INTERNATIONAL
student guide

CREATIVE THINKING
MAKES THE DIFFERENCE *
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ICN Business School Presentation
WELCOME TO NANCY AND TO ICN!

Situated in Nancy, ICN is the Business School associated with the University of Lorraine.

Member of the prestigious “French Conference of the Grandes Ecoles”, ICN is EQUIS and AMBA accredited and is consistently ranked among the top Business Schools in France.

MISSION & VALUES

Since 1905 the ICN has been the “Grande école” business school in the east of France and at the heart of Europe. Its identity and its development are rooted in the links between management, technology and art. These links will be vital determinants for tomorrow’s economic environment.

The mission of ICN Business School is to train students and executives to manage enterprises efficiently, with a commitment to corporate responsibility, and to contribute to innovation through creativity.

Its teaching programs are supported by the specialist knowledge of its academic Faculty who make original intellectual contributions to improving managerial practice and furthering the knowledge which is essential to corporate success.

The ICN community is driven by three fundamental values, which find their true expression in the objectives of the Artem Alliance*:

- Open-mindedness
- Commitment
- Team spirit

*The Artem Alliance between the National School of Art Nancy (“Ecole nationale supérieure d’art et de design”), ICN Business School and the national School of Engineering Nancy (“Mines Nancy”) is an inter-disciplinary research and teaching initiative, integrating different disciplines and approaches to learning, as well as creativity and innovation to form a new generation of decision-makers and entrepreneurs.
Until April 30th, 2017
ICN is located at the Pôle Lorrain de Gestion
13 rue Michel Ney
FR-54037 Nancy Cedex

After May 1st, 2017
ICN will be located on the Artem campus
92-94 rue du Sergent Blandan
FR-54003 Nancy

For more information:
www.alliance-artem.fr

Nancy is situated
- 1 hour 30 minutes from Paris (TGV)
- 1 hour 15 minutes from Strasbourg
- 1 hour 15 minutes from Germany
- 1 hour 15 minutes from Luxembourg
- 3 hours from Brussels
- 3 hours from Frankfurt
How to get there?

- **BY PLANE**
  Regional Airport of Metz-Nancy Lorraine
  Route de Vigny – 57 420 GOIN
  Tel.: +33 (0)3 87 56 70 00
  Fax: +33 (0)3 87 56 70 54

- **BY CAR**
  Three highways
  A4, A5 and A31 lead from Paris, Calais, Strasbourg, Saarbrucken and Frankfurt to Nancy.
  The A31 connects Nancy to Lille, Luxembourg, Brussels and Dijon.

- **BY TRAIN**
  Nancy train station
  3, place Thiers – 54 000 NANCY
  Tel.: +33 (0)892 335 335 (outside of France)
  3635 (inside of France)
  www.voyages-sncf.com

  **Train station**
  • Monday to Saturday: from 5:30am to 11pm
  • Sundays and holidays: from 6am to 11pm

  **Ticket counter**
  • Monday: from 5:40am to 8pm
  • Tuesday to Saturday: from 6:40am to 8pm
  • Sunday: from 8am to 8pm

  Trains to Paris take 1 hour and 30 minutes
  Trains to Strasbourg take 1 hour and 30 minutes
  Trains to Dijon take 2 hours and 15 minutes

  Direct train from Charles de Gaulle airport to Gare Lorraine TGV
  1 hour and 15 minutes.
  Navette Keolis Sud Lorraine to Nancy
  (10€ - 35 minutes)
  Schedule at www.ter-sncf.com/regions/lorraine/fr

**i**

**pick-up service**

If you wish to be picked up at the train station in Nancy, you can contact the student association Globe and Co at globeandco@outlook.com

Remember to give them your arrival date and time. Please give 48 hours’ notice.

**how to get to ICN?**

The station is in the center of the city, a short 15 minute walk from Stanislas Square.

- **NANCY TRAIN STATION › ICN**
  - From the station: take the “Place Thiers” exit.
  - Take the Rue Piroux (the Mercure**** hotel is on your right).
  - Turn left on the Rue Raymond Poincaré, then turn right (before the bridge) onto Quai Claude le Lorrain and continue along the Quai until you reach ICN.

- **NANCY TRAIN STATION › ARTEM**
  - Take the Tram 1, from the Nancy Gare stop going in the direction of Vandoeuvre CHU Brabois. Get off at the Blandan stop.
PROGRAMS

Admission by application form for international students
# Student Education

## Undergraduate Programs

<table>
<thead>
<tr>
<th>Durée</th>
<th>Modalités d’Admission</th>
<th>Contenu des Enseignements</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 ans d’études (Bac+3)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Admission Post-Bac / Bac+1  
- Concours écrit et entretiens oraux  
- Possibilité d’accès en 3ème année après un Bac+2 pour les étudiants étrangers uniquement  
- Candidates must hold Bac (Baccalaureate) or a Bac+1 year qualification  
- Written examination, plus individual interviews  
- For international students, possibility to enter the 3rd year on the French track or the English track (BBA) in Nancy |  
- Fondamentaux de gestion et management avec spécialisations possibles en 3ème année  
- 1ère et 2ème années possibles sur le campus de Nuremberg (en anglais)  
- 3ème année sur le campus de Nancy (en anglais)  
- Période de stage obligatoire chaque année (jusqu’à 14 mois d’expérience professionnelle)  
- All fundamental Management disciplines with specialisations in year 3  
- Years 1 and 2 available in Nuremberg  
- Compulsory internship in each year of study (up to 14 months of professional experience) |

| ICN Bachelor SUP’EST | Diplôme visé par l’État  
3 years post Baccalaureate Degree approved by the French Government | European Economic and Political Environment  
In Metz, Luxembourg, Bruxelles, Nancy, Nuremberg and Paris |

| ICN Summer Program | 4 weeks in June and July | For international students only  
Presentation of personal academic file after 2 years of university study outside France |

| ICN Business School Certificate |  |  |

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*Note: The text above is in French. The English translation is provided for clarity.*
Programme ICN Grande Ecole
Master in Management
Diplôme visé par l’État
Grade de Master
Approved by French Government as Master’s Degree

ICN MSc in International Management (MIEX)
Accredited by the Conférence des Grandes Écoles

ICN MSc in International Business Development

graduate programs

Programme ICN Grande Ecole Master in Management
Diplôme visé par l’État
Grade de Master
Approved by French Government as Master’s Degree

<table>
<thead>
<tr>
<th>durée</th>
<th>modalités d’admission</th>
<th>contenu des enseignements</th>
</tr>
</thead>
</table>
| 3 ou 4 ans d'études (année expériences entre la 2ème et la 3ème année) | Concours d’entrée (écrits et oraux)  
■ Après 2 années de classes préparatoires ou un Bac+2 pour accès en 1ère année  
■ Après un Bac+3 pour accès en 2ème année | Programme général de management avec une forte dimension internationale  
■ Cursus possible intégralement en anglais  
■ Stages obligatoires chaque année  
■ Séjour à l’étranger obligatoire d’un semestre minimum  
■ Spécialisation au choix en 2ème et 3ème années parmi 15 proposées  
■ Nombreuses possibilités de doubles diplômes |

3 ou 4 years of study (Gap year between year 2 and year 3)  
Competitive entrance examinations (written and oral tests)  
■ Year 1: after 2 years of preparatory classes or for holders of a Bac+2 qualification  
■ Year 2: for holders of a Bac+3 qualification | General Management program with strong emphasis on international Business and Management  
■ Compulsory internship in each year of study  
■ Choice of specialisation in year 2 and year 3 (15 available) |

2 years of study  
Bac+4 qualification or Bac+3 under certain conditions  
Presentation of personal academic file  
Minimum level of English required (compulsory TOEFL, TOEIC or IELTS) | General program in International Business and Management  
■ Year 1: semester 1 at ICN Nancy, then semester 2 at Bologna, Italy  
■ Year 2: choice of study center: UFRGS (Porto Alegre, Brazil), ECUST (Shanghai, China), Universidad La Salle (Mexico), MGIMO (Moscow, Russia) or Uppsala University (Sweden) |

2 years of study. Possible to join year 2 directly  
Competitive entrance examinations (written tests and interviews)  
■ Year 1: access for holders of a Bac+3 qualification  
■ Year 2: access for holders of a Bac+4 qualification | International Business Development, European Business Environment  
■ Major Emerging Economies (Regions and Countries)  
■ Compulsory internship in year 1  
■ In Year 2, 4 months (lecture and internship) either in China (Chengdu), in Brazil (Campinas) or in Senegal (Dakar) |
**Post-Graduate Program - PhD**

<table>
<thead>
<tr>
<th><strong>ICN PhD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Durée/Duration:</strong> 3 years part-time. 6 sessions. 1 thesis.</td>
</tr>
<tr>
<td><strong>Modalités d'admission/Admission Criteria:</strong> After a Master degree (5 years) and a professional experience</td>
</tr>
<tr>
<td><strong>Contenu des enseignements/Program Content:</strong></td>
</tr>
<tr>
<td>- Year 1: intensive research seminars</td>
</tr>
<tr>
<td>- Year 2: (paper + presentation): research question and updated literature review</td>
</tr>
<tr>
<td>- Year 3: advanced workshops with papers and empirical results - pre-defense and defense in the research laboratory</td>
</tr>
</tbody>
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**Luxury and Design Management**

In partnership with the Ecole nationale supérieure d’art et de design de Nancy and Mines Nancy (Artem)

- 2 years of study. Possible to join year 2 directly
- Competitive entrance examinations (written tests and interviews)
  - Year 1: access for holders of a Bac+3 qualification
  - Year 2: access for holders of a Bac+4 qualification
- Management, Design, Marketing and Product Creation in the Luxury sector
- Compulsory internships in year 1 and year 2
- Optional academic semester abroad

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**ICN MSc in Marketing and Brand Management**

- 2 years of study. Possible to join year 2 directly
- Competitive entrance examinations (written tests and interviews)
  - Year 1: access for holders of a Bac+3 qualification
  - Year 2: access for holders of a Bac+4 qualification
- Consumption and Behavior, Market Analysis, Branding and Brand Management, Digital Media, Advertising and Communication
- Compulsory internships in year 1 and year 2
- Program available on ICN Nuremberg campus

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* Ouvert aux étudiants internationaux en échange
<table>
<thead>
<tr>
<th>Executive MBA</th>
<th>Formacadre Manager opérationnel d’un centre de profit</th>
<th>Coach professionnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMBA Accredited</td>
<td>Certifié niveau II au RNCP*</td>
<td>Certifié niveau I au RNCP*</td>
</tr>
<tr>
<td><strong>duree/duration</strong></td>
<td><strong>Temps plein pendant 3 mois ou temps partiel pendant 15 mois</strong></td>
<td><strong>18 jours de formation, 1 séance d’application et 2 jours de certification finale</strong></td>
</tr>
<tr>
<td>3 or 4 days per month over 18 months</td>
<td>Après un Bac+2 et 3 années d’expérience professionnelle</td>
<td>Ouvert aux managers, aux dirigeants, aux cadres de fonction RH et aux consultants</td>
</tr>
<tr>
<td><strong>public/candidates</strong></td>
<td><strong>Program content</strong></td>
<td><strong>Objectifs</strong></td>
</tr>
<tr>
<td>Open to Directors of SME’s or large companies. Also open to high-potential executives, graduate engineers and senior managers on retraining programs</td>
<td>Program objectives: prepare trainees for positions of managerial responsibility in a global business environment, and provide a high level career accelerator</td>
<td>devenir un manager de centre de profit grâce à l’acquisition d’une dimension managériale et des principaux outils de gestion du manager</td>
</tr>
<tr>
<td><strong>contenu des enseignements/program content</strong></td>
<td></td>
<td>acquérir des outils, des méthodes et des techniques de coaching, et développer la dimension déontologique de la profession de coach</td>
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</table>

<table>
<thead>
<tr>
<th>Executive MSc in Business Administration</th>
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<tbody>
<tr>
<td><strong>Option International Business Development</strong></td>
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<tr>
<td>14 teaching modules of 3 days</td>
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<tr>
<td>Professional experience of at least 3 years minimum and holding a Chinese Bachelor</td>
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<tr>
<td>Long professional experience of about 10 years with exercise of managerial responsibility proved</td>
<td>Decision Making, Intercultural Management, International Trade, International Marketing, International Finance</td>
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<tr>
<td></td>
<td>2 courses in France: Strategy and Doing Business with Europe (2 weeks)</td>
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<td></td>
<td>Program available in China</td>
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</table>

*Répertoire national des certifications professionnelles (National Register of Professional Certificates and Certification)
<table>
<thead>
<tr>
<th>durée</th>
<th>public candidates</th>
<th>contenu des enseignements</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 jours de formation sur 10 mois - 8 modules en e-learning 4 séances d’accompagnement individuel - 1 soutenance finale</td>
<td>Ouvert aux dirigeants ou futurs dirigeants d’entreprises, managers ou futurs managers de centre de profit ou d’entité régionale, membres ou futurs membres de comité de direction, repreneurs ou créateurs d’entreprise</td>
<td>Objectifs : améliorer ses compétences opérationnelles de manager / dirigeant, mettre en œuvre un plan de progrès professionnel et personnel et son projet d’entreprise à 2-5 ans</td>
</tr>
<tr>
<td>Modules de 1 à 3 jours et cycles certifiants Intra-entreprise à la carte</td>
<td>Ouvert aux managers de niveau Bac+2/+3 avec de l’expérience et aux personnes souhaitant développer leurs compétences personelles</td>
<td></td>
</tr>
<tr>
<td>Units of 1-3 days duration and certificate programs Modular for intra-company courses</td>
<td>Experienced managers with Bac+2 or Bac+3 qualification, and candidates seeking to develop their individual managerial skills</td>
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</table>

Programme Manager Dirigeant

Cycles certifiants, modules courts et formations sur-mesure intra-entreprises Certificate programs, short modules and intra-company courses

Leadership and management
Développement personnel
Export
Marketing, vente et développement commercial
Organisation et stratégie de l’entreprise
Achats, logistique et Supply Chain Management
Outils comptables et financiers
Droit et gestion des ressources humaines
Leadership and Management
Personal Development
Export
Marketing, Sales and Business Development
Corporate Organization and Corporate Strategy
Purchasing, Logistics and Supply Chain Management
Accounting and Financial Tools
Company Law and Human Resources Management
3

Application process
### EXCHANGE STUDENTS

SEND YOUR APPLICATION WITH THE FOLLOWING DOCUMENTS:

- Completed application form
- Curriculum Vitae or Résumé in French or in English (depending on the language of study)
- Letter of motivation in French or in English (depending on the language of study)
- Copy of passport or identity card
- Academic transcripts from the last 2 years
- 2 passport photos
- Copy of TOEFL, TOEIC, IELTS or Certificate of Cambridge (if program in English)
- Attestation of French language level by the home university (if program in French)

### NON-EXCHANGE STUDENTS

SEND YOUR APPLICATION WITH THE FOLLOWING DOCUMENTS:

- Completed application form
- Curriculum Vitae or Résumé in French or in English (depending on the language of study)
- Letter of motivation in French or in English (depending on the language of study)
- Copy of High School Diploma (Bachelor Year 1 only)
- Copy of passport or identity card
- Academic transcripts from the last 2 years
- 2 passport photos
- 2 letters of academic and/or professional reference
- Copy of TOEFL, TOEIC, IELTS or Certificate of Cambridge (if program in English)
- Copy of DALF or DELF (if program in French)
- 100€ application fee (2016-2017 prices)

### Application Deadline:

- **EXCHANGE STUDENTS**
  - May 15th, 2017 (Fall semester / Year)
  - October 15th, 2017 (Spring semester)

- **NON-EXCHANGE STUDENTS**
  - June 30th, 2017
  - July 10th, 2017 for EU students (ICN MSc programs only)

### Application:

You can download application files on the ICN website

[www.icn-groupe.fr/en](http://www.icn-groupe.fr/en)

### Please Send Your Application To ICN Business School:

<table>
<thead>
<tr>
<th><a href="mailto:icnexchange@icn-groupe.fr">icnexchange@icn-groupe.fr</a></th>
<th><a href="mailto:studyabroad@icn-groupe.fr">studyabroad@icn-groupe.fr</a></th>
</tr>
</thead>
</table>

4

VISA PROCESS AND RESIDENCE PERMIT
If you are a citizen of a non-European Community country (even if you presently reside in a European Community country) you will need to obtain a long-term student visa before coming to France. A request is to be made at the Consulate in your country of origin for a “Visa de Long Séjour – Demande d’attestation OFII”. The Consulate will stamp this official document (upon arrival in France please bring this document to the International Relations Office).

**DOCUMENTS THAT WILL NEED TO BE HANDED INTO THE INTERNATIONAL RELATIONS OFFICE UPON ARRIVAL**

- Photocopy of your passport (pages with photo, personal information, visa and stamp showing date of entry into France)
- Form given to you by the Consulate or Embassy “Demande d’attestation OFII”.

The International Relations Office will send your completed file to the OFII in Metz.
You will then receive a convocation letter to a medical visit.

**MEDICAL VISIT**

Along with the letter informing you of your medical appointment, you will receive another document for which you will have to purchase a “timbre fiscal OMI” (coupon) at a tobacco store for approximately 58€ (2016 price). You must bring this with you on the day of your medical visit.

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**ICN Business School adheres to the CEF (Centre pour les Etudes en France) convention. Students coming from Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Congo-Brazzaville, Egypt, Gabon, Guinea, India, Indonesia, Iran, Ivory Coast, Japan, Lebanon Republic, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, South Korea, Taiwan, The Comoros, Togo, Tunisia, Turkey, the United-States and Vietnam must follow the CEF process in order to obtain their visa.**

To do so, please visit their website: www.campusfrance.org

Students who do not respect the CEF registration via CAMPUS FRANCE process will not receive a visa from the Consulate.
health insurance
The MGEL and the LMDE manage student health insurance in Meurthe-et-Moselle. It is important that you respect this obligation because you will need to show proof of health insurance coverage to obtain your residence permit, housing aid etc.

Enrollment in the French student insurance system will allow you to be reimbursed for up to 70% of medical costs. We recommend that you also purchase additional insurance called a student “mutuelle” which will provide more coverage. The two health insurance providers are MGEL (www.mgel.fr) and LMDE (www.lmde.fr).

Concerning the mandatory health insurance, several cases are possible:

- **IF YOU COME FROM A EUROPEAN COMMUNITY COUNTRY**
  
  You must obtain, from the Insurance Agency in your home country, your European Health card or a temporary replacement certificate. It will exempt you from having to register for French health insurance while at the same time providing identical coverage.

  If your insurance at home is from a private company, you should obtain a certificate of insurance from them. The Registration Office will verify, on a case by case basis taking into account the current regulations, if the coverage exempts you from having to register for French health insurance. If you are not exempted, you will have to get French insurance, which costs 215€ (2016-2017 price) per year.

- **IF YOU COME FROM A NON-EUROPEAN COMMUNITY COUNTRY**
  
  You will have to obtain French student insurance (215€: 2016-2017 price). You will obtain insurance here at ICN when you register for your student card.

  Students from the Province of Quebec, Canada should obtain the SE401-Q106 form from the Ministry of Foreign Affairs in Quebec before coming to France. This form will exempt you from having to pay for French student insurance.

- **IF YOU ARE OVER 28 YEARS OF AGE**
  
  You will not be able to obtain French student insurance. However, we recommend that you contact the CPAM. They may be able to provide a type of medical coverage called Couverture Médicale Universelle (CMU).

We recommend that you purchase an additional insurance called a student “mutuelle” which will provide more coverage.

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**MGEL**

www.mgel.fr

+33 (0)3 83 30 03 00 (Nancy)

+33 (0)8 87 30 34 14 (Metz)

**LMDE**

www.lmde.fr

0 811 505 633

**CPAM**

www.ameli.fr

contact@cpam-nancy.cnamts.fr

**REGISTRATION OFFICE**

inscriptions@icn-groupe.fr

+33 (0)3 54 50 25 39
housing
YOU MUST RESERVE YOUR HOUSING BEFORE YOU ARRIVE AT ICN

There are 4 main housing categories in France:
- A furnished studio in a private student residence,
- A furnished studio in a private residence,
- A furnished room in a state-owned university residence (CROUS),
- Private housing (apartment, roommates...).

ICN Business School does not own any residence halls. However, once your admission has been finalized, please contact us via housing-info@icn-groupe.fr in order to obtain detailed information about housing options available in Nancy, Metz, or Nürnberg. The International Relations Office (international@icn-groupe.fr) and the Globe & Co student association (globeandco@outlook.com) are also available to assist you in your search for housing.

STUDAPART

To facilitate your search for accommodation in Nancy, we also recommend using the school’s platform dedicated to housing: Studapart. You will be able to find a rental in a student residence or in a private apartment, a room in a shared apartment, a sublease or even a room with a French family!

http://housing.icn-groupe.fr

Ask the International Relations Office for the access code and sign up!
A room in a state-owned university residence (CROUS)

Description
The University residences in Nancy are managed by the CROUS (Centre Régional des Œuvres Universitaires et Sociales). The traditional residences offer only single occupant furnished rooms, each measuring 9 square meters. You will need to bring your own bed and bath linens, including towels and sheets. The bathrooms (toilets) and kitchens are for shared use and are located outside your room on the same floor.

Cooking in your room is forbidden. The University Restaurants offer full, modest priced meals at lunch and dinner (meals are 3,25 € each). Meal tickets can be purchased at the restaurants (on a rechargeable chip card).

Nancy has several university residences which are located in various parts of the city. Although ICN requests that its students be assigned close to campus, we can not guarantee this. If possible, the CROUS will accommodate students close by (Résidence du Placieux, Haute-Malgrange, Monplaisir, Vélodrome, Charmois). However, the decision is made by the CROUS and not by ICN.

Type of contract
The contract is normally drawn up for a period of 9 months (usually from September to June). As soon as the contract is signed, students must stay in the residence and the contract cannot be cancelled. The rent for a university student’s room varies between 150 € and 550 € per month.

Upon arrival in Nancy, you must pay a guarantee (security deposit) amounting to between 150 € and 230 €, depending on the type of room.

This deposit will be returned to you at the end of your stay after your apartment has been inspected for damage and after any other sums due to the CROUS have been paid.

You should also take out a comprehensive ‘multi risk’ property and contents insurance policy (in case of theft, fire, accident, etc.) with a French company (insurance company, bank, or the student’s insurance agency MGEL).

You should expect to pay between 30 € and 65 € per year for this insurance. You can apply for a housing allowance (see next chapter).

CROUS – INTERNATIONAL RECEPTION DESK
75, rue de Laxou – 54000 NANCY
Tel.: +33 (0)3 83 91 88 29
Fax: +33 (0)3 83 27 47 87
www.crous-lorraine.fr/international

Monday to Friday 8:30am to 12pm and 1pm to 5pm*
* closes at 4:30pm the day before a holiday

The request for housing is done online on the CROUS website:
www.crous-lorraine.fr/international/nos-solutions-dhebergement

PRIVATE HOUSING
There is the possibility of renting apartments either with roommates or via private individuals. This area of real estate may be difficult to access from abroad. Nevertheless, you can consult offers and advertisements via the websites below:

Housing advertisements
L’EST REPUBLICAIN
http://immo.estrepublicain.fr

MGEL Centre-Ville
www.mgel.fr/logement

PARU VENDU
www.paruvendu.fr/immobilier

BED AND SCHOOL
www.bedandschool.com/site/index.php

LE BON COIN
http://www.leboncoin.fr/

Offers for roommates
www.recherche-colocation.com/nancy.html
www.appartager.com/lorraine/meurthe-et-moselle/colocation-nancy

You can also visit the following website: www.toutnancy.com
IMPORTANT NOTE FOR ANY KIND OF HOUSING

Remember to send your arrival date and time to Globe and Co if you wish to be picked up at the train station. You must give 48 hours’ notice.

You should plan your arrival for a weekday (Monday to Friday) and before 6pm. You should advise the rental office in advance of your intended arrival.

Keep in mind that residences ask for the payment of a guarantee corresponding to a security deposit which will be reimbursed to you at the end of the contract if there is no damage to the property. Certain residences also ask for a non-reimbursable agency fee for administrative purposes. You should also take out a comprehensive “multi risk” property and contents insurance policy (in case of theft, fire, accident, etc.) with a French company (insurance company, bank or MGEL, student’s insurance agency). Again, Globe and Co will help you with this. Renting a studio in France entitles you to apply for a financial grant, called “Aide Personnalisée au Logement” (see the section on “Financial Assistance” section).

In order to qualify, you need to meet certain requirements:

- a completed application form,
- a check for the security deposit,
- proof of insurance,
- your appointment for the studio inventory.

Studio inventory and damage inspection. An inventory and damage inspection of the studio will be carried out upon your arrival and again when you leave. You should thus plan your arrival for a weekday (Monday to Friday) and before 6pm. You should advise the rental office in advance of your intended departure. The studio inventory and damage inspections are required. Students who do not respect this rule risk losing their security deposits.

The leasing contracts are drawn up on the basis of a traditional leasing arrangement, which student occupants can cancel ONLY upon 3 months’ notice. For example, if you wish to leave your apartment/studio on June 15th, you must send a letter indicating your intention to cancel your leasing contract dated no later than March 15th.

The International Relations Office can give you a sample of the resiliation letter.
7 financial housing ASSISTANCE AND TAXES
FINANCIAL ASSISTANCE

Any foreign student who has a European nationality or a French long-stay visa has the right to apply for government housing assistance. In order to qualify, you need to meet certain requirements.

This type of financial assistance is coordinated and distributed by the CAF (Caisse d’Allocations Familiales). You should apply promptly upon arrival.

This type of financial assistance takes at least one month to obtain after receiving your residence permit. You will thus have to pay for at least the entire first month’s rent by yourself. It is important to apply for financial housing assistance as soon as possible after arrival in Nancy (the student association Globe and Co will help you with this procedure).

Keep in mind that if you should leave your apartment on the 15th of a given month, the financial housing assistance will not apply for that month’s rent. The people can help answer your questions about financial housing assistance and help you fill out the necessary forms. Globe and Co can also assist you with this.

HOUSING TAX

French fiscal law declares that any person residing in France as of January 1st is responsible for housing tax (rates estimated to be approximately a month and half of rent). Payment of this tax is required by the French government a few months after your departure.

Note: students who own a TV set will be asked to pay for the license fee.

Remember to bring a birth certificate (translated into French). This document will be requested in order to complete your file.
living in Nancy and its surroundings
**CULTURE AND SPORTS IN NANCY**

The former city of the Dukes of Lorraine, Nancy is located at the crossroads of Europe. For centuries it was a center for artists and architects. Their unique contributions give the city a distinctive flair.

**THE FAMOUS SQUARES AND MONUMENTS OF NANCY**

The city is particularly famous for its squares and historic monuments:

**La Place Stanislas:** this internationally renowned square was built by Stanislas Leszczyński, one of the Dukes of Lorraine. It is famous for its beautiful gilded ironwork

**La Place Carrière:** it stretches from the Héré Gate to the Government Palace

**L’Hôtel de Ville:** City Hall on Stanislas Square

**Le Palais du Gouvernement:** an exquisite building which dominates one end of Carrière Square

**Le Palais Ducal:** the palace is located within the confines of the medieval city or old town

**La Porte de la Craffe:** at one end of the Grande Rue in the old town, this imposing fortress once protected the city

**Religious monuments:** Nancy has 6 famous churches: Basilique Saint-Epvre, Eglise des Cordeliers, Cathédrale, Eglise Notre Dame de Bonsecours, Eglise Saint Pierre, and Eglise Saint Sébastien.

**PARKS AND GARDENS**

Nancy has many parks and public gardens. The most famous of these is “La Pépinière”. This 23 hectare park contains both a rose and an English garden as well as a zoo. It is located in the city center, not far from Place Stanislas.

**MUSEUMS**

For those who appreciate art and art history, Nancy has 3 museums, each dedicated to a different aspect of the city’s cultural heritage. Located in different parts of the city, the museums have distinctive architectural styles:

**The Museum of Lorraine** is located within the Palace of the Dukes of Lorraine in the medieval city. Visitors can retrace the history of the region from prehistoric to modern times.

**The Fine Arts Museum** is housed in one of the splendid 18th century pavilions surrounding Stanislas Square. It contains a magnificent collection of paintings, sculptures and artwork as well as an exceptional collection of crystal by Daum.

**The Museum of the School of Nancy** can be found in a late 19th century Chateau. It is dedicated to “Art Nouveau”, the decorative style of art which flourished in Nancy at the turn of the 20th century. For those of you who love nature or for those who are interested in the mining and steel industries (which were the traditional industries of Nancy), the following museums will certainly interest you:

**The Museum aquarium of Nancy** has more than 10,000 specimens, some of which represent endangered species. In addition to tropical fish and marine animals, the aquarium contains a natural history museum.

**Iron museum** has exhibits on the history of iron and ironwork as well as techniques for making iron.
THEATERS, CONCERTS AND CINEMAS

Compose your own programs as there is a vast range to choose from: an opera, a national theater company, a ballet, a symphony orchestra, and jazz and rock concerts. Nancy also has many theatres, concert halls (most famous of which is the Zenith Hall), convention centers and cinemas.

Throughout the year, cultural events are organized by the city or by private associations related to the arts:
- Nancy Jazz Pulsations (October)
- The Festival of Saint-Nicolas (December)
- Springtime and Poetry (March)
- The International Choral Singing Festival (every 2 years during the Ascension period)
- The Music of Lorraine
- Heritage Festivals
- Passion Theater

For further information, contact the Tourism Office (see “useful addresses”).

LIBRARIES

At ICN, you will find the Regional Documentation and Research Center. The Center includes a business library and a study hall.

You may also use the libraries at the Economics and Law Faculties. Students can also expand their research by using the public libraries of the city of Nancy. The most important are:
- The media center (Médiathèque), located at 10, rue Baron Louis
- The municipal library (43, rue Stanislas)

SPORTS

The “service universitaire des activités physiques et sportives” (SUAPS) is the sports service for all students in Nancy.

For more information:
Tel.: +33 (0)3 54 50 37 77
sport.univ-lorraine.fr

You can practice any of 55 different sports. Among them are: aikido, badminton, basketball, body-building, climbing, dancing, fencing, golfing, kayaking, skiing, sky-diving, swimming, tennis, table tennis…

ICN’s Sport Association (BDS-Bureau des Sports) will assist you with all administrative steps and will also help you join any of the school’s sporting teams if you wish. The sports halls are situated at several locations in Nancy:

CENTER OF NANCY
- Gymnase A. Lefebvre
  (multi-purpose gymnasium, dancing, fighting and fencing halls)
  1, bis boulevard Albert 1er
  54000 Nancy
  Tel.: +33 (0)3 72 74 06 00
- Océanautes swimming pool and gymnasium
  Rue de Verdun - 54000 Nancy
  Tel.: +33 (0)3 72 74 06 27

VANDOEUVRE
- Aiguillettes Sports Complex
  Boulevard des Aiguillettes
  54600 Villers-lès-Nancy
  Tel.: +33 (0)3 83 28 29 72

BRABOIS
- New Sports Hall
  11 Avenue de la Forêt de Haye
  54500 Vandœuvre-lès-Nancy
  Tel.: +33 (0)3 72 74 06 16

For additional information, don’t hesitate to contact the BDS at ICN Business School: bds@myicn.fr
If you prefer to come to Nancy and then look for somewhere to stay, or if your family and friends come to visit, Nancy offers a wide choice of hotels. Some of the cheaper hotels are located just outside of town and are usually more easily accessible by car. The following is a partial list of hotels in the city center.

<table>
<thead>
<tr>
<th>HOTELS</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Hôtel de la Reine 2, Place Stanislas 54000 NANCY Tel.: +33 (0)3 83 35 03 01 Fax: +33 (0)3 83 32 86 04 <a href="http://www.hoteldelareine.com">www.hoteldelareine.com</a> <a href="mailto:nancy@hoteldelareine.fr">nancy@hoteldelareine.fr</a></td>
<td>Between 115 € and 290 €  Breakfast 17,50 €  Resort fee 1,10 € from 18 years old</td>
</tr>
<tr>
<td>Hôtel d’Haussonville 9, rue Monseigneur Trouillet 54000 NANCY Tel.: +33 (0)3 83 35 85 84 <a href="http://www.hotel-haussonville.fr">www.hotel-haussonville.fr</a> <a href="mailto:direction@hotel-haussonville.fr">direction@hotel-haussonville.fr</a></td>
<td>Between 149 € and 239 €  Breakfast 17 €  Pet supplement 10 €</td>
</tr>
<tr>
<td>Hôtel Best Western Crystal 5, rue Chanzy 54000 NANCY Tel.: +33 (0)3 83 17 54 00 Fax: +33 (0)3 83 17 54 30 <a href="http://www.bestwestern-hotel-crystal.com">www.bestwestern-hotel-crystal.com</a> <a href="mailto:contact@bwcrystal.com">contact@bwcrystal.com</a></td>
<td>Between 49 € and 185 €  Breakfast 13,50 €  Pet supplement 10 €  Parking 14 €/night  Resort fee 0,90 €</td>
</tr>
<tr>
<td>Mercure Centre Stanislas 8, rue des Carmes 54000 NANCY Tel.: +33 (0)3 83 30 92 60 Fax: +33 (0)3 83 30 92 92 <a href="http://www.mercure.com">www.mercure.com</a> <a href="mailto:H1068@accor.com">H1068@accor.com</a></td>
<td>Between 126 € and 177,9 €  Breakfast 16.9 €  Resort fee 0,90 €</td>
</tr>
<tr>
<td>Ibis Styles Nancy Centre Gare 3, rue de l’armée Patton 54000 NANCY Tel.: +33 (0)3 83 40 31 24 Fax: +33 (0)3 83 28 47 78 <a href="http://www.ibis.com">www.ibis.com</a> <a href="mailto:H6852@accor.com">H6852@accor.com</a></td>
<td>Room with breakfast between 79 € and 129 €  Resort fee 0,90 €</td>
</tr>
<tr>
<td>Hôtel Mercure 11, rue Raymond Poincaré 54000 NANCY Tel.: +33 (0)3 83 39 75 75 Fax: +33 (0)3 83 32 78 17 <a href="http://www.mercure.com">www.mercure.com</a> <a href="mailto:HA038@accor.com">HA038@accor.com</a></td>
<td>Room with breakfast between 108€ and 142€  Private parking 10€/night</td>
</tr>
</tbody>
</table>
RESTAURANTS

Would you like to sample the gastronomic specialties of the Lorraine region or perhaps try other exotic foods?

In Nancy, you can find all kinds of restaurants from the local Alsace and Lorraine dishes to North African, American, Mexican, East Asian, Indian, Greek, Creole and Corsican dishes. There are also many bakeries, pizzerias and specialized restaurants (for example crêpes) as well as bars and pubs. Nancy is blessed with a number of five-star restaurants. The International Relations Office at ICN can provide you with a list of restaurants.

UNIVERSITY RESTAURANTS

Full meals are available for lunch and dinner for the modest price of 3,25 €.

- The restaurant at Cours Leopold (16, cours Leopold)
- The restaurant at Monbois (Avenue of the Liberation)
- The restaurant at Saurupt (26, rue de Saurupt)

For this price, you can get an appetizer, main dish, cheese and dessert. You can also go to the bar (a separate part of the restaurant) where you can eat for approximately 4 or 5€.

These restaurants are only open on weekdays:

- Monday to Friday:
  11:30am to 1:30pm (for lunch)
  6:30 to 8:30pm (for dinner)

On weekends and during school holidays, the schedules change for the University restaurants. To know which ones are open, check the CROUS website: [www.crous-lorraine.fr/restauration/nosrestaurants](http://www.crous-lorraine.fr/restauration/nosrestaurants)
THE CAFETERIA AT ICN BUSINESS SCHOOL
For a quick meal without having to leave ICN, there is a cafeteria on the first floor. It is managed by the CROUS and offers a wide variety of bakery products (eg. croissants at 0.60€, pains au chocolat at 0.70€), sandwiches (from 1.95€ and 2.55€) and beverages (eg. small coffee at 0.75€).

Monday to Friday from 7:30am to 2pm.

TRANSPORTATION

The tram connects Vandœuvre-lès-Nancy to Essey-lès-Nancy and goes through the heart of Nancy.

The 32 bus lines will get you almost anywhere in Nancy.

Vélo Stan Lib': you can get free access to bicycles for a short period of time. The service is available 24 hours a day, 7 days a week in 29 stations all around the city.

WHAT TO DO IN THE SURROUNDINGS?

The Vosges are only an hour drive from Nancy. The many mountains, parks, lakes (eg. The Pierre-Percée Lake) and rivers offer many things to do: hiking, cycling, skiing, as well as nautical activities and many more.

The Amnéville Zoo is also an hour drive from Nancy and offers a wide range of animals for you to see.

For more ideas, visit www.tourisme-lorraine.fr
PRACTICAL MATTERS RELATED TO LIVING IN FRANCE
SOME BASIC PHRASES

<table>
<thead>
<tr>
<th>English</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello</td>
<td>Salut</td>
</tr>
<tr>
<td>Good morning/good afternoon</td>
<td>Bonjour</td>
</tr>
<tr>
<td>Good evening</td>
<td>Bonsoir</td>
</tr>
<tr>
<td>Good night</td>
<td>Bonne nuit</td>
</tr>
<tr>
<td>Goodbye</td>
<td>Au revoir</td>
</tr>
<tr>
<td>My name is…</td>
<td>Je m’appelle…</td>
</tr>
<tr>
<td>What is your name?</td>
<td>Comment vous appelez-vous/t’appelles-tu ?</td>
</tr>
<tr>
<td>Yes/no</td>
<td>Oui/non</td>
</tr>
<tr>
<td>Thank you</td>
<td>Merci</td>
</tr>
<tr>
<td>You’re welcome</td>
<td>De rien</td>
</tr>
<tr>
<td>Excuse me</td>
<td>Excusez-moi</td>
</tr>
<tr>
<td>How are you?</td>
<td>Comment allez-vous/vas-tu ?</td>
</tr>
<tr>
<td>Where is/are…?</td>
<td>Où est/sont… ?</td>
</tr>
</tbody>
</table>

COST OF LIVING

The average cost of living for a single student who lives in a student apartment is estimated to be from 400€ to 800€ per month (including rent and other living costs), plus approximately 70€ of general fees (library, sports facility, etc) and health insurance if needed (see page 18).

WHAT YOU SHOULD BRING

- Formal clothes for special events
- Important documents (passport, travel or health insurance, copy of birth certificate)
- Medical records, special prescription or medicine (if any)
- Spare glasses or contact lenses (if needed)
- Umbrella
- Bedsheets and towels
- Winter clothes (ski clothes if you attend the seminar in Morzine).
- Other necessities like wristwatch, alarm clock, school bag, dictionary, stationary,…

BUSINESS HOURS IN FRANCE

Most businesses are closed on Sundays. All stores close by 7pm during the week and banks are often closed on Mondays. ICN Business School is open from Monday to Saturday but always closed on Sundays.

DRIVING LICENSE

In France you drive on the right side of the road. It is mandatory to wear seatbelts at all times. Regulations on the permissible level of alcohol for drivers is very strict, allowing less than 0.5g (0.2g for young drivers), and all misdemeanors are liable to heavy penalties.
SMOKING REGULATIONS

France has very strict regulations regarding smoking in public. Smoking is forbidden in public places such as offices, shops and public transport and also in bars and restaurants. Smoking in the work place is not allowed, unless there is a specific room provided for smokers. Otherwise you will have to smoke outdoors.

BASIC RULES

No noise after 10pm inside the housing residences.
No absenteeism in classes.

EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency call</td>
<td>15 (or 112 from a cell phone)</td>
</tr>
<tr>
<td>Fire emergency</td>
<td>18</td>
</tr>
<tr>
<td>Police</td>
<td>17</td>
</tr>
</tbody>
</table>

PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Holiday</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>1 Jan</td>
<td>1 Jan</td>
<td>1 Jan</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>17 Apr</td>
<td>2 Apr</td>
<td>22 Apr</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1 May</td>
<td>1 May</td>
<td>1 May</td>
</tr>
<tr>
<td>8 May 1945</td>
<td>8 May</td>
<td>8 May</td>
<td>8 May</td>
</tr>
<tr>
<td>Ascension Day</td>
<td>25 May</td>
<td>10 May</td>
<td>30 May</td>
</tr>
<tr>
<td>Pentecost Monday</td>
<td>5 June</td>
<td>21 May</td>
<td>10 June</td>
</tr>
<tr>
<td>Bastille Day</td>
<td>14 July</td>
<td>14 July</td>
<td>14 July</td>
</tr>
<tr>
<td>Assomption</td>
<td>15 Aug</td>
<td>15 Aug</td>
<td>15 Aug</td>
</tr>
<tr>
<td>All Saint's Day</td>
<td>1 Nov</td>
<td>1 Nov</td>
<td>1 Nov</td>
</tr>
<tr>
<td>Armistice</td>
<td>11 Nov</td>
<td>11 Nov</td>
<td>11 Nov</td>
</tr>
<tr>
<td>Christmas</td>
<td>25 Dec</td>
<td>25 Dec</td>
<td>25 Dec</td>
</tr>
</tbody>
</table>

ELECTRICITY

The electricity current in France is 230V, 50 Hz. The plugs conform to European standards.

HOW CAN I CALL FROM FRANCE TO ANOTHER COUNTRY?

If you want to call another country from France, dial the international code 00, the code of the country you want to reach, then the number without the first 0.
HOW CAN I OPEN A BANK ACCOUNT IN FRANCE?

Please contact the registration office for ICN’s partner banks if needed.

To open a bank account, you must be over 18. You will need:

- your identity card, your passport and your Residence Permit for non-European citizens (valid time period)
- a proof of domicile (originals, less than 3 months):
  - your lease
  - or an electricity bill
  - or a land line phone bill
  - or a water bill.

WHAT IS A “RIB” (IBAN)?

A “Relevé d’Identité Bancaire” is a series of codes that include the code of your bank in France, its location and also your personal account number. You will need this number in order to receive electronic money transfers from your bank in your home country and to receive other automated electronic deposits to your account, for example, remuneration for an internship or other employment. This should be provided by your bank several days after opening your account or can be obtained directly at the branch, simply by asking for your “RIB”.

WHAT IF I WANT TO SEND MAIL?

La Poste is the national post office in charge of collecting, routing and delivering mail. Regular stamps (for Europe) can be bought in tobacconists (“tabac”) and cigarette counters (cafés). If you want to send a letter outside Europe, you usually have to buy a stamp at the Post Office directly.

It is possible to send an urgent document by Chronopost with guaranteed 24-hour delivery in France and express international deliveries.

More information can be found at www.laposte.fr

MEASUREMENTS

France uses the metric system. Below you will find some of the most common measurements and their equivalents.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 centimeter</td>
<td>0.39 inches</td>
</tr>
<tr>
<td>1 meter</td>
<td>3.28 feet</td>
</tr>
<tr>
<td>1 kilometer</td>
<td>0.62 mile</td>
</tr>
<tr>
<td>1 liter</td>
<td>1.76 pint (UK) / 2.1 pints (US)</td>
</tr>
<tr>
<td>1 liter</td>
<td>0.22 gallon (UK) / 0.26 gallon (US)</td>
</tr>
<tr>
<td>1 kilogram</td>
<td>2.2 pounds</td>
</tr>
</tbody>
</table>

To convert Centigrade to Fahrenheit: multiply by 9, divide by 5 and add 32.
To convert Fahrenheit to Centigrade: subtract 32, multiply by 5 and divide by 9.

TIPPING

In France, service is included in the prices.
The Student Association
“Globe and Co”
“OUR ASSOCIATION IS MADE UP OF STUDENTS FROM ICN BUSINESS SCHOOL AND OUR MISSION IS TO HELP YOU ENJOY YOUR STAY IN NANCY. HELPING YOU DISCOVER FRANCE AND FRENCH CULTURE IS ALSO OF PRIME IMPORTANCE TO US.”

WELCOME

As soon as you arrive, we will be there to answer all of your questions. Whether they are about practical life, administration or school life… We are always available. If you have any problems, please contact us!!!

INTEGRATION

Attending a foreign university means meeting a lot of new people. In order to make your stay in France a rewarding one, we propose mentoring, a welcoming drink, parties, and visits to interesting places. Your suggestions are always appreciated.

DISCUSSION

Of course we know that being away from home is sometimes hard and that is why we want to make you feel at home. If you ever feel homesick or need anything, you can come and talk to us. We are available 24 hours a day!

Remember to send us your arrival date and time if you wish to be picked up at the train station in Nancy. Please give 48 hours’ notice.

CONTACT US AT

globeandco@outlook.com

Facebook: www.facebook.com/GlobeAndCo

“All suggestions are always welcome!”
11

International Relations Office
Events
EVERY YEAR, YOU ARE INVITED TO VARIOUS EVENTS ORGANIZED BY THE ICN INTERNATIONAL RELATIONS OFFICE:

INTEGRATION WEEK | SEPTEMBER

Each year in September, prior to the start of the academic year, the International Relations Office at ICN Business School organizes an Integration Week for international students.

This week is optional and consists of visits of Nancy and the surrounding region as well as French language classes (optional). A detailed program will be sent to you by email during the summer. This event gives you not only the opportunity to get to know other international students, but French students as well. Since the creation of the integration week, it has always been truly appreciated by the students who partake in it. We highly recommend that you participate in this week.

The price (FYI in 2016: 230€ without French classes, 250€ with French classes) includes the numerous visits and activities and the majority of meals related to these events. Students who wish to participate in the Integration Week have to register online via the International Relations Office.

INTERNATIONAL FORUM | NOVEMBER

This International Day is a great opportunity for international students to promote their Home University to French students. Booths will be available to students in order display brochures and other promotional materials.

Contribute to boosting inter-school exchanges!

SAINT NICOLAS PARTY | DECEMBER

Christmas vacation is almost here… Let’s enjoy some typical “Lorraine” tradition during a friendly cocktail!

Saint Nicolas is the patron saint of children and students in various cities and countries around Europe. He is also the patron saint of the Lorraine region, where he is celebrated on December 6th with parades and fireworks. Usually, children get sweets and gingerbread men shaped like St Nicolas. At the parade, St Nicolas is accompanied by the “bogeyman” who threatens children who haven’t been nice during the year.

One legend tells how a butcher lured three little children into his house, where he killed them, placing their remains in a barrel to cure, planning to sell them off as ham. Saint Nicolas, visiting the region to care for the hungry, not only saw through the butcher’s horrific crime but also resurrected the three boys from the barrel by his prayers.

WELCOME PARTY FOR THE 2ND SEMESTER STUDENTS | JANUARY

It will be the occasion to meet all of you and introduce you to our International Relations Department as well as the students from Globe and Co… And also to eat some pizza!

MORZINE SEMINAR | FRENCH ALPS, JANUARY * BBA PROGRAM ONLY

Every year in January, a Seminar in the French Alps is organized. This seminar is a great opportunity to mix with other international students as well as French students. We strongly advise you to participate in it. As it is held in a big resort, the prices that are proposed are way under the normal price, which makes this week in the Alps a very attractive bargain.

This great seminar will enable you to foster meetings through a multicultural living experience among French and international students. It will also boost relationships among students of different nationalities, go beyond prejudices, stereotypes and preconceived ideas, build common values, and help to integrate the students arriving for the 2nd semester. Finally, it will enable in-depth exchanges by means of joint workshops, conferences, sporting activities, and evening gatherings.
Frédérique BOUTIN
Head of International Relations Office
Tél.: +33 (0)3 54 50 25 49
Fax: +33 (0)3 54 50 25 01
frederique.boutin@icn-groupe.fr

Candi DEBLAY
Head of International Mobility, Study Abroad Manager
(United States and Australia)
Tél.: +33 (0)3 54 50 25 28
Fax: +33 (0)3 54 50 25 01
candi.deblay@icn-groupe.fr

Stéphanie GUGLIELMINA
Head of International Recruitment
Tél.: +33 (0)3 54 50 25 25
Fax: +33 (0)3 54 50 25 01
stephanie.gugielmina@icn-groupe.fr

Maria KOLNIKAJ
Study Abroad Manager
(Europe, Russia, Africa, Middle East)
Tél.: +33 (0)3 54 50 25 27
Fax: +33 (0)3 54 50 25 01
maria.kolnikaj@icn-groupe.fr

Juliane AMBLES
Study Abroad Manager
(Latin America, Canada, Asia)
Tél.: +33 (0)3 54 50 25 26
Fax: +33 (0)3 54 50 25 01
juliane.ambles@icn-groupe.fr
## Useful Addresses

<table>
<thead>
<tr>
<th>Office de tourisme de Nancy</th>
<th>Tourism information about Nancy and the Lorraine region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place Stanislas</td>
<td></td>
</tr>
<tr>
<td>BP 810 – 54011 NANCY Cedex</td>
<td></td>
</tr>
<tr>
<td>Tel.: +33 (0)3 83 35 22 41</td>
<td></td>
</tr>
<tr>
<td>Fax: +33 (0)3 83 35 90 10</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.nancy-tourisme.fr">www.nancy-tourisme.fr</a></td>
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<table>
<thead>
<tr>
<th>CROUS</th>
<th>In charge of making student life (work and school) easier and better: housing, meals, allowances…</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Centre Régional des Œuvres Universitaires et Scolaires)</td>
<td></td>
</tr>
<tr>
<td>75, rue de Laxou – 54000 NANCY</td>
<td></td>
</tr>
<tr>
<td>Tel.: +33 (0)3 83 91 88 29</td>
<td></td>
</tr>
<tr>
<td>Fax: +33 (0)3 83 27 47 87</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.crous-lorraine.fr">www.crous-lorraine.fr</a></td>
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<table>
<thead>
<tr>
<th>MGEL</th>
<th>Social security for students and “mutuelle étudiante”: complementary medical insurance and practical help for students (job searching, housing…)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NANCY</td>
<td>3, rue des Carmes – 54000 NANCY</td>
</tr>
<tr>
<td>Tel.: +33 (0)3 83 30 03 00</td>
<td></td>
</tr>
<tr>
<td>VANDOEUVRE</td>
<td>1, boulevard des Aiguillettes 54500 VANDOEUVRE-LES-NANCY</td>
</tr>
<tr>
<td>Tel.: +33 (0)3 83 54 86 86</td>
<td></td>
</tr>
<tr>
<td>METZ</td>
<td>11, boulevard Sérot - 57000 METZ</td>
</tr>
<tr>
<td>Tel.: +33 (0)3 87 30 34 14</td>
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<table>
<thead>
<tr>
<th>LMDE</th>
<th>Social security for students and “mutuelle étudiante”: complementary medical insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>9, boulevard Joffre - CPAM Nancy 54000 NANCY</td>
<td></td>
</tr>
<tr>
<td>Tél. : +33 (0)8 11 50 56 33</td>
<td></td>
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<tr>
<td><a href="http://www.lmde.fr">www.lmde.fr</a></td>
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<table>
<thead>
<tr>
<th>CAF (Caisse d’Allocations Familiales)</th>
<th>Organization for social welfare, housing assistance…</th>
</tr>
</thead>
<tbody>
<tr>
<td>21, rue de Saint-Lambert – 54000 NANCY</td>
<td></td>
</tr>
<tr>
<td>Tel.: +33 (0)8 10 25 54 10</td>
<td></td>
</tr>
<tr>
<td>Fax: +33 (0)3 83 28 99 28</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.54.caf.fr">www.54.caf.fr</a></td>
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<table>
<thead>
<tr>
<th>CPAM (Caisse Primaire d’Assurance Maladie)</th>
<th>Social security</th>
</tr>
</thead>
<tbody>
<tr>
<td>9, boulevard Joffre – 54000 NANCY</td>
<td></td>
</tr>
<tr>
<td>Tel.: +33 (0)8 11 70 36 46 (outside of France)</td>
<td></td>
</tr>
<tr>
<td>Tel.: +3646 (inside of France)</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.ameli.fr">www.ameli.fr</a></td>
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</table>
Thanks to the partnership between ICN Business School and SupdeCo Dakar, I was able to enrich my studies and benefit from the teachings of outstanding speakers from the professional world. This allowed me to acquire knowledge that is not only theoretical but also practical with different workshops and associations. This is a unique experience in a totally different world where the intercultural dimension is such that it facilitates integration.

My name is Lika from National University of Management, Phnom Penh, Cambodia. I am really happy to have a great opportunity to join the BBA program which is very useful for Cambodian student as me. As staying in France, I had a lot of good experiences in learning something new and get the wide academic knowledge such as international experience, culture, and foreign learning life styles. Also, I can explore and appreciate new cultures in France; especially, it allows me to improve multicultural awareness with a new region, its people especially foreign students from many countries.

Studying in BBA program at ICN gives me a good experience to know French as well as international friends. I have learned to adapt and understand more about differences of culture.

An ideal and perfect international program with wide subject areas as well as excellent tutors, you will never regret being part.

Personally, I’ve really enjoyed my experience in France sofar. Bothmy academic, social and cultural life is amazing. I’ve learnt a lot too. Simply put, I really am having a good time here.

This experience has changed my life, I have learnt how to be independent and make new friends from all over the world. We are all like a family and have a lot of fun together every day.
14 FAQ
HOW DO I APPLY? WHICH DOCUMENTS ARE REQUIRED FOR APPLICATION? WILL I NEED TO PROVIDE PROOF OF MY PROFICIENCY IN ENGLISH/FRENCH?

WHEN CAN I EXPECT TO RECEIVE MY LETTER OF ACCEPTANCE?
It will take approximately 3-4 weeks after your complete application file is received.
If you are a non-exchange student, your file will not be treated until your application fee payment is received.

DO YOU OFFER ANY SCHOLARSHIPS?
ICN Business School is a private establishment. Therefore, it does not offer any scholarship opportunities.

CAN I PAY MY TUITION FEES IN INSTALLMENTS?
You can work out a payment plan with the Accounting Office at ICN upon arrival.
A non-refundable down payment must be made in order to receive the Admission Letter.

CAN ICN BUSINESS SCHOOL HELP ME IN OBTAINING MY VISA?
The International Relations Office at ICN will send the confirmation of your enrollment to Campus France in your home country. The Consulate, and the Consulate alone, has decision power in awarding visas. You must respect the visa procedure before coming to France.

HOW MANY COURSES/CREDITS CAN I TAKE IN ONE SEMESTER?
You can study up to 30 credits (ECTS) in one semester. A full course load is 30 ECTS credits per semester.

CAN I JOIN A STUDENT ASSOCIATION?
You can join as an active member.
Globe & Co can help you if there is an association that you are interested in.

DO YOU OFFER ANY PROGRAMS IN ENGLISH?
See “Programs” p.8.

CAN I TAKE FRENCH LESSONS DURING MY STAY AT ICN?
ICN is not a language school but we do want you to improve your French language skills during your time in France. French lessons are offered (usually once a week). Depending on the program, this French course may be required or not.

CAN I MIX CLASSES FROM DIFFERENT PROGRAMS/SEMESTERS?
It is not possible to combine courses from more than one program. You must follow the full program offered by ICN. Exchange students must discuss the choice of their classes with their coordinator and ICN in order to be sure that credits will be transferred back to the home university.

IS IT POSSIBLE TO BEGIN A PROGRAM IN JANUARY?
For non-exchange students, all programs are held from September to May.
For exchange students, the 1st semester begins in September and the 2nd semester begins in January.
CAN I LIVE ON CAMPUS IN A RESIDENCE HALL?
ICN does not have its own residence halls. However, one of the student association Globe & Co’s main missions is to assist international students in their search for housing. The International Relations Office can also help you with your search. Ultimately, the housing reservation is a personal matter and must be made by the student (see p.20).

WHAT SHOULD I DO IF I HAVE A PROBLEM WITH MY LANDLORD?
Contact the student association Globe and Co or the International Relations Office.

CAN I GO HOME DURING HOLIDAYS / CAN I TRAVEL ABROAD?
Yes you can, but it is highly recommended that you wait to receive the validation of your long-stay permit from the OFII before travelling. If you wish to travel to border countries such as Belgium or Germany before this time, you MUST travel with your passport and the letter from the OFII indicating your upcoming medical visit and validation process.

CAN I WORK DURING MY STAY AT ICN? WHAT ABOUT AN INTERNSHIP?
Programs are taught full-time so it would be very difficult to work at the same time. It is also very difficult to be hired by employers if you do not speak French. If an internship is not required for your program, it will not be possible to obtain an internship contract in France.

WHAT IF I FAIL AN EXAM?
Dates of retake exams are decided by ICN Business School. It is only possible to retake an exam one time.

WHEN SHOULD I EXPECT TO RECEIVE MY TRANSCRIPTS OR DIPLOMA?
You should receive your transcript in February (Fall semester) and July (Spring semester). Diplomas will not be available until October. For exchange students, official transcripts and diplomas will be sent directly to the home University.