



# Student handbook

—  
Academic Year  
2025–2026



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# The essentials

## Key steps

### From your home country:

01

Book **ACCOMMODATION**

02

Organise home insurance through **SMERRA**

03

### Upon your arrival in France:

Validate your VISA on **administration-etrangers-en-france.interieur.gouv.fr** within 3 months of your arrival in France

04

Register on AMELI website to benefit from free medical cover in France: **etudiant-etranger.ameli.fr**

05

Open a **BANK ACCOUNT**

06

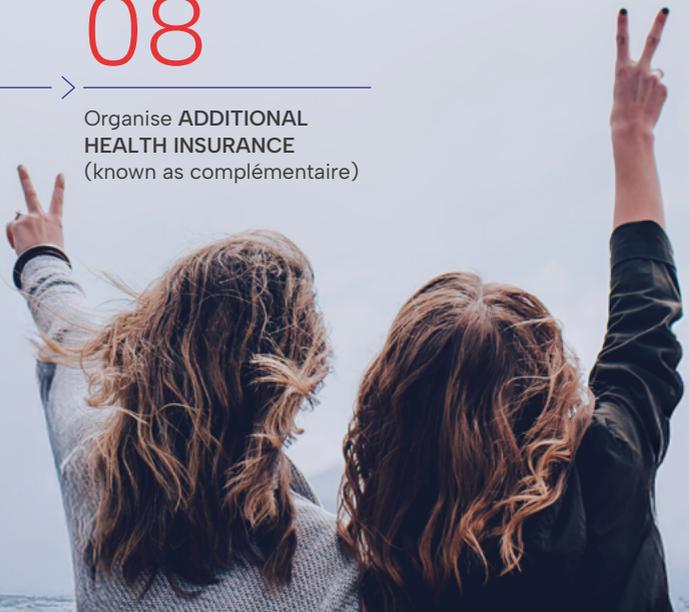
Upload your visa **AND** proof of visa validation onto Excelia's **WEBGAÏA**

07

If you are renting accommodation for 5+ months, you can apply for housing benefit on the **CAF** website: **caf.fr**

08

Organise **ADDITIONAL HEALTH INSURANCE** (known as **complémentaire**)





# The essentials

## Visa – residence permit – CVEC fee

### Studying in france

Once your long-stay student visa has been issued and you are on French soil, you have 3 months to validate your visa online, on the following website:

**[administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/](https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/)**.

This compulsory process is quick and easy, and it will ensure your stay complies with French law. You will need the following to hand:

- a valid email address
- 4 pieces of information noted on your visa
- your address in France
- a valid credit card to pay the €50 tax stamp

If you decide to continue your studies at Excelia beyond the year specified on your visa, you will need to apply online for a residence permit (titre de séjour).

### CVEC fee

**CVEC (Contribution de Vie Étudiante et de Campus) is a financial contribution to student and campus life**, and all students enrolled in higher education are required to pay this fee each year. **For the 2025–2026 academic year, the fee is €105**. To pay the fee, go to the following website: [cvec.etudiant.gouv.fr](https://cvec.etudiant.gouv.fr) (in the top right-hand corner, you will find an English version of the page). To finalise your registration, you will be asked to provide proof of your CVEC payment.

**NOTE: students on an academic exchange, refugees, and asylum seekers DO NOT HAVE TO PAY the CVEC fee.**

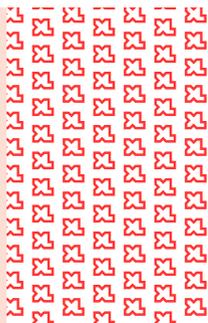
### To extend your right to stay in france as a student

If you decide to continue your studies at Excelia beyond the year specified on your visa, you will need to apply for a residence permit 3 months before your long-stay student visa expires. **Residence permit renewals are also done online via the same website: [administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/](https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/)**



**FOR ANY QUESTIONS OR HELP**

Please contact Claire FRESNAIS:  
**[fresnaisc@excelia-group.com](mailto:fresnaisc@excelia-group.com)**

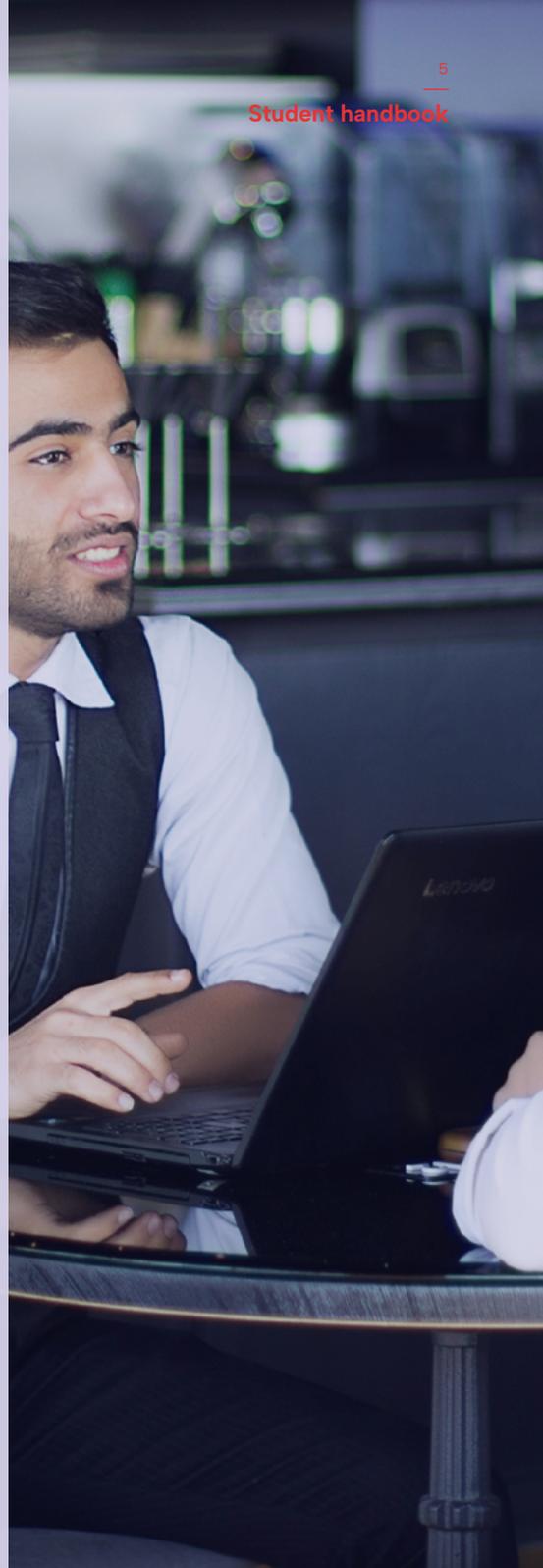


## Working in France as a foreign student

Students with a VLS-TS visa are authorised to work in France for up to 60% of the legal working week, without having to apply for a work permit.

This equates to 964 hours per year. In addition, with this visa, you can travel within the European Union for a maximum of 90 days during your stay.

**NOTE:** If you want to carry out a work placement (of more than 90 days) in a European Union member country, you will need to apply for a visa from the relevant consular authority.





# The essentials

## Accommodation

### Excelia's accommodation platform

On the school's accommodation platform, you will find many ads for accommodation in La Rochelle and 40 other cities throughout France. Simply go to: [excelia-group.studapart.com](https://excelia-group.studapart.com) or visit **XL Connect > My campus > Accomodation**

#### Room in a private house: €500 per month (approx.)

Choosing to live with a host family gives you the opportunity to discover the French way of life and improve your language skills.

#### Apartments: €580-€700 per month (approx.)

The cost of furnished accommodation in La Rochelle varies according to the area, proximity to public transport, the quality of the accommodation, and whether or not service charges are included in the rent.

To be able to rent accommodation:

- you will need to show your proof of acceptance letter from Excelia
- if you do not have a French guarantor, you can take out the 'Studapart guarantee' against unpaid rent – this is available on the accommodation platform; a fee is charged for this service

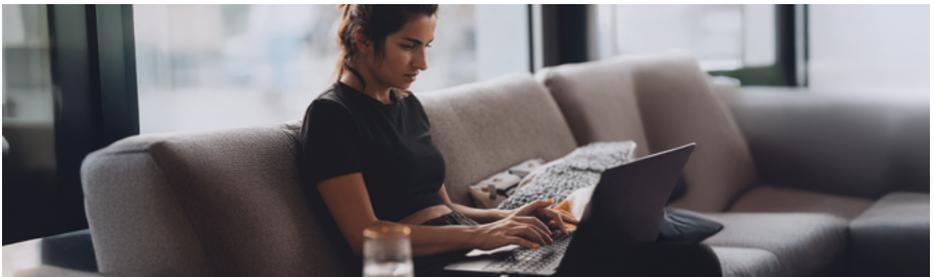
### Other information

#### SECURITY DEPOSIT

As a rule, this amounts to 1 or 2 months' rent, paid as a guarantee in case of damage. If there is no damage, after the outgoing inventory of fixtures and fittings, the deposit will be returned in full within a maximum period of 2 months.

#### HOME INSURANCE

This insurance is **compulsory**. It covers any damage (water, fire, etc.) to your property and to any other property. It can be taken out via an insurance company, a bank or through a student mutual fund (known as a mutuelle).



## BEFORE MOVING INTO YOUR ACCOMMODATION

01

You must sign a **rental agreement**.

02

You need to take out **home insurance**; you can organise this through any bank or insurance company.

03

On the day you receive the keys, make sure you carry out an **incoming inventory of fixtures and fittings** with the owner: both parties need to sign this document.

## BEFORE LEAVING YOUR ACCOMMODATION

01

At least one month before your departure:

You need to send a notice of departure as a signed-for registered letter to both the property owner and your insurance company.

02

Two weeks before your departure:

You need to contact the owner to arrange a time and a date for the outgoing inventory and for returning the keys. Make sure you leave your accommodation in good condition; take a reading of all the meters (electricity, gas and water) and arrange to have the supply cut off.

03

On the day of your departure:

You need to sign the outgoing inventory and return the keys.

04

Within two months of your departure:

The owner must return your security deposit in full if no damage was noted on the outgoing inventory, or in part if damage was noted. The owner must justify any expenses incurred for repairing the damage.

## ADIL 17

If you encounter any problems with the owner of your accommodation, the ADIL can provide you with legal assistance.

49 avenue Aristide Briand, 17000 La Rochelle

Tel.: +33 (0)5 46 34 41 36

Email: [contact@adil17.org](mailto:contact@adil17.org)

Website: [adil17.org](http://adil17.org)





## Housing benefit (known as APL)

This financial assistance for individuals and families on low incomes is administered by the French benefits/welfare office called the CAF (*Caisse d'allocations familiales*). As a foreign student, you may be eligible for housing benefit, provided that...

- you are an EU citizen or hold either a VLS-TS visa or a French residence permit
- you are staying in France for at least 10 months, **i.e.** a full academic year (as it takes a very long time to process applications and receive benefits).

### DOCUMENTS REQUIRED FOR HOUSING BENEFIT APPLICATIONS

- **Details of your bank account in France**, known as your RIB (*relevé d'identité bancaire*)
- A copy of your **birth certificate** in English or in French
- Proof of enrolment, known as a ***certificat de scolarité***

#### Plus...

- **For EU citizens:** a copy of your European Health Insurance Card
- **For non-EU citizens:** a copy of your visa and proof of validation of your visa or a copy of your residence permit, and a copy of proof of French health insurance cover (Sécurité Sociale) with your Social Security number on it

To apply for housing benefit, go to: [caf.fr](http://caf.fr)

If you need help with your application or have any questions, please contact the team at the **International Office**.

## Equipping your home on a budget

### HYPER U HYPERMARKET, BEAULIEU SHOPPING CENTRE

Take bus **ILLICO 4**, get off at bus stop: Espace Commercial For crockery, household linen, food, clothes, electrical goods, etc.

**Open Monday to Saturday:  
8:30 am – 9 pm**

### LA BELLE AFFAIRE RECYCLING CENTRE

Take bus **ILLICO 1b** (direction ZA Aytré), get off at bus stop: Belle Aire

Recycled items for sale at affordable prices: crockery, clothes, books, bicycles, electronic equipment, etc.

**Open Wednesday to Saturday:  
9:30 am – 12 pm and 2 pm – 5 pm**



## The CROUS

The CROUS is a government agency that manages university catering (**known as RU – Restaurants Universitaires**), student accommodation, and grants.

For more info: [messervices.etudiant.gouv.fr](https://messervices.etudiant.gouv.fr)

### CROUS ACCOMMODATION

Excelia has a partnership agreement with the CROUS. For more information, contact **Émilie BARADUC**: [baraduce@excelia-group.com](mailto:baraduce@excelia-group.com)

If you prefer, you can contact the CROUS directly via their website: [crous-poitiers.fr/se-loger/faire-une-demande-de-logement-dans-une-residence-crous](https://crous-poitiers.fr/se-loger/faire-une-demande-de-logement-dans-une-residence-crous)

### CROUS CATERING

To eat in a CROUS university restaurant (the closest is just a 5-minute walk from our campus), you need an IZLY account. This is an online payment system. You credit your account with money and then use IZLY to pay for your food. All students who have a CVEC receipt will automatically receive an email from IZLY to activate their user account. Exchange students (who do not pay the CVEC fee) need to contact the International Office to create an IZLY account.

You will need to install the IZLY application on your smartphone to pay for your meals... it's very easy to do!



For more info: [izly.fr](https://izly.fr)



## Electricity and gas

For most rentals, water is already included in the rent. However, for electricity and gas, you will need to sign a contract with the relevant providers.

### FOR AN ELECTRICITY/GAS CONTRACT, YOU WILL NEED TO PROVIDE: :

- the number that appears on the electricity counter of your accommodation and the name of the previous occupant (ask your property owner for this information)
- your RIB if you intend paying by direct debit

### ENGIE (ELECTRICITY AND GAS SUPPLIER):

Tel.: +33 (0)9 69 39 99 93

Website: [particuliers.engie.fr](http://particuliers.engie.fr)

## Internet and Telephone



There are many operators and providers offering different Internet and phone packages (limited and unlimited packages, with international options).

It is easier and less expensive to only take out a mobile phone subscription that includes a strong 4G connection. You can then share your phone's Wi-Fi with your computer to connect to the Internet.

To take out a contract, you will need to provide:

- your RIB
- a photocopy of your passport and visa
- proof of address (photocopy of your tenancy agreement or a utility bill)

Telephone operator stores in La Rochelle:

#### FREE

10 rue St  
Sauveur,  
17000  
La Rochelle

Tel.: 1044

#### SFR

9 rue du  
Temple,  
17000  
La Rochelle

Tel.: +33  
(0)5 16 19  
48 79

#### ORANGE

Centre  
Commercial  
de Beaulieu,  
17138  
Puilboreau

Go online to book an  
in-store appointment

# The essentials

## Health

### Insurance

#### EUROPEAN HEALTH INSURANCE CARD (EHIC)

Students from the EU, the EEA, and Switzerland need to apply for a EHIC **BEFORE** leaving their home country, and bring it with them, making sure that it is valid for the entire duration of their stay in France.

#### HEALTH INSURANCE

All students, whether French or international, are covered by the sécurité sociale, which is the national health insurance system in France. It is free of charge. To register, go to:

[etudiant-etranger.ameli.fr](http://etudiant-etranger.ameli.fr)

This health insurance plan **DOES NOT APPLY** to:

- EU, EEA, and Swiss students, who should already have a European Health Insurance Card (EHIC)
- students from Quebec, who should have an SE 401-Q-106 form
- students who are staying for less than 3 months and who must therefore organise personal health insurance either in their home country or in France

#### Emergency appointments

#### SOS Médecins La Rochelle

35 rue Nicolas Denys,  
17000 La Rochelle

For home visits:  
+33 (0)9 72 57 99 88

For surgery appointments:  
+33 (0)9 72 57 99 66

Appointments can also be  
made online:  
[sosmedecins-larochelle.com](http://sosmedecins-larochelle.com)

## How the french health system works

### MEDICAL CONSULTATIONS

When going to the doctor's, in order to be reimbursed, you must present either your Carte Vitale health card (or the letter proving you have registered with the French health insurance system) or your European Health Insurance Card. The French health insurance system (Sécurité Sociale) will reimburse you 70% of a doctor's consultation fee. You are responsible for the remaining 30%. You can choose to take out additional health insurance (often referred to as a complémentaire or mutuelle) that will cover the remaining amount. We strongly recommend that you take out at least a basic additional health insurance contract (known as a contrat de base), which will provide you with 100% cover in the case of hospitalisation.

For more info: [smerra.fr](http://smerra.fr)

Contact: [smerral7@uitsem.com](mailto:smerral7@uitsem.com)

To book medical appointments online go to Doctolib: [doctolib.fr](http://doctolib.fr)



## Hospital Stays

If you have to be admitted to a hospital in France, it can be very expensive. On average, a day in hospital costs €1,000.

Depending on the type of care needed, the French health insurance system (Sécurité Sociale) will reimburse 70% of this amount, i.e. €700. If you do not have additional health insurance, you will have to pay the remaining €300 per day. However, if you take out a basic additional health insurance contract (contrat de base), which costs approx. €5 per month, you will be reimbursed 100% in the event of a hospital stay.

## Buying Medication

Medication is sold in pharmacies.

Certain products require a doctor's prescription in order for the medication to be dispensed and for you to be reimbursed.

Pharmacies are open from Monday to Saturday, usually from 9 am to 7 pm. Outside of these hours (nights and weekends), certain pharmacies remain open. Details of these out-of-hours pharmacies are usually posted on the door of pharmacies in the city.

## FREE Medical Services for Excelcia students



### PSYCHOLOGICAL SUPPORT WITH NEVAYA PLATFORM

Online appointments with psychologists (available in French, English, and Spanish)

Book an appointment by email or telephone:  
Email: [psychologue.nevaya@gmail.com](mailto:psychologue.nevaya@gmail.com)  
Tel: +33 (0)6 49 89 75 52

### ON-CAMPUS COUNSELLING SERVICE

Personal appointments with a psychologist (in French only):

Every second Wednesday: 2 pm – 6 pm

To book an appointment, go to **XL Connect** (Health, Wellbeing & Prevention)

# Finances

## Living costs



### Rent and utility costs

Rent: €500 – €700 per month

Water, electricity, gas: approx. €100 per month

### Transport

- Bus pass (Under 26s): €100 per year
- Bike hire subscription: €20 per year (for holders of a Yélo bus pass)

### Food

- Crous University Restaurant: €3.30 for a 3-course meal (€1 for grant holders)
- On-site cafeteria (snacks and meals): between €1 and €5.50

## Opening a bank account

If you are staying in France for more than 3 months, you can open a bank account.

### BNP PARIBAS

39 rue de la Scierie, 17000 La Rochelle  
Tel.: +33 (0)5 46 28 13 36

### CRÉDIT MUTUEL

32 rue Dupaty, 17000 La Rochelle  
Tel.: +33 (0)5 46 41 27 13

### CIC

9 place de Verdun, 17000 La Rochelle  
Tel.: +33 (0)8 20 50 21 43

### SOCIÉTÉ GÉNÉRALE

12 rue du Palais, 17000 La Rochelle  
Tel.: +33 (0)5 46 51 57 00

It is very simple to open an account! Just book an appointment with the bank of your choice and provide the following documents:

- A piece of ID
- Proof of address (photocopy of your tenancy agreement or a utility bill)
- Proof of enrolment at the school (*certificat de scolarité*)

If you lose your bank card or if it is stolen, contact your bank as soon as possible to cancel the card. If the bank is closed, call the number for loss or theft which you will find in your bank contract or online. Recontact the bank the following day to confirm your card has been cancelled. Make sure you complete any documents the bank sends you, ensuring you have signed them before then returning them.



For more information about funding your studies:  
[excelia-group.com/student-services/international-students/fees-funding](https://excelia-group.com/student-services/international-students/fees-funding)



## Travelling by train from Paris to La Rochelle

High-speed trains operate several times a day between Paris and La Rochelle.

The journey takes about 3 hours. We recommend that you book in advance:

[sncf-connect.com](https://www.sncf-connect.com)

### **Trains to La Rochelle leave from Montparnasse station in Paris**

To get to Montparnasse station from either airport, you can take the RER, then the Metro.

For more info: [ratp.fr](https://www.ratp.fr)

# Arriving in France

## Getting to La Rochelle

### Arriving by plane – Paris

The majority of you will arrive in France at one of the capital's main airports: Roissy Charles-de-Gaulle or Paris-Orly. From these airports, you can take a train to La Rochelle. For more information about the airports and their services: [parisaeroport.fr/en](http://parisaeroport.fr/en)

### Arriving by plane – La Rochelle

Some of you will arrive by plane at *La Rochelle – Île de Ré* airport, which is situated about 5 km from the city centre. From here, you can take a local bus to *Place de Verdun* (main bus station) in the city centre. Buses from the airport leave every 10–15 mins, from Monday to Saturday.

A bus ticket costs **€1.50** and is valid for **ONE HOUR** (so you can change buses!)

### Travelling to La Rochelle – car share

BlaBlaCar is a car share service which enables you to travel more economically. To find a suitable journey, sign up on the internet site: [blablacar.fr](http://blablacar.fr) or download the application onto your smartphone.



### Travelling by car to La Rochelle

If you are coming to La Rochelle by car, pay close attention to the speed limits in France (km/h):



Motorways



Dual  
carriageways



Main roads



Built-up  
areas



# Local transport

## Getting around La Rochelle

Download the Yélo App to help you get around La Rochelle using public transport. It has all the information you need... bus routes, timetables, rental bike docking stations, etc.

### Bus

ILLICO 3 and ILLICO 4 buses go to/from the university campus area **every 10 minutes from 5:30 am to 9:30 pm**. On Thursday, Friday and Saturday evenings, these buses also operate to/from the Minimes, every 30 minutes from 10:15 pm to 1:00 am.

Cost of bus pass (Under 26s): **€100 per year**

For bus routes and timetables: [yelo.agglo-larochelle.fr/accueil](http://yelo.agglo-larochelle.fr/accueil)

### Bike

You can rent a bike, from any docking station, 24/7.

**Subscription cost:**

Yélo card holder: **€20 per year**

Non-card holder: **€50 per year**



## Sea transportation: le passeur

This shuttle boat links the Historic Port with the city's Médiathèque (in the Ville en Bois area), in less than 5 minutes.

Pick-up/Drop-off points:

- **Historic Port**  
(near the *Tour de la Chaîne* tower)
- **Médiathèque** (Avenue Michel Crépeau)

Passeur ticket: €1.50

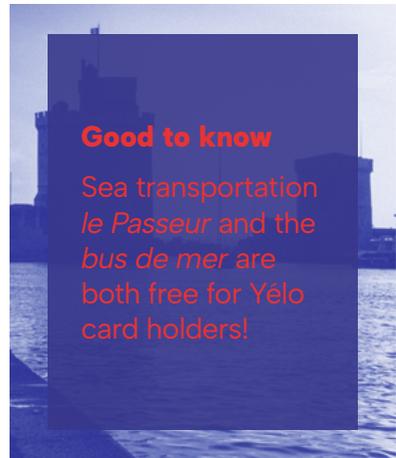
## Sea transportation: bus de mer (sea bus)

The Sea Bus provides a link between the Historic Port and the Minimes pleasure port.

Pick-up/Drop-off points:

- **Historic Port**  
(near the *Tour de la Chaîne* tower)
- **Minimes pleasure port** (Pontoon 7)

Sea bus ticket: €3



## Yélo - night transport

Yélo provides night transport from 9:00 pm until 6:00 am on Thursdays, Fridays, Saturdays, and public holidays. You can pre-book up to 7 days before your journey, online, by phone or using the YÉLO App.

Whether you are travelling alone or in a group, the fare is the same:

- Zone 1 fare: €8
- Zone 2 fare: €10
- Zone 3 fare: €12

For more info: [yelo-larochelle.fr/services/yelolanuit](https://yelo-larochelle.fr/services/yelolanuit)

Tel.: +33 (0)5 46 55 59 91, at least 20 minutes before required, specifying the pick-up and drop-off points.

## Getting to Ile de Ré

- **The TRANSDEV Nouvelle Aquitaine** coach company runs daily services to Ile de Ré from the La Rochelle's SNCF station (bus stops are behind the station) and from *Place de Verdun*. For more info: [iledere.com/s-informer/se-deplacer-sur-l-ile-de-re/horaires-de-bus-et-navettes](https://iledere.com/s-informer/se-deplacer-sur-l-ile-de-re/horaires-de-bus-et-navettes)
- From April to September (approx.), you can take the FREE **RespiRé** electric shuttle buses... even with your bike! They run between the Belvédère carpark on the mainland and the Sablonceaux carpark on the Ile de Ré.

Shuttle bus over bridge: [https://la.charente-maritime.fr/sites/charente\\_maritime/files/2025-03/RespiRe-navette-bus-2025.pdf](https://la.charente-maritime.fr/sites/charente_maritime/files/2025-03/RespiRe-navette-bus-2025.pdf)



# Local transport

## Getting to Excelia

Excelia's La Rochelle campus has 2 buildings: one on Rue de Coureilles and the other on Rue de La Sole. It takes about 5 minutes to walk from one building to the other.

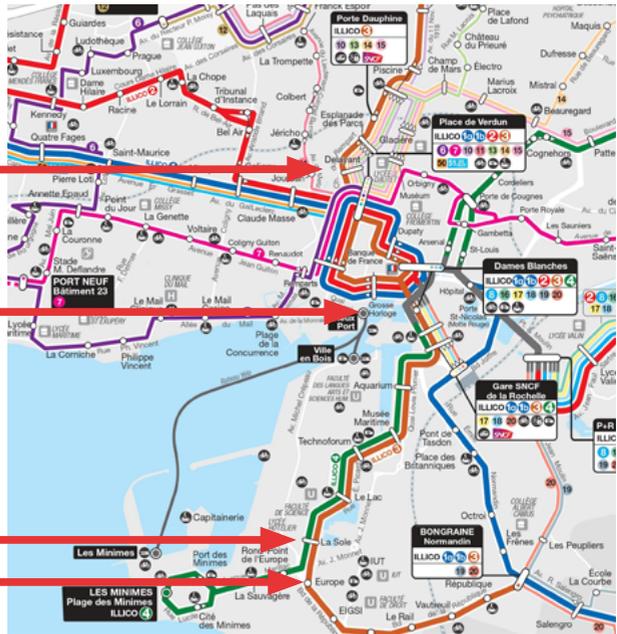
## Getting to Excelia by bus

Take ILLICO Line 3 and get off at bus stop **Europe**  
Take ILLICO Line 4 and get off at bus stop **La Sole**

Main bus station  
(town centre):  
**Place de Verdun**

Historic Port bus stop  
(town centre):  
**Grosse Horloge**

Bus stops for Excelia:  
**La Sole**  
and  
**Europe**



## Helpful tip

On your timetable, if the classroom begins with the letter S followed by a number, your lesson is in the La Sole building. Letters A and C refer to rooms in the Coureilles building.

# La Rochelle

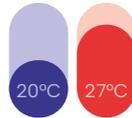
## Climate

In La Rochelle, the winters are mild, and the summers are sunny and temperate. If you are coming to La Rochelle in autumn or during the winter, you should bring warm waterproof clothing.



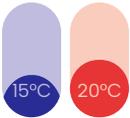
Spring

20<sup>th</sup> March 20°C



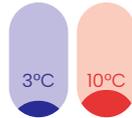
Summer

21<sup>st</sup> June 20°C - 27°C



Autumn

22<sup>nd</sup> September 15°C - 20°C



Winter

21<sup>st</sup> December 3°C - 10°C

## Major events



JUNE	JULY	SEPTEMBER	OCTOBER	NOVEMBER
<ul style="list-style-type: none"> <li>• Sunny Side of the Doc</li> <li>• Notes en Vert Festival</li> </ul>	<ul style="list-style-type: none"> <li>• Francofolies French music festival</li> <li>• International Film Festival</li> </ul>	<ul style="list-style-type: none"> <li>• Festival of TV Fiction</li> <li>• Grand Pavois Boat Show</li> </ul>	<ul style="list-style-type: none"> <li>• La Rochelle Jazz Festival</li> </ul>	<ul style="list-style-type: none"> <li>• International Adventure Film &amp; Book Festival</li> <li>• La Rochelle Marathon</li> </ul>



For more information about things to see and do:  
[larochelle-tourisme.com](http://larochelle-tourisme.com)



# La Rochelle

## Leisure & entertainment

### Places to visit

#### LA ROCHELLE TOWERS

Full price: €9.50  
Under 26s: Free entry

#### THE AQUARIUM

Full price: €18.50  
Students: €16.50

#### NATURAL HISTORY MUSEUM

Full price: €8  
Students: Free entry  
**Note:** Free admission for everyone on the first Sunday of the month (except July and August)

#### MARITIME MUSEUM

Full price: €8  
Students: Free entry

### Cinemas

#### MEGA CGR LA ROCHELLE MINIMES

avenue Henri Becquerel

#### CGR LA ROCHELLE DRAGON

8 cours des Dames

### Escape games in La Rochelle

#### ESCAPE YOURSELF

114 rue des Gonthières,  
Tel.: +33 (0)5 16 85 37 93

#### LE TEMPLE

12 rue Alfred Kastler  
Tel.: +33 (0)5 86 58 01 42

### Bowling

Avenue Michel Crépeau  
Tel.: +33 (0)5 46 45 40 40  
Student deal: €13 for 3 games  
(Tues, Weds, Thurs)

## Super Pass' Étudiant

This student discount card gives you access, at preferential rates, to over 200 cultural events including theatre, dance and music performances... Pick up your card, free of charge, at the *Maison de l'étudiant*, upon presentation of your student card and a passport photo.

Contact: Jérôme GRIGNON  
Tel: +33 (0)5 16 49 67 73

For more information:  
[univ-larochelle.fr/vie-etudiante/culture/passculture](http://univ-larochelle.fr/vie-etudiante/culture/passculture)



# Student life

## Practical info and activities

### Eating

Excelia has 2 main cafeterias offering a wide range of sandwiches, salads, hot meals, desserts and drinks:

- In the Coureilles building : open Monday to Friday from 7:30 am to 7:00 pm
  - In La Sole building: open Monday to Friday from 10:00 am to 2:30 pm
- Allow **€4.50 – €7 for lunch**.

**University catering:** there are 5 catering options on the La Rochelle campus (see campus map).

On the following website, you can find the exact addresses as well as current menus: [crous-poitiers.fr/restauration/carte-des-restaurants](http://crous-poitiers.fr/restauration/carte-des-restaurants)

The closest university restaurant (known as RU) to Excelia is the Republique.

**A full RU meal (starter + main course + dessert) costs €3.30** (€1 for grant holders). Note: Cash payments are not accepted. So, don't forget to create an Izly account, then download the application or ask for a plastic card at the reception desk.

For more info: [crous-poitiers.fr/se-restaurer/payer-son-repas/payer-avec-son-compte-izly-dans-les-restos-u-et-sur-le-campus](http://crous-poitiers.fr/se-restaurer/payer-son-repas/payer-avec-son-compte-izly-dans-les-restos-u-et-sur-le-campus)

### Sports & leisure

Excelia's Sports Office (BDS – Bureau des Sports) offers a range of activities from sports to the arts. BDS membership is €30 per year.

To use the facilities of the university sports service (SUAPSE), you first need to pay the membership fee of Excelia's Student Services Office (BDE).

You then pay the SUAPSE membership fee of €20 per year.

Contact the BDS: [bds@excelia-group.com](mailto:bds@excelia-group.com)

For more information about SUAPSE: [univ-larochelle.fr/vie-etudiante/sport](http://univ-larochelle.fr/vie-etudiante/sport)

### XL Library

Excelia's media library gives you access to all types of documents (books, articles, press releases, etc.). It is also a great place to go for revision or for **group work** in private cubicles. These little rooms are available by prior reservation with the librarians (24 hours' notice required). You can borrow up to 8 items for 3 weeks.

For more information about the media library services and conditions of use: [library.excelia-group.com](http://library.excelia-group.com)





# Student life

## Student card

### You need your student card for many different purposes:

- to register your presence at lessons
- to use the photocopying–scanning machines located in the corridors of both buildings (at the start of the academic year, your card is credited with €25; to top it up, go to **XL Connect**)



#### OBTAINING YOUR STUDENT CARD

Once your enrolment has been finalised, the admin team for your programme will provide you with a student card at the start of the academic year.

- If you lose the card, you will be charged €10 for the issuing of a new one
- If your card is stolen, you will be asked to provide supporting documents from the police confirming that the theft has been reported; a new card will then be provided free of charge

**DON'T FORGET!**  
Your student card  
allows you to benefit  
from a whole range  
of reductions...  
transport, cinema, daily  
newspapers, museums,  
and even concert tickets!

# Useful information

## Postal service

*La Poste* is a postal service for sending letters and parcels. A letter posted in France will arrive in another French town within 48 hours.

For letters and parcels which are urgent, there are other companies available (e.g. Chronopost, DHL).

For important letters, it is best to use a recorded delivery with signature by the recipient. This is known as a *Lettre recommandée avec accusé de réception*.

For postage costs, go to **laposte.fr** or visit your nearest *La Poste* office.

## Sworn translators

### CHINESE – FRENCH

Han ZHUAN  
Email: zh200@yahoo.fr  
Yanhua SUN  
Email: contact@sun-translate.fr

### RUSSIAN – FRENCH

Roman SOSENKO  
Tel.: +33 (0)6 86 96 91 28  
Express Traduction  
Tel.: +33 (0)9 70 46 50 06

### POLISH – FRENCH

Mirka WIELGOMAS  
Tel.: +33 (0)6 32 16 79 90

### ENGLISH – FRENCH FRENCH – ENGLISH

Christine GOURON  
Tel.: +33 (0)2 47 27 64 00

## Emergency numbers

# 112

European Emergency number

# 17

Police Law enforcement

# 18

Fire service Accidents

# 15

Medical emergencies Paramedics (SAMU)

## Useful information

In France, shops are generally closed on Sundays!





# Key contacts

## For questions about your studies...

### CONTACTS FOR EXCHANGE STUDENTS

#### Bachelor in Business

Morgane NOEL

Email: noelmo@excelia-group.com

Tel.: +33 (0)9 78 99 12 12

#### BBA International

Mélissa GUICHARD

Email: guichardm@excelia-group.com

Tel.: +33 (0)5 16 19 62 64

#### Master in Management / Masters of Science (MSc)

Camille BERGE

Email: bergec@excelia-group.com

Tel.: +33 (0)5 16 19 62 55

#### Bachelor in Tourism & Hospitality Management

Émilie GASQUET

Email: gasquete@excelia-group.com

Tel.: +33 (0)5 46 51 77 89

#### Bachelor in Digital Communication & Strategy

Émilie GASQUET

Email : gasquete@excelia-group.com

Tel.: +33 (0)5 46 51 77 89

### CONTACTS FOR NON-EXCHANGE STUDENTS

#### Bachelor in Business

Sophie FERRÉ

Email: ferres@excelia-group.com

Tel.: +33 (0)5 16 19 63 11

#### BBA International

Sarah BARRERE

Mail : barreres@excelia-group.com

Tél. : +33 (0)9 78 99 12 47

#### Master in Management Years 3, 4 and 5

Nicole ESCOURROU

Email: escourroun@excelia-group.com

Tel.: +33 (0)5 16 19 62 62

#### Master of Science (MSc)

Stéphanie BRÉMAUD

Email: bremauds@excelia-group.com

Tel.: +33 (0) 9 78 99 18 09

#### Excelia Hotel and Tourism School

Marjorie BASTARD

Email: bastardm@excelia-group.com

Tel.: +33 (0)5 46 51 77 95

#### Excelia Communication School

Vincent TANG

Email: tengv@excelia-group.com

Tel.: +33 (0)5 46 51 77 52

## For general questions...

### INTERNATIONAL OFFICE

Claire FRESNAIS

Mail : fresnaisc@excelia-group.com

Tel. : +33 (0)5 16 19 77 80

**(for questions about everyday life + visa/  
residence permits)**

### BUREAU INTERNATIONAL (FOR OTHER REQUESTS)

Émilie BARADUC

Email: baraduce@excelia-group.com

Tel.: +33 (0)5 16 19 77 42

**(for questions about everyday life +  
accommodation)**

## For questions about Erasmus+?

### ERASMUS+ STUDYING ABROAD

Delphine JOURMARD

Email: jourmardd@excelia-group.com

Tel.: +33 (0)5 16 19 63 55

### ERASMUS+ TRAINEESHIPS ABROAD

Véronique TROMBLEY

Email: trombleyv@excelia-group.com

Tel.: +33 (0)5 46 51 77 23





# Map of La Rochelle campus





## Food

### GROCERY SHOPS NEAR THE CAMPUS

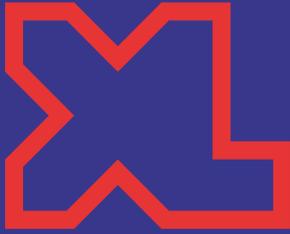
- Carrefour Market (Aytré)  
rue Nicolas Gargot
- Carrefour City (Minimes)  
33 rue de la Scierie

### FOREIGN FOOD SHOPS

- *Exocity*  
Épicerie asiatique,  
Beaulieu retail park  
(Puilboreau)
- *Aux Saveurs d'Asie*,  
14 rue des Dames
- *Exotic Market*  
General grocery and  
traditional products from  
Réunion, Madagascar, the  
West Indies and Africa  
12 rue Léonce Vieljeux

## Good to know

If you need official passport photos, there is a photo booth on the ground floor of Monoprix, 36 rue du Palais.



[excelia-group.com](http://excelia-group.com)

## NEW AQUITAINE REGION

 **La Rochelle Campus (Main Office):**  
102 rue de Coureilles  
Les Minimes  
17000 La Rochelle

## CENTRE-VAL DE LOIRE REGION

 **Tours Campus:**  
47 avenue Edouard Michelin  
37200 Tours

 **Orleans Campus:**  
17 boulevard de Châteaudun  
CS 70639  
45016 Orléans cedex 1

## PARIS REGION

 **Paris Campus:**  
57 avenue du Président Wilson  
94230 Cachan



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**A reputable group**



**Excelia is committed to a responsible approach**

