2023

### EXCHANGE CONTACTS

<b>University Name</b>	<b>ESC Amiens</b> L'Ecole Supérieure de Commerce d'Amiens ERASMUS code: F AMIENS 27
<b>Contact Person for incoming students</b>	Incoming Coordinator <b>Brigitte Baumgarten</b> e-mail: <a href="mailto:brigitte.baumgarten@esc-amiens.com">brigitte.baumgarten@esc-amiens.com</a> tel: +33 (0) 3 22 82 23 49
<b>Office Address</b>	18 place Saint Michel, CS53802, 80038 AMIENS Cedex, FRANCE
<b>Fax Number</b>	+33 (0) 3 22 82 23 01
<b>Student exchange website</b>	<a href="http://www.esc-amiens.com/international/">http://www.esc-amiens.com/international/</a>
<b>General Director ESC Amiens</b>	<b>Yann TOURNESAC</b> e-mail: <a href="mailto:yann.tournesac@esc-amiens.com">yann.tournesac@esc-amiens.com</a> tel: +33 (0) 3 22 82 23 00

### APPLICATION

<b>Due Date for Application Forms</b>	<b>Fall Semester 2022</b>	Nomination : 15 May 2022 Application Form: 31 May 2022
	<b>Spring Semester 2023</b>	Nomination : 31 October 2022 Application Form: 15 November 2022
<b>Application</b>	<p>Online Nomination and Application.</p> <p>Coordinators to contact <a href="mailto:incoming@esc-amiens.com">incoming@esc-amiens.com</a> for login and password in order to nominate students. Coordinators will then receive student logins for online application</p> <p>Nomination <a href="http://eportfolio.esc-amiens.com/international/coordinator/">http://eportfolio.esc-amiens.com/international/coordinator/</a> Application <a href="http://eportfolio.esc-amiens.com/international/candidatures-in/">http://eportfolio.esc-amiens.com/international/candidatures-in/</a></p>	
<b>Documents to be submitted with Application Forms</b>	<p>Once students have submitted the online application, print it, then coordinator MUST sign form.</p> <p>Documents to send by EMAIL before deadline:</p> <ul style="list-style-type: none"> <li>*Printed copy of application form</li> <li>*A CV in English</li> <li>*A cover letter in your teaching language of choice</li> <li>*A photocopy of your passport or identity card</li> <li>*Language test certificates (if you have one)</li> <li>*Transcript of Records</li> <li>*A color .jpeg image of an ID photo</li> </ul>	
<b>Minimum Language Requirements</b>	<p>English-taught Programs: B2, TOEFL ITP 550, TOEFL IBT 80, TOEIC 700, IELTS 6, BULATS 70, Cambridge 170</p> <p>French-taught programs: B2</p>	

	Fall Semester	Spring Semester
<b>Suggested Arrival Date</b>	8 September	3 January
<b>Obligatory Orientation and French as a second language intensive course (FSL)</b>	12 September- 16 September	Not concerned
<b>Semester Dates</b>	19 September-17 December	3 January – 23 June
<b>Examination Period</b>	End of each module	Mid-terms / Final exam week
<b>Public Holidays</b>	1 November 2022 11 November 2022	10 April 2023 1 May 2023 8 May 2023 18 May 2023
<b>Mobility Period (Erasmus)</b>	12 September- 17 December	3 January – 23 June (flexible based on required credits of home university)

## ACADEMIC INFORMATION

<b>Language of Instruction</b>	English or French
<b>Number of hours per week per course</b>	Bachelor 18 hours / MBA 15 hours
<b>Required number of courses per semester</b>	Suggested Minimum of 6 ECTS Maximum of 30 ECTS
<b>Number of weeks of study</b>	Between 10 to 15 weeks for 30 ECTS
<b>Language support</b>	FSL classes
<b>Course registration period</b>	During orientation week
<b>Credit system</b>	ECTS
<b>Course Catalogue</b>	<a href="http://www.esc-amiens.com/international/">http://www.esc-amiens.com/international/</a>

## ACCOMMODATION

<b>Is there a pick-up service provided upon arrival?</b>	Only on the suggested arrival dates at CDG Airport in Paris and Amiens Train Station.
<b>How can exchange students apply for accommodation?</b>	Accommodation form available on our website Send a completed scanned copy to: <a href="mailto:incoming@esc-amiens.com">incoming@esc-amiens.com</a>
<b>Accommodation Options</b>	CROUS student residence or other student residence Private studios or house-share. Please see <a href="#">Accommodation Guide</a> on our website for further details
<b>Cost of accommodation per month per person</b>	Student Residence: 250€ - 530€ per month Private accommodation: 350€ - 600€ per month

<b>Is accommodation guaranteed?</b>	No. Student Residence is subject to availability The Office of Internationalization will provide you with a list of alternative solutions.
<b>How do I pay for the accommodation?</b>	CROUS Student Residence: Pay the residence directly before the 10 <sup>th</sup> of each month. A security deposit is to be paid upon arrival. GSA Student Residence: Pay the residence in full for the semester upon arrival. A security deposit is to be sent before arrival.  Private Accommodation: Sign contract with owner. Some ask for the full semester rent upon arrival.

## FINANCIAL MATTERS FOR EXCHANGE STUDENTS

<b>Are there any required fees to be paid by students?</b>	No
<b>Estimated Living Costs</b>	600 - 800 € per month including rent

## VISA PROCEDURES AND MEDICAL ASSISTANCE

<b>Visa</b>	Please see the CampusFrance website <a href="http://www.campusfrance.org/fr/">http://www.campusfrance.org/fr/</a>
<b>Medical Insurance</b>	All students are required to have medical insurance.  All international students outside of Europe must register for a French Social Security number to assure coverage of their health care expenses at <a href="https://etudiant-etranger.ameli.fr/#/">https://etudiant-etranger.ameli.fr/#/</a> . Registration is mandatory and free of charge and will entitle students to the reimbursement of their health care expenses.  Erasmus+ students benefit from their European Health Insurance Card (EHIC).

## Insurance

<b>Required Insurances in France</b>	ALL students are required to have an insurance for personal liability and medical evacuation during their stay in France
<b>House Insurance</b>	ALL students are required to have a multi-risk insurance to cover their lodging. Students must give the certificate to the residence or landlord a maximum of one week after arrival