

INCOMING STUDENT INFORMATION SHEET

2019-2020

EXCHANGE CONTACTS

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

APPLICATION

Due Date for Application Forms	Fall Semester 2019	Nomination : 15 May 2019 Application Form: 31 May 2019
	Spring Semester 2020	Nomination : 31 October 2019 Application Form: 15 November 2019
Application	<p>Online Nomination and Application.</p> <p>Coordinators to contact incoming@esc-amiens.com for login and password in order to nominate students. Coordinators will then receive student logins for online application</p> <p>Nomination http://eportfolio.esc-amiens.com/international/coordinator/ Application http://eportfolio.esc-amiens.com/international/candidatures-in/</p> <p>Once students have submitted the online application, print it, then coordinator MUST sign form.</p>	
Documents to be submitted with Application Forms	<p>Documents to send by EMAIL before deadline:</p> <ul style="list-style-type: none"> *Printed copy of application form *A CV in English *A cover letter in your teaching language of choice *A photocopy of your passport or identity card *Language test certificates (if you have one) *Transcript of Records *A color .jpeg image of an ID photo 	
Minimum Language Requirements	<p>English-taught Programs: B2, TOEFL ITP 550, TOEFL IBT 80, TOEIC 700, IELTS 6, BULATS 70, Cambridge 170</p> <p>French-taught programs: B2</p>	

	Fall Semester	Spring Semester
Suggested Arrival Date	12 September	6 January
Obligatory Orientation and French as a second language intensive course (FSL)	16 September- 21 September	Not concerned
Semester Dates	23 September-20 December	6 January – 20 June
Examination Period	End of each module	Mid-terms / Final exam week
Public Holidays	1 November 2019 11 November 2019	13 April 2020 1 May 2020 8 May 2020 21 May 2020
Mobility Period (Erasmus)	16 September- 20 December	6 January – 20 June (flexible based on required credits of home university)

ACADEMIC INFORMATION

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

ACCOMMODATION

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

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

FINANCIAL MATTERS FOR EXCHANGE STUDENTS

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

VISA PROCEDURES AND MEDICAL ASSISTANCE

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

Insurance

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