

# STUDENT HANDBOOK

Academic year 2023-2024

Face the  
future with  
**confidence !**  
#exploreyourfuture

LA ROCHELLE CAMPUS



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# ARRIVING IN FRANCE

## KEY STEPS



Book  
**ACCOMMODATION**

1



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

2



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

3



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

5



Open a **BANK ACCOUNT**

4



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

6



Organise home insurance and additional health insurance (known as *complémentaire*) through **SMERRA**

7



# 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 three months to validate your visa online, on the following website:

**Foreign nationals in France | Home ([interieur.gouv.fr](https://interieur.gouv.fr))**

The 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
- the information contained 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 for a residence permit (see page 5).

### 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 2023-2024 academic year, the fee is €100. 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). You will need to provide proof of payment of the CVEC fee in order to finalise your registration.







## 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** three months before your long-stay student visa expires. Residence permit renewals are done online via the same website as before: Foreign nationals in France | Home (interieur.gouv.fr).

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.

If you want to carry out a work placement in a European Union member country for more than 90 days, 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**

or to **MyIntranet** > Practicalities > Housing

**Room in a private house:** starting from €400 per month  
Choosing to live with a host family gives you the opportunity to discover the French way of life and improve your language skills.

**Apartments:** starting from €500 per month  
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.

- > 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

### SECURITY DEPOSIT

As a rule, this amounts to one or two 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 two months.

### BEFORE MOVING INTO YOUR ACCOMMODATION

1. You must sign a **rental agreement**.
2. You need to take out home insurance (the minimum is known as **risques locatifs**); you can organise this through any bank or insurance company.
3. 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

1. **At least 1 month before your departure:** you need to send a signed-for registered letter to both the property owner (notice of departure) and your insurance company.
2. **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 and arrange to have the electricity, gas and water meters read and the supply cut off.
3. **On the day of your departure:** you need to sign the outgoing inventory and return the keys.
4. **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.

## OTHER INFORMATION

### 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).



### ADIL

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  
+33 (0) 5 46 34 41 36  
[contact@adil17.org](mailto:contact@adil17.org)  
[www.adil17.org](http://www.adil17.org)

## HOUSING ALLOWANCE (KNOWN AS APL)

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

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

### Documents required for housing allowance 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 Social Security cover with your Social Security number on it

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

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



## THE CROUS

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

For more info:

**[www.messervices.etudiant.gouv.fr](http://www.messervices.etudiant.gouv.fr)**

**Crous accommodation:** The Crous gives priority to students who have received a grant from the French government. HOWEVER, in the second semester, starting in January/February, the Crous may accept applications from non-grant holders as well as requests from international students.

**Crous catering:** To eat in a Crous university restaurant, 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](http://izly.fr)**

### 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**



## 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.

### ENGIE (electricity and gas supplier):

+33 (0) 9 69 39 99 93

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

### For an electricity/gas contract, you will need to provide:

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

## INTERNET AND TELEPHONE

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

Telephone operator stores in La Rochelle:

### FREE

10 rue Saint-Sauveur

17000 La Rochelle

Tel: 1044

### SFR

19 rue du Temple

17000 La Rochelle

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

### ORANGE

Centre Commercial

de Beaulieu

17138 Puilboreau

*Book online for an  
in-store appointment*



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

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

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.

# FINANCES

## LIVING COSTS

### RENT AND UTILITY COSTS

Rent: approx. €500 - €600 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

University Restaurant: €3.30 for a 3-course meal

## 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  
+33 (0) 5 46 28 13 36

### CRÉDIT MUTUEL

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

### CIC

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

### SOCIÉTÉ GÉNÉRALE

12 rue du Palais, 17000 La Rochelle  
+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 and sign any documents the bank sends you, before returning them.

For more information about funding your studies: <https://www.excelia-group.com/student-services/international-students/fees-funding>

# 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 French and all international students are covered by the general social security 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
- 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

### 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 are registered with the CPAM) or your European Health Insurance Card. Social Security 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 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: [www.smerra.fr](http://www.smerra.fr) Contact : [smerra17@uitsem.com](mailto:smerra17@uitsem.com)

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

Emergency appointments: SOS Médecins, 35 rue Nicolas Denys, La Rochelle  
Home visits: +33 (0) 9 72 57 99 88 - Surgery appointments: +33 (0) 9 72 57 99 66  
Appointments can also be made online: [www.sosmedecins-larochelle.com](http://www.sosmedecins-larochelle.com)



## 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 Social Security will reimburse **70%** of this amount €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 posted on the door of all pharmacies in the city.

## UNIVERSITY MEDICAL SERVICES

In the event of a health problem, whether physical or emotional, we recommend that you first contact Maryse LE JEUNE, **the school nurse**, who will assist you and, if necessary, refer you to another health care professional. She can also make an appointment for you at the University Medical Centre (SSU - Service de santé universitaire).

### FREE Medical Services for Excelia students

#### Excelia Nurse's office

*Couzeilles Building (ground floor,  
to the right of the Kiosque)*

Maryse LE JEUNE, our school nurse, is on hand for any medical problems.

*Tuesday: 1:00 pm - 8:00 pm*

*Wednesday: 9:00 am - 2:00 pm*

*Thursday: 9:00 am - 2:00 pm*

*lejeunem@excelia-group.com*

*+33 (0) 5 16 19 63 28*

#### University Medical Centre

*42 avenue Albert Einstein  
(next to the Technoforum building)*

*Book an appointment by phone  
before going there*

*Monday and Wednesday: 9:00 am - 12:30 pm  
and 1:30 pm - 5:00 pm*

*Tuesday and Thursday: 9:00 am - 12:30 pm  
and 1:30 pm - 5:15 pm*

*Friday: 9:00 am - 12:30 pm  
and 1:30 pm - 4:30 pm*

*secretariat-sdsu@univ-lr.fr*

*+33 (0) 5 46 45 84 46*

# 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 *Orly*.

From these airports, you can take a train to La Rochelle.  
For more information about the airports and their services:  
[www.aeroportsdeparis.fr](http://www.aeroportsdeparis.fr)

### 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 **€1.30**

### 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  
[www.blablacar.fr](http://www.blablacar.fr)  
or download the application onto your smartphone.







## 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 2.5 hours. You need to book in advance: [www.sncf-connect.com](http://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: [www.ratp.fr](http://www.ratp.fr)

## 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)

### BIKES

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.

Drop off/pick up points:

**Historic Port** (near the Tour de la Chaîne tower)

**Médiathèque** (Avenue Michel Crépeau)

Passeur ticket: **€1**



#### GOOD TO KNOW

Sea transportation:  
**LE PASSEUR** and the **BUS DE MER** (see next page) are both free for Yélo card holders!



## SEA TRANSPORT: *BUS DE MER (SEA BUS)*

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

Drop off/pick up 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 Yelo App. Whether you are travelling alone or in a group of three, the fare is the same:

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

For more information about Yélo night transport:

[www.yelo-larochelle.fr/lignes-de-nuit/](http://www.yelo-larochelle.fr/lignes-de-nuit/)

Call +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: <https://www.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 **RespiRé** electric shuttle buses for FREE. There is a shuttle for pedestrians only and another for those travelling with bikes. They run between the Belvédère carpark on the mainland and the Sablanceaux carpark on the Ile de Ré.

See link for calendar and times: [www.calameo.com/iledere/read/000003949d9be8bb7b90c](http://www.calameo.com/iledere/read/000003949d9be8bb7b90c)

# LOCAL TRANSPORT

## GETTING TO EXCELIA

Excelia's La Rochelle campus has two 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.

Bienvenue

مرحباً بكم

Bienvenue

### Getting to Excelia by bus

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

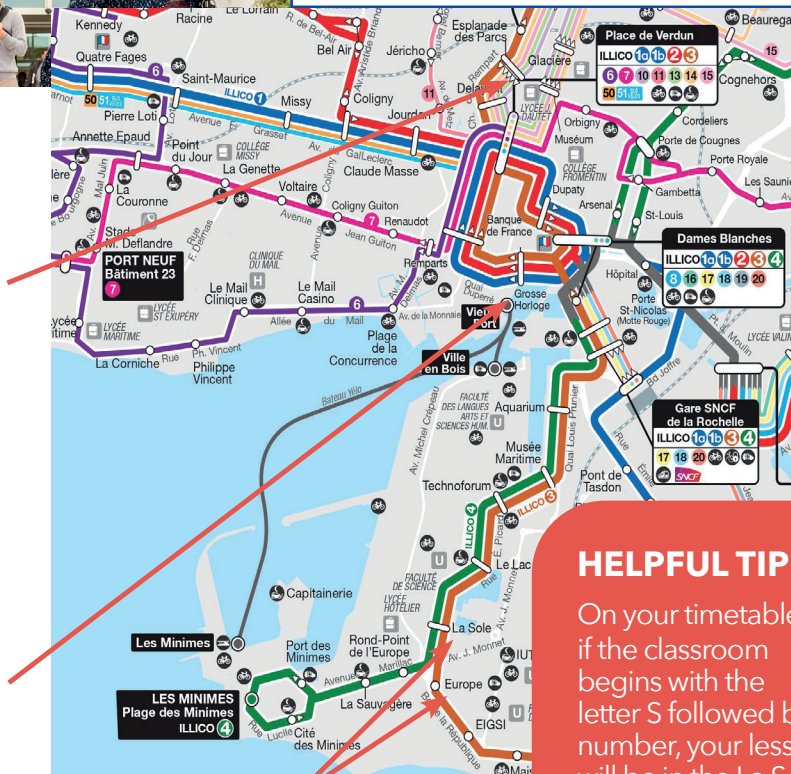
Take ILLICO Line 4 and get off at bus stop **La Sole**

Main bus station  
(town centre):

**Place de Verdun**

Historic Port bus stop  
(town centre):

**Grose 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 will be in the La Sole building. Letters A or 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

### SEPTEMBER

**F**estival of TV  
**G**rand Pavois  
Boat Show

### OCTOBER

**La Rochelle**  
Jazz Festival

### NOVEMBER

**A**dventure  
Film and  
Book Festival  
**La Rochelle**  
Marathon

### JUNE

**S**unny Side  
of the Doc  
**N**otes en  
Vert Festival

### JULY

**F**rancofolies  
(French music  
festival)  
**I**nternational  
Film Festival

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



# LA ROCHELLE

## LEISURE & ENTERTAINMENT



### PLACES TO VISIT

#### La Rochelle Towers

Full price: €9.50  
Under 26s: Free entry

#### L'aquarium

Full price: €17.50  
Students: €15.50

#### Natural History Museum

Full price: €6  
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

### STUDENT DISCOUNT CARD

With this special student card you can benefit from preferential rates (or sometimes even free entry!) for more than **200 music, theatre, and dance shows.**

To get your free card, head to the Maison de l'Etudiant. You will need to show your student card and provide a passport photo to enable them to create your card.

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

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

### 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, 05 16 85 37 93

#### Le Temple

12 rue Alfred Kastler, 05 86 58 01 42



### BOWLING

Avenue Michel Crépeau  
05 46 45 40 40

Student deal: €12 for 3 games (Tues, Weds, Thurs)

# STUDENT LIFE

## PRACTICAL INFO AND ACTIVITIES

### EATING

Excelia has two 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: [www.crous-poitiers.fr/restauration/carte-des-restaurants](http://www.crous-poitiers.fr/restauration/carte-des-restaurants) The closest university restaurant (known as RU) to Excelia is the Republique.

**A full RU meal costs €3.30** (starter + main course + dessert).

Note: Cash payments are not accepted. Remember to create an Izly account, then use the application or ask for a plastic card at the reception desk.

IZLY link: [www.crous-poitiers.fr/se-restaurer/payer-son-repas/payer-avec-son-compte-izly-dans-les-restos-u-et-sur-le-campus/](http://www.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 SUAPSE (university sports service) facilities, you first need to pay the Excelia BDS membership fee. 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: <https://www.univ-larochelle.fr/en/student-life/sport/>

### XL LIBRARY (MEDIA 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 XL Library services and conditions of use, go to MyIntranet/Library website.

# STUDENT LIFE

## STUDENT CARD

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

- to register your presence at lessons
- to use the photocopying and 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 MyIntranet/Practicalities/Printers/Printing, copying and scanning service)
- to benefit from discounts at a number of attractions and venues (cinemas, museums, etc.)



### **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 (Chronopost, DHL, etc). 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 **[www.laposte.fr](http://www.laposte.fr)** or visit your nearest *La Poste* office.

## SWORN TRANSLATORS

### Chinese - French

Han ZHUAN  
zh200@yahoo.fr  
Yanhua Sun  
contact@sun-translate.fr

### Russian - French

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

### Polish - French

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

### English - French or French - English

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

### All language combinations

Barbier traductions  
[www.barbier-traductions.com](http://www.barbier-traductions.com)



## USEFUL INFORMATION

In France, shops are generally **closed on Sundays!**

## EMERGENCY NUMBERS

**112**

**European  
Emergency  
number**

**17**

**Police**  
Law  
enforcement

**18**

**Fire service**  
Fire/Accidents

**15**

**Paramedics**  
Medical  
emergencies

# KEY CONTACTS

## FOR GENERAL QUESTIONS...

### International Office

(visas and residence permits)

Claire FRESNAIS

fresnaisc@excelia-group.com

+33 (0) 5 16 19 77 80

### International Office

(for other requests)

Émilie BARADUC

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+33 (0) 5 16 19 77 42

## FOR QUESTIONS ABOUT YOUR STUDIES...

### CONTACTS FOR EXCHANGE STUDENTS

#### Bachelor in Business

International Relations

Department

globalexchange@excelia-group.com

#### BBA International

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+33 (0) 5 16 19 62 64

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

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#### Bachelor in Tourism & Hospitality Management

Émilie GASQUET

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## CONTACTS FOR NON-EXCHANGE STUDENTS

### Master Grande École Years 3, 4 and 5

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### Bachelor in Tourism & Hospitality Management

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### Excelia Digital Communication School

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### Excelia Academy

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### Bachelor Business

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### BBA International

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### Master of Science (MSc)

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+33 (0) 5 16 19 63 41



## FOR QUESTIONS ABOUT ERASMUS

### Erasmus: Studying abroad

Delphine JOUMARD  
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### Erasmus: Traineeships abroad

Véronique TROMBLEY  
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# MAP OF LA ROCHE



## FOOD

### Grocery shops near the campus

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



### Foreign food shops

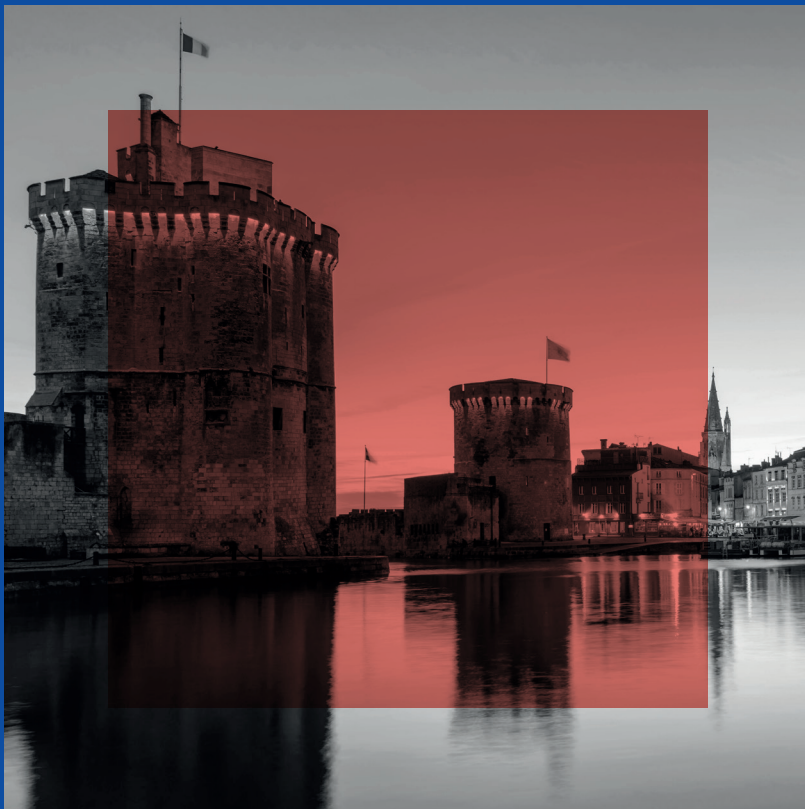
- *Exocity*: Asian products, Beaulieu shopping centre
- *Aux Saveurs d'Asie*:  
14 rue des Dames
- *Exotic Market*: general grocery and traditional products from Réunion, Madagascar, the West Indies and Africa, 12 rue Léonce Vieljeux

# SHELLE CAMPUS

## GOOD TO KNOW

If you need official passport photos, there is a photo booth on the ground floor of Monoprix, 30-36 rue du Palais.





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## NEW AQUITAINE REGION

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

## CENTRE-VAL DE LOIRE REGION

**Tours Campus:**  
8 rue Léo Delibes  
37200 Tours  
**Orleans Campus:**  
17 boulevard de Châteaudun  
45000 Orléans

## PARIS REGION

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

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



**Excelia is committed to  
a responsible approach**



**PRME** Principles for Responsible  
Management Education  
an initiative of the United Nations Global Compact

**CCFDG**

