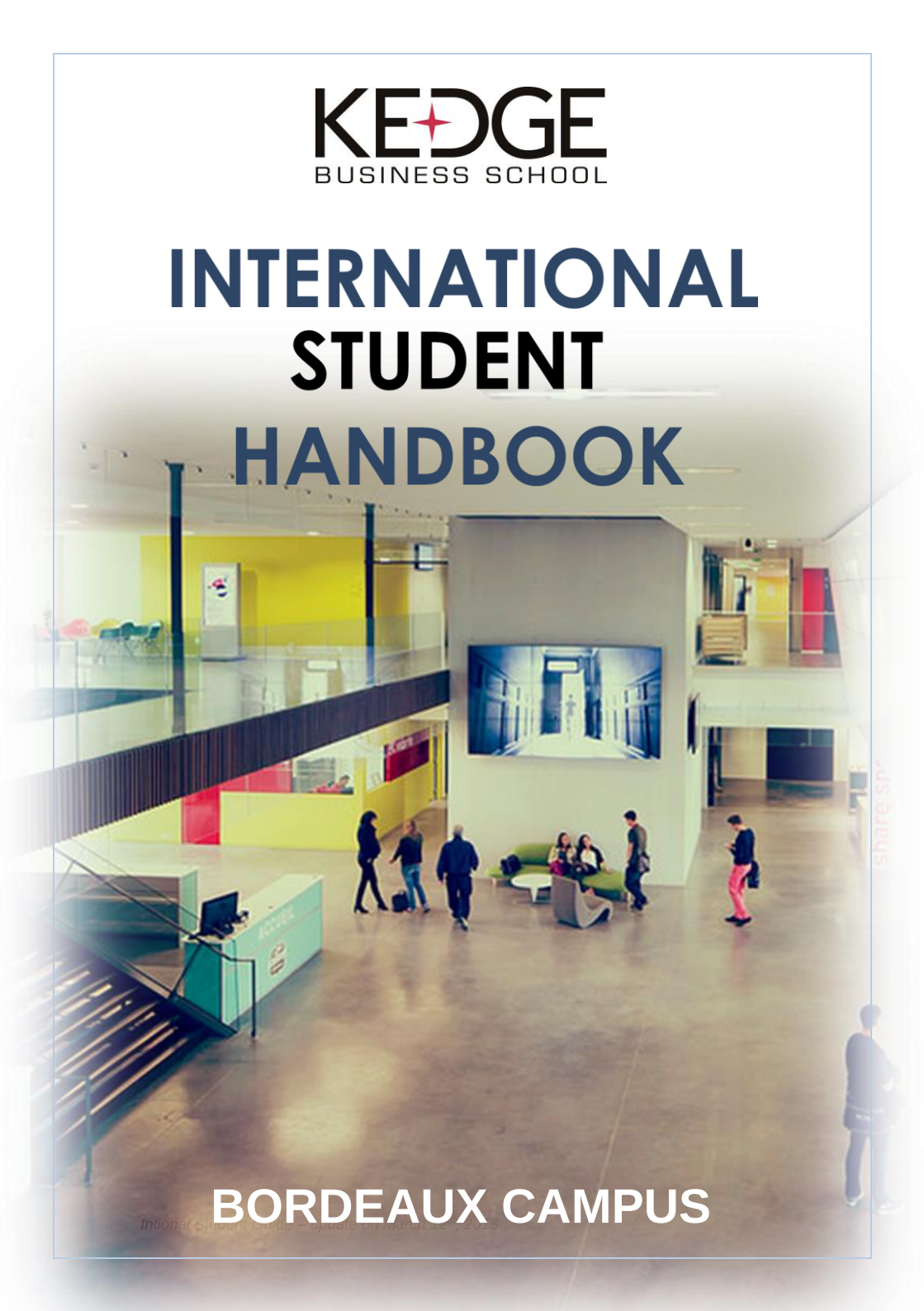
KEDGE
BUSINESS SCHOOL

INTERNATIONAL STUDENT HANDBOOK



BORDEAUX CAMPUS

Dear international students,

The aim of this guide is to help you get a successful arrival to Bordeaux as well as a successful start at KEDGE Business School.

Please take the time to read it carefully and completely before leaving your home country.

On behalf of the KEDGE Business School community, we would like to thank you for choosing to spend your study abroad experience with us. We will do our utmost to ensure that you make the most of your stay with us.

Just a few words of advice to you – embrace this opportunity that lies ahead of you, as you will grow in many ways as a result of this experience. Some of you will return to their countries with a new language to boast about, while others will have a clearer idea of what the future holds for them, either personally or professionally, or perhaps even both. You will have a new network of lifelong friends, having spent a very special part of your lives together. You will be more marketable in your careers, whether you choose to work in your home country or abroad – as some of you will choose to do. You will have more self-confidence, and have a better understanding of who you are and what makes you "tick". Most importantly, you will see the world differently as a result of having lived and studied abroad. Stereotypes that you previously held will probably seem a bit "fuzzy" if not downright false, and political boundaries and nationalities will undoubtedly seem less important than concepts like "culture" and "tolerance". And if you learn anything about management from your experience at KEDGE Business School, it is our hope that as future managers, you will learn to embrace diversity and appreciate the complexity of the world we live in.

Once again, Welcome to KEGDE Business School!

The International Student Office

TABLE OF CONTENTS

I. **THE CITY OF BORDEAUX** p.3

II. **ABOUT KEDGE Business School** p.4

III. **SCHOOL PRACTICAL INFORMATION**

Pre-departure checklist p.5

Academic Information p.6
Academic programmes & Course offerings p.6
Course Registration p.7
Final Examinations & Transcripts p.7
Credits & European Grading System p.7
Visa Information p.9

Housing p.13

Special needs for International Students p.24

IV. **HOW TO GET TO KEDGE BS?**

From the Airport/ From the Train Station / By Car p.25

Pick up Assistance p.26

Campus Map p.26

Public transportation p.27

Orientation Programme p.28

V. **HEALTH & OTHER INSURANCES** p.29

Health Insurance p.29

Housing and Car Insurance p.30

VI. **BANKING INFORMATION** p.31

VII. **CAMPUS FACILITIES**

Information Systems Department p.33

La Ruche (Library) p.33

Wellness Center p.33

Student Associations p.34

VIII. **MISCELLANEOUS**

Adjusting to Culture Shock p.40

Emergency Numbers p.41

Before Leaving Bordeaux p.42

IX. **FAQ** p.43

X. **CONTACT US** p.46

I. THE CITY OF BORDEAUX

As early as the 3rd century AD, Bordeaux – called "Little Rome" at the time – was a prosperous Gallo-Roman city.

The Middle Ages were a time of major economic development thanks to the wine trade. Bordeaux is also on the pilgrim road to Santiago de Compostela and some of the historic part of the city has been listed as World Heritage Site by UNESCO in 2007.

In the 18th century, talented urban developers and architects transformed the city under the impulsion of royal intendants.

At the present time, the mayor of Bordeaux has initiated a number of ambitious public works projects worthy of a major European city. The redevelopment of the quays is the most striking example.

Cruise ships often come to weigh anchor along the Bordeaux waterfront, one of the most beautiful in Europe. The quays are bordered by the Place des Quinconces, the largest square in Europe. From Saint Pierre to Sainte Croix the Squares of Old Bordeaux are to be found throughout one of the largest examples of 18th and 19th century architecture.


Cathédrale Saint André

Moreover, Bordeaux is located one hour away from the beach. La **Dune du Pyla**, located at the entrance of the Bay of Arcachon, opposite the Pointe du Cap Ferret, is the highest sand dune of Europe. Measuring 105 meters high, 2700 meters long, 500 meters wide and with a volume of 20 million cubic meters of sand, the "Big Dune" is the most visited spot of the coastal area, with over 1 million visitors per year. It has been declared an "important national site" in 1978.



II. ABOUT KEDGE Business School

KEDGE Business School is committed to creating new modes of teaching and personal development, connecting and strengthening its global community network and promoting responsible management practices. This approach is encapsulated by our brand signature:

CREATE, SHARE, CARE.

CREATE: Changing the way we educate and conduct research to develop creative and innovative peoples' talent
The reference here is to educational innovations that break with traditional learning structures by using devices such as temporary campuses or digital learning; by encouraging research (based on a twofold increase in budgets); and by nurturing entrepreneurship.

SHARE: Interconnecting all our audiences in a learning experience carried out on a planetary basis and rooted in principles of solidarity, while changing our organisations and the territories where we operate
The goal here is to nurture all talents regardless of people's origins, via existing programmes and ones run in emerging regions such as Asia, while linking them to the KEDGE Business School community.

CARE: Having a long-term, planetary vision is a distinct advantage for top-performing decision-makers today. As is their ability to advance the cause of social responsibility.
This mission is marked by its significant CSR positioning, encapsulated in a Care & Personal Development Centre that will make personal development a distinctive advantage for KEDGE Business School, alongside students' social commitment (validated CSR skills base, overseas internships in the charity sector).

III. SCHOOL PRACTICAL INFORMATION

PRE-DEPARTURE CHECKLIST

Before leaving your home country and your family, you must complete several formalities. Here is below a non-exhaustive list:

THINGS TO DO

☐ Organise your travel arrangements: valid passport/ID Card, student visa (if applicable), air ticket, medical insurance (coverage in case of repatriation) and arrange a temporary accommodation if needed

☐ Organise your accommodation for the duration of your stay and check with your landowner/residence all of the documents that will be required the day of your check-in.

☐ Inform your bank about your stay in France and plan your expenses.

☐ Bring some cash to cover living costs upon arrival in France (about 500€).

☐ Make soft and hard copies of all important documents (Visa, ID Card/ passport).

☐ Register for classes.

☐ Finalise your administrative registration on www.campusvirtuel.net.

☐ Contact the Melting Potes association for a pick-up assistance at Bordeaux airport (BOD) or train station (Gare Saint Jean).

☐ Plan to bring your medicines and their prescription if you have a specific medical treatment.

BE PREPARED FOR A CULTURAL TRANSITION!

☐ Consult some interesting web sites about France and Bordeaux:

- http://www.campusfrance.org/en
- http://int.rendezvousenfrance.com/en (the official French Tourist Office)
- http://fr.bordeaux-tourisme.com/ (Bordeaux Tourist Office)

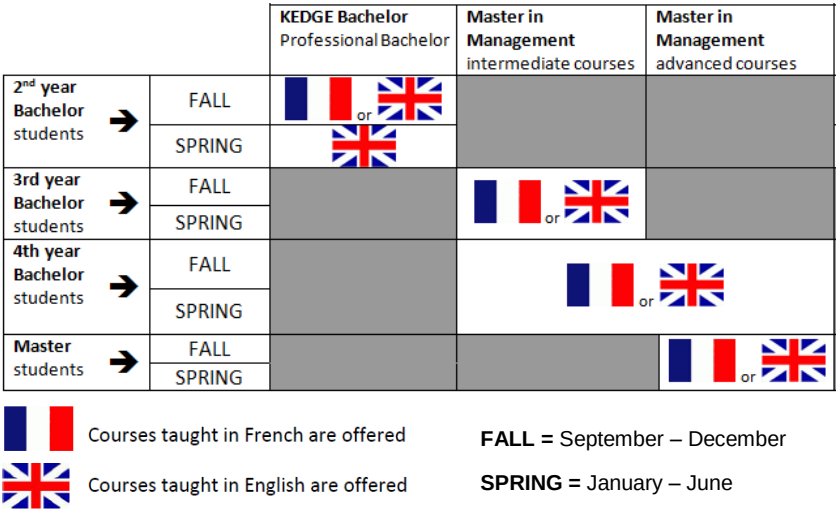


ACADEMIC INFORMATION

For students coming from **Partner Universities**

ACADEMIC PROGRAMMES

At KEDGE Business School-Bordeaux Campus, incoming students coming from partner institutions will take classes within the **KEDGE Bachelor** programme or the **Master in Management**. The programme they will be accepted in depends on their level during the Study abroad period:



In addition, the **EBP International programme** is offered to the graduate double degree students coming from an Institution which is a partner of the EBP International Programme.

Prior to their arrival, incoming students must determine with their academic coordinator in their home institution the number and type of courses they need to take while at KEDGE Business School.

COURSE OFFERINGS

Please download the **Programme Annex** and **List of Courses** corresponding to the programme you plan to attend at KEDGE BS on:

http://www.kedgebs.com/en/bordeaux-campus-academic-information

French as foreign language courses are offered in each one of the three programmes.

COURSE REGISTRATION

The course registration process is different according to the programme. Instructions will be sent directly by the programme to you a few days before the registration period opens.

You will then find out your class schedule on www.campusvirtuel.net under "My NetPlanning" a few days before the start of the semester.

FINAL EXAMINATIONS & TRANSCRIPTS

You have to wait for the exams schedule to be published prior to buying your return air ticket, in case you wish to leave before the official ending date of the semester.

Do not forget to bring your KEDGE BS student ID card (of the current academic year) **AND** your ID card/passport during the final exams period, this is mandatory to take your exams.

You need to score a minimum of 10 to pass a course, on a scale from 0-20.

Transcripts of grades are automatically sent to the home institution about one month and a half after the end of the semester.

You can also find your grades on www.campusvirtuel.net under the section "My Marks" a few weeks after the end of your final exams, as long as you fill in your professor evaluation surveys (confidential) in time when requested.

CREDITS & EUROPEAN GRADING SYSTEM

ECTS (**European Credit Transfer System)** is the system used throughout Europe for the assessment of academic achievement. The general application of this system is part of the Bologna process.

60 ECTS credits represent the workload of a year of study (30 credits per semester). Credits are awarded when the course and all required examinations have been successfully completed. ECTS credits are transferable. Original transcripts of grades on which all the academic credits and grades earned at the host institution are written, are being sent to the home institution at the end of the semester.

ECTS Grade	% of successful students achieving the grade
A	Top 10 % of the passing students
B	Following 25 %
C	Following 30 %
D	Following 25 %
E	Last 10 %
FX	Fail
F	Fail

Grade /20	Definition
17 ≥	Excellent
15-16	Very good
13-14	Good
11-12	Satisfactory
10	Sufficient
7-9	Fail – some more work required before the credit can be awarded
< 7	Fail - considerable further work is required



VISA INFORMATION



BEFORE DEPARTURE

We advise all students who need a Visa to make an early contact with Campus France or the French consulate in the home country (see instructions here below). Check the list of documents to be submitted and note whether these documents need to be translated or certified. Submit only one file and make sure it is complete in every way.

Please consult the following website regarding immigration rules: www.campusfrance.org/en.

Extended-stay visa (more than 90 days)

Students coming from the following countries for a stay of at least 3 months in France must apply for a French student visa through an online application via Campus France: Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Comores, Congo Brazzaville, Côte d'Ivoire, Egypt, Gabon, Guinea, India, Indonesia, Iran, Japan, Lebanon, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, South Korea, Taiwan, Tunisia, Turkey, USA, Vietnam.

Students have to create an account on Campus France website and will receive an access code to keep carefully for their visa process and follow up. Neither Campus France nor any other organisation, individual or entity will have any role in the visa-granting process which is the sole responsibility of the French consular service.

Students coming from other non-European countries, have to contact their closest French consulate or Embassy in order to determine whether they need to apply for a visa and what type of visa they are required to apply for, for their studies in France.

Documents usually required when applying for a visa:

- Proof of enrolment at KEDGE Business School (sent after completing your Incoming Student KEDGE BS Application form)
- Proof of financial resources
- Proof of travel & repatriation insurance
- Copy of passport whose period of validity encompasses the entire length of the visa period

Short-stay visas (less than 90 days)

Please visit the Campus France website:
http://www.campusfrance.org/en/page/short-stay-visas-less-90-days

When the student arrives in France, there is no need to apply for a residence permit with a short-stay visa.

Also, note that the temporary visa cannot be renewed and cannot be transformed into a long stay visa while in France.

UPON ARRIVAL

More detailed information on the following processes can be found on:
http://wikicampus.kedgebs.com

OFII Registration process

International students holding an "**Extended-stay student visa**" (visa Long Séjour" VLS/TS), with the following statement on their visa: **"CESEDA R311-3 6°"** must register with the OFII Immigration Office (Office Français de l'Immigration et de l'Intégration). KEDGE BS will provide help to the students in this process.

Upon arrival, students must submit within the 2 months of arrival the following documents to the OFII:

- OFII form that you received from the French Consulate completed
- Copy of passport, visa and stamp of entry in the Schengen area

Approximately 4 weeks later, the OFII will send two letters to the students (in French):

- the 1st letter is an acknowledgement of receipt
- the 2nd letter (sent approximately 1 month later) is a notification requiring students to go to the OFII to submit additional documents: passport + 1 passport size picture + proof of living in France + tax stamps (about 58 euros)

At the end of this appointment, students will receive on their passports a stamp equivalent to a residence permit. For double-degree students, or students staying for 15 months, the renewal of the residence permit must be asked at the latest 2 months prior its expiry date.

OFII contact information:

OFII
55 rue Saint Sernin
CS 90370
33002 Bordeaux Cédex

bordeaux@ofii.fr
05 57 14 23 00

Open Monday to Friday
8.30am - 12.00pm
1.30pm - 5.00pm

OFII
OFFICE FRANÇAIS DE L'IMMIGRATION
ET DE L'INTÉGRATION

Residence Permit application

International students holding an "**Extended-stay student visa**" (visa Long Séjour" VLS/TS), with the following statement on their visa: **"Carte de séjour à solliciter dans les deux mois suivant l'arrivée"** must apply for a residence permit through the French administration.

Students arriving between August 30th and November 30th:

Every year from August 30th to November 30th the University of Bordeaux offers a support to all international students studying in Bordeaux. To benefit from this support, students must:

- get an appointment through the following website: http://www.univ-bordeaux.fr/Etudiants_etrangers.html
- bring all of the required documents to: Espace rentrée des étudiants CROUS - Résidence Victoire - rue Sauteyron (Monday to Friday between 10:30am and 3:30pm) Victoire tram station, line B
- once ready, the residence permit will have to be picked up at the following address: Préfecture de la Gironde, Esplanade Charles de Gaulle, 33077 Bordeaux Cedex - Meriadeck tram station line A

Students arriving between December 1st and August 29th:

Students must contact the following administration according to the town in which they live. The administration will give them the exact list of documents to provide.

Students living in Bordeaux, Caudéran or Bastide: contact the Préfecture de la Gironde, Service de l'immigration et de l'intégration, Section séjour. Physical address: Esplanade Charles de Gaulle (enter through Rue Claude Bonnier), in Bordeaux (tram line 1, stop : Mériadeck). Opening time from 8:30am to 12:30pm.

Students living in other towns such as Bègles, Bruges, Bassens, Cenon, Floirac, Le Bouscat, Gradignan, Lormont, Mérignac, Pessac, Talence, Villenave d'Ornon : they should contact the Police station.

Other students

International students holding an "**Extended-stay student visa**" (visa Long Séjour" VLS/TS), with the following statement on their visa: **"Dispense temporaire de carte de séjour"** do not have to proceed to any registration process nor residence permit application.



HOUSING

KEDGE Business School welcomes many international students each semester, and is happy to help them getting accommodation.
Housing in Bordeaux is difficult to find, so we strongly recommend students to book accommodation before arrival.

We try to offer you as many options as we can. For that, we are supplied by a student association "Melting Potes" that helps students to find suitable accommodations on the private market (details further below).

A couple of months before your arrival, we will send you a link to register on the **HOUSING APPLICATION - KEDGE BS Bordeaux Campus.**

Filling in this form will not guarantee you to have an accommodation but we will try to help you out in this process.

Here below is some information about housing in Bordeaux.

On-Campus Housing

When we talk about "on-campus housing" in KEDGE BS in Bordeaux, we refer to **the residence DOMOFRANCE** which is the only residence on the campus but doesn't belong to the school; **the school does not have its own dormitory**.
Despite the fact that we have a strong partnership with DOMOFRANCE, **spaces in this residence are limited especially for the Fall semester and not so many incoming students will be living on-campus. Rooms in the on-campus residence need to be reserved directly through the housing department itself, as per the link we will send you.**

On campus Residence: DOMOFRANCE/ Résidence Le Campus



To have a better idea of what Domofrance is and looks like, you can go to their website www.domofrance.fr and click on "Logements Etudiants", then "Nos résidences" and go on the one named "Le Campus".

This residence adjacent to our school (1 minute walk) provides furnished individual and double flats.

It offers facilities such as launderette, caretaker and tennis court.

It is run by a social organism (Domofrance) and dedicates a few flats for KEDGE BS international students.

For a one-person flat ("studio" or "T1"), the rent is between 415€ and 520€ per month (all charges included except electricity).

For a two-person flat ("T2": 1 bedroom with 2 single beds), the rent is between 490€ and 570€ per month (all charges included except electricity) to be divided by 2.

The price of a studio and T2 will depend on the surface area.

Please note that if, for example, you want to book a studio, you won't be able to choose a specific one as it will depend on the availabilities at the time you request it.

If you decide to request a flat in the on campus residence be prepared to be very reactive and to send all the documents they will ask you as few places are reserved for international students.

Booking process:

If a flat is available, the housing advisor will send you a mail with the procedure to follow and the list of documents you will have to provide. Please note that Domofrance will be very strict with this process so in order to make sure to

finalize your booking, you will have to stick with the rules and send all the documents on time.

Once the room reservation is confirmed, you will receive your attribution and will have to take an appointment for your check in with the residence during their opening hours (Monday to Friday: 2 p.m. to 5 p.m.).

Please note that the day of your check in you will have to provide various documents to the residence. Without those documents the residence won't be able to give you the keys. Among others, they will ask for your French bank account details. Make sure to arrange that before your check in (the association Melting potes can help you with opening a French bank account) and keep in mind that banks are closed on Mondays!

Off-Campus Housing

Student Residence Halls (CROUS)/ for the whole year only:

Even if they are not considered as on-campus residences, there are many residence halls near the school. **Rooms in the residence halls need to be reserved directly through the housing department itself, as per the link we will send you.** Please note that the fact that you request a room in a residence hall doesn't mean that you will get one. **Spaces in residence halls are very limited.**

Our rooms at the CROUS residences are dedicated to students who stay the whole year (2 semesters: fall and spring).
Most of them are located in Talence and are well served by public transportation. They provide furnished rooms or shared flats at the cheapest rate (between 250€ and 400€/month all included).
Note that for some of the rooms you will have to share the kitchen, bathroom and toilets with other persons and that for this type of accommodation, you will have no choice regarding the place / residence. You can visit their website to see where the residences are www.crous-bordeaux.fr going to "Logement" and "Nos résidences".
We will of course do our best to fulfill your request.

Booking process:
The housing advisor will make you a proposal with a brief description of the accommodation specifying the delay of reply you must respect.
If you confirm, you WILL NOT be able to change your accommodation before and during your stay.

Like for Domofrance, once the room reservation is confirmed, you will have to take an appointment for your check in with the residence during their opening hours (be careful they are closed during the weekends).

Please note that the day of your check in you will have to provide various documents to the residence. Without those documents the residence won't be able to give you the keys. Among others, they will ask for your French bank account details. Make sure to arrange that before your check in (the association Melting potes can help you with that) and keep in mind that banks are closed on Mondays!

High standard residences:

Private residences are managed by private societies and provide fully furnished and equipped flat with many facilities.

They are located mostly in Talence but a few of them are also in Bordeaux.

The price generally depends on the length of your stay between 500€ and 750€/ month for a single flat which we call "studio" or "T1" and between 600 and 1 200€/ month for a double flat which we call "T2" (one bedroom with 2 single beds or one bedroom and a sleeping in the living room; there are no 2 bedrooms).

They usually ask you, in order to book your flat, to pay the first three months of rent + the deposit (which usually corresponds to 1 month rent) before your arrival. Indeed, as you don't have a French guarantor, this is a way to assure the residence that the rent will be paid.
KEDGE BS has special rates and conditions with some of these residences, that is why it is recommended to book through our housing advisor.

We advise you to book in advance, especially for short stays, as they are frequently requested.

Booking process:

The housing advisor will send you a proposal with all the useful information.

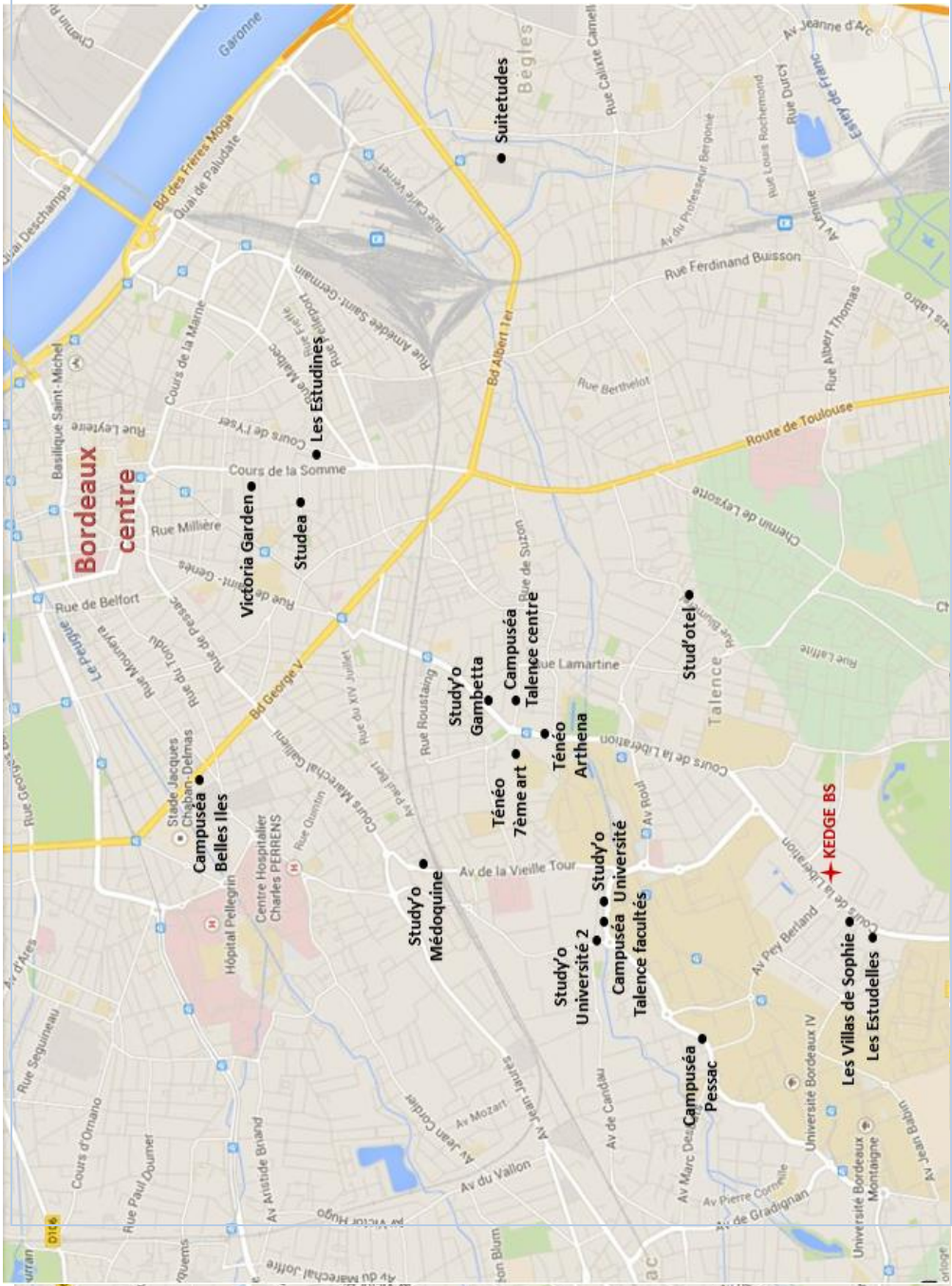
You will have a specific delay to reply and once you confirm your interest, you will be asked either by the housing advisor or by the residence to transfer a specific amount (3 months' rent and the deposit for example) to confirm the booking.

We mainly work with:
CAMPUSEA (www.campusea.fr)
LES ESTUDELLES (www.estudelles.fr)
LES ESTUDINES (www.estudines.com)
STUD'OTEL (www.studotel.fr)
STUDEA + LES VILLAS DE SOPHIE (www.nexity-studea.com)
STUDY'O RESIDENCES (www.studyoresidences.fr)
SUITETUDES (www.suitetudes.com)
TENEO (www.teneo.fr)
VICTORIA GARDEN (www.victoriagarden.com)

You can also check some of these residences in the following page: www.adele.org.

Please note that for **some of those residences the minimum stay is 9 months**. For more information, please contact the housing advisor.

Localization of some high standard residences in Bordeaux and surroundings:



Private market:

Another possibility is to rent a room or a shared flat on the private market (flats run by landlords).

The prices can be very different as it depends on the location of the flat, its size, if it is furnished or not and if all or part of the charges are included (household rubbish collection tax, water, electricity, heater, internet, etc.).

Rents generally do not include electricity, water and internet access.

To give you an idea, the rents are between **450-700€/month for an individual flat** and **300-700€/month per person for a shared flat** (2 persons or more).

Finding a flat on the private market:

- With the help of the association Melting potes:

For the private market, you can be helped by the student association "Melting Potes" as they are in direct relation with private landlords who agree to **welcome international students for short stays, without French guarantor and don't ask for many documents**.

You will be able to check the association website, Melting Potes Housing, and CONTACT THEM by email at housingmeltingpotes@gmail.com if you are interested in one of their accommodation offers. They will then answer you according to the availabilities.

Nevertheless, note that the Melting Potes members are no estate agents but students who volunteer to welcome you, so we would be grateful for your patience with them.

- On your own:

If you want to have a flat from the private market but didn't find an accommodation that suited your needs on the Melting potes' website, you can check on the following websites for individual and shared flats. Some of the advertisements are posted by private landlords whereas others are published by estate agencies:

www.sudouest-annonces.com
www.leboncoin.fr
www.paruvendu.fr
www.pap.fr
www.seloger.com
www.info-jeune.net
www.lokaviz.fr

and for shared flats only:

www.appartager.com
www.lacartedescolocs.com
www.autroisieme.com

N.B: The websites are in French so if you can't speak it, this may be complicated.

WARNING: Most of the landlords/ estate agencies only agree to rent their accommodation if you can provide a French guarantor. So, before applying for an offer, make sure the lessor will consider your request without this condition.

In that case they may require many documents in order to rent you an apartment. This is to assure them that you can afford to pay the rent. As you are a student and do not have a regular income (salary), your parents are your guarantors.

As your guarantors, if you want to find housing, they will need to provide you:

- 3 last Pay-slips or an evidence of their income tax (you will add the translation of the salary/ income tax amount in euros)
- A proof of their address (electricity, gas bill…)
- A copy of their passports and yours
- Their bank account details

If you are not able to provide these required documents you might be asked to pay your rent in advance (3 months in advance or the whole period).

Not all the lessors will ask you the above documents but be aware that they could ask them as this is the usual way.

Some of the advertisements you may see on those websites can have been published by estate agencies. Usually you have to pay some management fees to the estate agencies equivalent to one month rent.



If you are asked to pay **management fees around 200€**, be careful because it may be a fraudulent ad as the estate agency will offer you a list of flats which, most of the time, are no longer available.



If you look for a flat by yourself on the private market, be aware that some ads could be fraudulent. **NEVER send money to someone via a money transfer company as most of the time this is a scam.**

General information for international students about housing:

Housing insurance:

Cf all information in chapter V.

French residence tax:

In France when you are occupying an apartment on January 1st (no matter when you entered or when you will leave), you have to pay the French residence tax which is usually equal to one month rent. As the tax document is sent in autumn (around October), and if you already left Bordeaux, you will have to give your new address to your lessor in order to receive this document in your new apartment even if you are not living in France anymore.
The French residence tax must be paid by the tenant, not the lessor.

Housing benefit from the CAF:

The French Caisse d'Allocations Familiales (C.A.F) grants a monthly amount to help **students staying in the same place more than 6 months (if your stay is shorter you will not be eligible),** to pay their housing. The housing benefit is subject to income conditions and depends on the size of the flat, the amount of the rent, if you are living alone or in a shared apartment, etc. You will be able to have an idea of how much you can get (once you have found your housing) by doing a simulation on their website.
Note that the first and the last month are never paid.

Non E.U. students may receive - or not - this housing benefit depending on the type of visa they are holding. Please note that if on your visa it is written “Dispense temporaire de carte de séjour”, you are not eligible for this grant.

When you are in France and as soon as you have your definitive housing address, you should apply on-line on www.caf.fr. Once you are registered, you will have to send your file and the requested documents to the CAF either by post or by going to one of their offices.

Once your application is accepted, the amount will be transferred to your bank account in France, so you have to pay the full amount of rent to your lessor or the grant will be paid to your lessor’s bank account and you will have to pay the remaining amount to your lessor.

Documents required by the CAF when applying:

- Déclaration de situation: document that you complete on www.caf.fr, download, print and sign
- Copy of passport
- Certificate of enrolment at KEDGE BS (in French: "*Certificat de scolarité*"). You will get this document once your Netfile on Campus Virtuel is completed (incl. payment of the French health insurance, if applicable).
- a "R.I.B." (= Relevé d'Identité Bancaire). RIB is a document that indicates all the bank account details (account number, agency code…). Please ask your French bank to provide one.
- Financial resources statement (see an example on wikicampus.kedgebs.com)
- European citizens: copy of the European Health Insurance card
- Non-European citizens: copy of visa + copy of OFII sticker in your passport (delay of 3 months to provide this 2nd document)

A birth certificate of less than 3 months old and translated into French can be required later on during a verification processed by the CAF.

Be aware that sometimes the CAF directly pays the grant to the owner/residence manager and then students only pay the remaining rent. Sometimes, students have to pay the whole rent and then the CAF reimburses students. The decision is made by the CAF, students do not choose.

Miscellaneous:

Vocabulary:

- *Rental contract*: the rental contract ("bail" or "contrat de location") describes the apartment, the rent, how and when the rent should be paid and revised, the amount of the deposit and the date on which the lease begins. Two copies are made and signed by the landlord and the tenant (you). One copy is for you.

The landlord should send or give you a receipt for each rental payment made. This is necessary not only as proof of payment, but also to give you the proof of where you are living ("justificatif de domicile"), so frequently requested by the administrative services (for immigration services, to open a bank account and so on).

- *The inventory of fixtures* ("état des lieux") prior to moving in, is a complete inventory of the contents and the condition of the property established between the landlord and the tenant. This inventory is signed by both parties and each one keeps a copy. This is an important document as it meticulously describes the state of the apartment on entry, and is referred to when the tenant leaves the property. This inventory has to be done when you arrive and when you leave the apartment.

- *The deposit* ("depôt de garantie"), is equivalent to one month rent, and kept by the landlord until the tenant leaves the apartment. It is returned after all money owing on the apartment has been paid (rent, repairs, utilities, etc...)

The landlord has a legal delay of 1 month after the tenant's check out to refund the deposit under the condition that the flat is on the exact same state as upon arrival. If this is not the case, the landlord has a legal delay of 2 months to give the deposit back.

If there is any damage, the deposit is used to pay for any necessary repairs or cleaning.

Pay attention to all the details (broken furniture or damaged walls) because you will be charged (on your guarantee "caution") for any differences.

- *The French Residence Tax* (Taxe d'habitation) is an annual residence tax imposed on the occupier of a property in which they were resident on January, 1st of each year. It is approximately equivalent to one month rent.

Warning:

If you rent an apartment, the rental agreement is for 9 months or 1 year (for furnished flats) or 3 years (for unfurnished flats) but can be dismissed **by a registered letter ("lettre en recommandé avec accusé de reception") 1 month prior to your departure**.

Useful Abbreviations:

Part. (Particulier): means that the landlord is not represented by a real-estate office.
CC or Cc: "charges comprises" >> operating costs included
TCC: "toutes charges comprises" >> all costs included. Be careful sometimes even if it says "all costs", electricity is not included.
T1 or F1: the number after the T or F indicates the number of rooms in the apartment (except bathroom & kitchen)
T2: means 1 bedroom and one living room and not 2 bedrooms
RDC: "rez-de-chaussée" >> ground-floor
SDB: "salle de bains" >> bathroom
SDE: "salle d'eau" >> shower

Tips for your housing hunt:

- You will need to find a furnished apartment or you will need to buy furniture (you can always buy second-hand furniture and sell it back to the other international students the following semester).
- If possible, try to avoid Estate Agencies, as they will charge you a lot and will ask for French guarantor. Try to deal directly with owners.
- **Never send money in advance to private proprietor** (except for private residences and the private owners dealing with the Melting potes)
- Do not buy flat lists
- Do not forget to ask if the utilities (heat, hot water, cold water, waste, elevator) are included or not in the rent. If not, be aware that you will have additional bills. Always ask exactly which are the operating costs included in the rent to avoid nasty surprises!
- If you intend to book a room in a hotel, you will pay a minimum of 60 € per day.

Rent is to be paid in advance, usually before the 5th of the month by check or bank transfer.

SPECIAL NEEDS FOR INTERNATIONAL STUDENTS



KEDGE Business School has established a service in line with our values of equality for all to support students with special needs during their time with us.

If you chose to provide us with details about your disability or special needs, we will work with you to identify the types of support you need.

The examination office can organize examination arrangements such as:

- separate rooms
- additional time
- working on a laptop as opposed to hand written exam

The whole campus is accessible with a wheelchair.

For all your questions please contact: sophie.desaintaubert@kedgebs.com

IV. HOW TO GET TO KEDGE BS?



Physical Address:
KEDGE Business School
680 cours de la Libération
33405 Talence

Phone: +33 (0)5 56 84 55 55

➔ *From the airport*

You will be landing in Bordeaux-Mérignac Airport (BOD). This airport is located outside Bordeaux, 30 minutes away by car from Bordeaux city centre.

You can take a **taxi** to go from the Mérignac Airport to the School (about 30 €)

Or you can take the **bus line 1** (1€50, valid for 1 hour) that will take you to Bordeaux's main tram station called "Quinconces" from which you will take the **tram line B** direction Pessac. 2 stops are possible:

- Get off at the "Doyen Brus" stop and walk straight down the Avenue Pey Berland (about 7-8 min walk) to arrive directly in front of the School.
- Get off at the Peixotto stop and take the **bus line 21, 35** or **10** to the School (5-minute drive). The School bus stop is named "Ecole de Management"

Or you can take the "**JET BUS**" (about 7.20€) that will take you to the train station, from which you can take **bus line 10**, then stop at "Ecole de Management". (see explanations in paragraph here below)

➔ *From the train station*

In front of Bordeaux main train station "Gare Saint Jean", you can take the **bus line 10** (direction: Gradignan Beausoleil) which will directly take you to the School (stop at: "Ecole de Management"). Ask the driver for a ticket (1,50€, valid for 1 hour).

➔ *Arriving by car*

From the "Rocade" ring road, take exit 16. At the junction, take direction "Talence - Domaine Universitaire". Continue straight on until a few sets of lights: the school will be on your right.

➔ *Pick-up assistance*

The International Student Association "Melting Potes" offers, early September, early January, and late January, a free pick-up service. The service is offered from Bordeaux-Mérignac Airport or from Bordeaux-St Jean train station.

Pick-up reservations will have to be made in advance. More information is provided to the international students before their arrival.



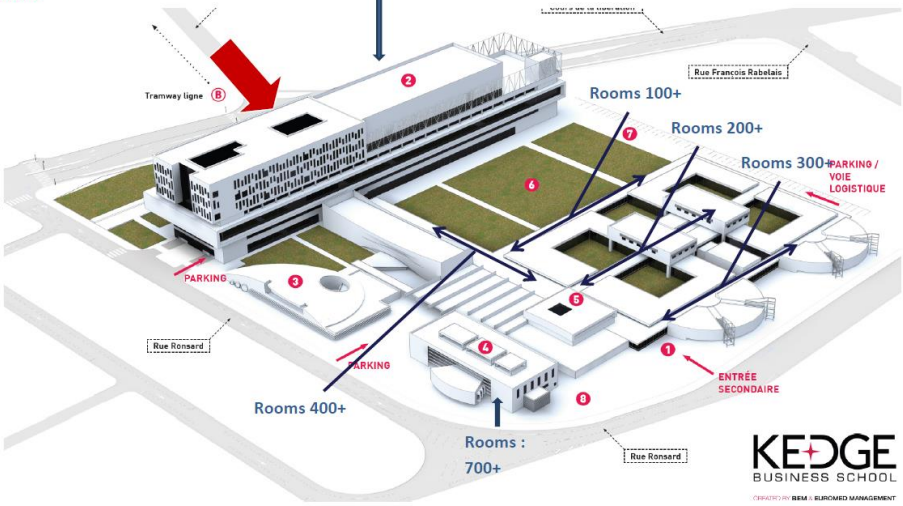
The Melting Potes can also collect the room keys on student's behalf if students arrive in Bordeaux out of the residence's office hours and made a reservation though the School.

The Melting Potes contact students by email to offer their assistance. The association is composed by volunteer students.

KEDGE Business School MAP

1 : SECOND ENTRY
2 : SPORTS AREA
3 : STUDENT ASSOCIATION HOUSE (rooms 500+)
4 : EXECUTIVE CENTER
5 : LIBRARY
6 : CENTRAL GARDEN
7 : BUS PARKING
8 : BIKE PARKING

Level 0 : Rooms 1000 and +
Level 1 : Rooms 1100 and +
Level 2 : Rooms 1200 and +
Level 3 : Rooms 1300 and +
Level 4 : Rooms 1400 and +



PUBLIC TRANSPORTATION

TBM Tram & Bus

The tramway serves the town and its surrounding area, crossing the Garonne, via the Pont de Pierre. A distinctive feature of the tramway is that within the inner city, it has no overhead wires.

A large bus network is available all over Bordeaux and its surrounding area as well.

Cost: 1,50€ for a single ticket (full price). One ticket is valid for as many buses and trams you may take within 1 hour. However, do not forget to validate that ticket in the machine each time you enter in a new bus or tram.

Where to buy ticket or passes? If you take the tram: you can buy a ticket at the automatic machine located on the tram stop. If you take the bus, ask the driver for a ticket. You can buy an unlimited monthly or yearly passes (with student discounts) at the TBM offices located at Quinconces tram stop, or Gambetta bus stop.

Tram & Bus network maps: www.infotbm.com/plans-reseau

More information: www.infotbm.com

VCUB bikes

About 160 stations are equipped with 20-40 bicycles, next to tram and bus stations. Information, fares and maps: www.vcub.fr





ORIENTATION PROGRAMME

The School organises an orientation session for its newly-arrived Incoming Students (exchange, double degree and IFC students) at the beginning of each semester, and provide them with general and academic information, assist them, with the Melting Potes association, when processing with their different administrative formalities (residence permit, opening a bank account, health insurance…), as well as organises cultural events.



More information about activities provided will be sent to students before the students' arrival.

V. HEALTH & OTHER INSURANCES

Health insurance:

By law, all students being less than 28 years old on September 1st of the current academic year and coming to study in France for more than 3 months are **required** to purchase the French Student Health insurance through their French higher Education Institution (i.e: KEDGE Business School) before the classes start.

SOME EXCEPTIONS

- ***Students from Quebec***

Students from Quebec are required to come with their signed and stamped **SE-401-Q-106** form in order to be covered by the French Health Insurance ("Sécurité Sociale Française"). In this case, Quebec students are not required to subscribe to the French National Health Insurance.

- ***Students holding a European Health Insurance card***

Students from the European Union must provide their ***European Health Insurance Card*** in order to be covered by the French National Health Insurance. In this case, E.U. students are not required to subscribe to the French National Health Insurance.

- ***Students being more than 28 or studying less than 3 months***

Students being more than 28 years old on September 1st of the current academic year or studying in France for less than 3 months will not be able to register with the French Student Health Insurance but will have to give a proof of private health insurance coverage upon their arrival in order to be admitted in classes and be given their Student ID card.

GUARANTEES

In the event of sickness, the **French Health Security** "Sécurité Sociale Française" - http://www.ameli.fr refunds a certain percentage or the expenditure based on set charges called "tarifs de base (TB)" or "tarifs conventionnés (TC)". The coverage is sufficient for a very basic visit at the General Doctor, but might not be sufficient to cover higher expenses such as hospitalization, change of glasses, dental / eye surgeries, etc... **We therefore highly recommend students to subscribe for a complementary health coverage (complémentaire santé) in order to benefit from a better coverage.**

There are 2 French health insurance companies: LMDE & Vittavi.
Please consult the following websites to get familiar with their services:

LMDE: http://www.lmde.com/etudiants-etrangers/foreign-students.html
Vittavi: http://www.vittavi.fr/etudiant-etranger/securite-sociale/la-securite-sociale-etudiante/etudiants-etrangers

Housing Insurance (Mandatory)

Upon arrival, all students are legally required to buy an insurance for their room/apartment (*against flooding, fire or natural disaster as well as theft*). Note: CROUS residences are not concerned.

This document is necessary to check-in at most residences and landlords the first day.

Banks may offer this kind of insurance when opening a bank account. Please contact your bank in France for further information about the cost and guarantees.

The Melting Potes association can help you getting housing insurance by opening a bank account.
Contact: housingmeltingpotes@gmail.com

Car Insurance

To drive a car in France, students must have a valid driving licence & insurance. To rent a car, students must be over 21 years old, and have 2 years of driving experience minimum.



VI. BANKING INFORMATION

Opening a Bank Account

Opening a bank account may be necessary in order to pay for your rent, receive the CAF financial aid, get refunded for medical expenses with the French Social Security, pay for your electricity or gas, etc.

Opening a bank account is free of charge. However, you can be charged for some services.

Students may receive a check book and/or a credit card after the opening of the account (upon request). Check books are usually free of charge.

When opening an account, students may be offered an overdraft facility. Overdrafts can be expensive when the account balance is negative and the bank charges high interests ("agios"). Exceeding the authorised overdraft limit involves the possible withdrawal of check books and credit card. In case students lose their check book/credit card or in case of robbery, students must contact immediately their bank.

International students can ask for assistance from the Melting Potes association who can help them to open a bank account.

BANKS CLOSE TO SCHOOL

CREDIT AGRICOLE
28 Cours Gambetta,
33400 Talence
☎ +33(0)556 04 06 79

CREDIT MUTUEL DU SUD OUEST
323 cours de la Libération
33400 Talence
☎ +33(0)556 07 95 39

LCL
571 Cours de la Libération,
33400 Talence
☎+33(0)557 35 01 32

Documents usually required in order to open a bank account:

- Copy of passport & visa (for students from the EEC, a copy of Identity Card)
- Proof of accommodation in Bordeaux

Some useful keywords to be familiar with banks in France

Agio: expenses due to overdraft.

Découvert: when opening a bank account, students may be offered an overdraft facility, Even if expensive, it can be useful in case the account balance is negative, otherwise the bank may charge some fees.

Bordereau: paper document simplifying the operations with your bank.

DAB: automatic cash dispenser where you can do most banking operations.

Endosser: to sign and register an account number on the back of the check.

Interdit Bancaire: rights of payment are abolished and the status is communicated to all the banks. If exceeding the authorised overdraft limit, students risk (interdiction bancaire). This means you will have to pay for everything in cash, including bills, rent and all purchases.

Prélèvement Automatique: method of automatic payment to settle your bills in a regular and scheduled way.

RIB: statement of French Banking Identity.

IBAN: statement of International Banking Identity.

Solde: bank account balance.

Virement: Wire money transfer.

Opposition: Make a stop-payment order.

VII. CAMPUS FACILITIES

Information Systems Department

The IT Support team is available from Monday to Friday from 8:15am to 5pm at the Student Services front desk (level 0, next to the School reception),

Contact information: IT-support@kedgebs.com / 04 91 82 73 00 (Monday to Friday, from 8am to 6pm)

La Ruche (Library)

The prime mission of La Ruche, resources centre for KEDGE BS - Bordeaux campus, is to welcome and inform members of the institution, teachers, students and staff.

It offers varied and regularly updated information sources on all fields concerning the world of management and business, but also on country risk, social sciences, language training and technology.

Opening hours:
- Monday, 11am to 8:30pm
- Tuesday to Friday, 8:15am to 8:30pm
- Saturday, 10am to 5:30pm

Contact:
- 05 56 84 55 94
- LaRuche@kedgebs.com
- http:// laruche.kedgebs.com

Wellness Center

The Wellness team is a volunteer rescuers team working at KEDGE Business School.
The Wellness staff members listen to you, in the strictest confidence, support you and accompany you if you experience any difficulties (personal, family, health, financial integration issues…).
This wellness centre is one of the first created in France and is composed of several professional members (psychologist, doctors…) who are all ready to help you.



For any assistance or further information, please contact: wellnessbordeaux@kedgebs.com

Student Associations

An active extra-curricular calendar is one of the hallmarks of KEDGE Business School. Students participate in the daily life of the school, develop projects and become involved in activities such as marketing, the Stock Exchange, international activities, sports, and student offices and functions. KEDGE BS's student associations are organised through a Confederation of Associations, which consists of a President from each association. Its role is to set policy and administrate the activities of associations.
More information on: http://www.kedgebs.com/en/campus-associations/1360

The main student associations are:

Adrénaline

Thrills, surpassing oneself, discovering, sharing and adrenaline rush: that is the «Adré» spirit in a few words Rafting, canyoning, bungee jumping, skydiving, road trips: throughout the year, this association offers a wide range of extreme sports to all those of you who have a thirst for adventure.
www.asso.bem.edu/index.php/presentation-adrenalinep

AIESEC

This office is the Bordeaux antenna of AIESEC, an international organisation which recruits students for international internship opportunities and humanitarian projects. AIESEC is the world's largest student-run NGO. Focused on providing a platform for youth leadership development, it offers students the opportunity to be global citizens, change the world and get experience and skills that matter today.
www.aiesec.org

AMS

AMS Conseil is the Bordeaux junior entreprise: this student association has been conducting business consulting and market research projects for external clients for over 40 years. AMS Conseil is a member of the Confédération Nationale des Junior-Entreprises (CNJE) and has received awards for the excellence of its management practices. It has been ISO 9001 certified since 2004. There is no better way to start exploring the world of business.
www.amsconseil.com

AOC

The AOC team aims to promote the prestigious regional wine-making know-how, share their love of wine culture in general and the Bordeaux vineyards in particular, with its wordfamous châteaux and products. AOC also aims to encourage healthier alcohol consumption habits amongst students, notably through a discovery of wine tasting. AOC is one of the biggest oenology student associations in France.
www.aoc-kedgebs.com

BDA: The Arts Student Association

The BDA team aim to promote the Arts in all their forms in an energetic and inspiring fashion. The BDA also likes to foster -sometimes reveal- the artistic inclinations that lie within all students. Music, painting, dance, literature... The BDA aims to foster your creativity and regenerate your emotions.

BDE: Bureau des Etudiants

The BDE is in charge of the coordination and organization of the different extracurricular activities: sporting events, cultural events, student parties… just as many opportunities to meet, exchange and share with each other.

BDS : The Sports Student Association

Throughout the year, the BDS organises sporting life for students. A wide range of sports are on offer and you can take part in many competitions and sporting events throughout the year. Make sure you fly the KEDGE BS Bordeaux colours proudly!
http://bds-kbsbordeaux.wix.com/bds-kbsbordeaux

Ca'Store

Ca'Store is the official KEDGE BS Bordeaux store, offering a wide range of products, clothing items and accessories bearing the KEDGE BS Bordeaux brand and colours.

CDA: Council of Student Associations

The CDA acts as an interface between the School administration and student associations and brings visibility to associative life. They are in charge of The Board (the Web portal used by all student associations), organise the student union election campaigns and oversee the study grant award process. They generally act as a key anchor point for all associative initiatives

Challenge Ecricome

The association is in charge of the organization of a historical weekend between the 5 Business School belonging to the Ecricome group: Reims, Rouen, Marseille, Nancy and Bordeaux. The three days will be organized around sporting activities: tennis, soccer, handball, basketball and volleyball.

Cheer'up !

The Cheer 'Up! student association works with young people -aged 15 to 29- who suffer from cancer and helps them project themselves into the future. It puts the energy and skills of KEDGE BS Bordeaux students at their service, supporting them in designing, building and implementing a Personal Project Plan, both during their medical treatment and after.

Com'on

Com'on is the student association dedicated to the art of Communication at KEDGE BS Bordeaux. It is structured in 3 departments: photo, video, print & web. Com'on covers all school events, with photo reports and a blog. They also produce a TV news programme every two months.
www.comonkedgebs.fr

Cook'it

Where bons-vivants, chefs and food lovers come together! Cook 'It is the KEDGE BS Bordeaux association dedicated to the culinary arts. Let them share their best recipes with you. Covering both exotic and local cuisines, Cook'It likes to explore all flavours and will delight your taste buds.
www.thecookingnetwork.fr

Extérieur nuit

French or foreign, short or long feature, Extérieur Nuit will take you into the vortex of the film world with screenings, exclusive previews and meetings with actors, directors and producers. Now in its sixteenth year, the «Festival européen du court métrage» has become a staple of the cultural calendar in Bordeaux.
www.cinefestival-bordeaux.fr

Forum Events

Forum Events is an open forum for all KEDGE BS Bordeaux students, organising debates and conferences on a wide range of current societal topics. Get involved in Forum Events to exchange views and opinions, propose new discussion topics, contribute to the cultural vibrancy of our school, and debate with a multi-generational audience and prominent personalities.

Le cannelé d'adresses

Once a year, this association publishes a free practical city guide with great tips to get the most out of Bordeaux. You will only see the Cannelé d'Adresses sticker on the front of shops and venues that meet their requirements: restaurants, afterwork venues, bars, boutiques... Its has become a much sought-after label for all the best spots in town.
www.lecanneledadresses.com

Melting Potes

Melting Potes is the association in charge of welcoming and integrate the international students who come to study at KEDGE BS Bordeaux. We help them in their housing search, and, once arrived, in their administrative processes. Throughout the year, we organize events for both French and international students, in order to create an international community within the School.

Solidearth

Solidearth is committed to defending key societal values through raising awareness of international solidarity issues amongst students (with a focus on respect, transparency and fairness in world trade). The Equiterre team also sells fair trade products and organises ethical fashion shows to promote alternative modes of consumption.
Solidearth enables students to get involved in social or environmental projects and is committed to promoting socially and environmentally responsible practices.
www.solidearth.fr

Start It

Self-proclaimed temple of new digital technologies, Start It offers training facilities dedicated to CAD software. The Start It team designs and produces posters for various technology-themed exhibitions and conferences. They also run Start Hit, the Web Radio of the Bordeaux Campus.
starthit.org

Transactio

Transaction KBS is not only for all of the Bordeaux campus students interested in the world of Finance, but also all the students willing to improve in fields such as event organization, journalism, communication. The transaction team organizes various activities in order to promote the links between the world of Finance, the students and our different partners.

Wax It

From the Atlantic Ocean to the Pyrenees, the Aquitaine region really is a hot spot for all sorts of board sports. Surfing, wakeboarding, sailing, skiing, snowboarding: The Wax It team aim to share their passion for surf culture, both seaside and mountain side. They also take a committed stance on environmental issues.





The Gym

A gym room with 15 machines as well as a personal coach are accessible to students on the 5th level. Subscription: 1 semester = 15€ / Full year = 30 €





OTHER SERVICES

- **E-MAIL:** Each student will be given an e-mail I.D. username & password. It is the students' responsibility to check their email account regularly. Should you have any problem, please contact It-support@kedgebs.com - ☎ +33 (0) 491 827 300
- **VIRTUAL CAMPUS:** Students can consult their class schedule online, their marks, complete their personal information…via their Virtual Campus network www.campusvirtuel.net.
- **TV SETS:** Important information may also spread over the televisions located throughout the school.
- **STUDENT CARD:** Each student will be given a KEDGE BS student ID card during the orientation programme subject to the payment of the French health insurance (Social Security, unless they are exempted- see exemptions in chapter V).
- **PRINTERS & COPY MACHINES:** students can print or make copies using their Student ID cards. Credit is given for free at the beginning or the year. It is possible to buy more credit at the Library's reception. (3 euros for 100 copies)
- **VENDING MACHINES** (Drinks, sandwiches, etc…) throughout the school premises.
- **A CAFETERIA, A SNACK-BAR AND A FOOD-TRUCK** are located on level 0. The cafeteria is open from 11:45am to 1:45pm. The Snack bar is open from 7:30am to 4pm.

VIII. MISCELLANEOUS

ADJUSTING TO CULTURE SHOCK

ADJUSTING TO LIFE IN A NEW COUNTRY CAN BE CHALLENGING BUT ALSO REWARDING. ONE GOOD WAY TO COPE IS TO PREPARE SO YOU KNOW WHAT TO EXPECT.

Culture shock can hit you in many different ways.
You might experience culture shock all at once or feel it at different times.
In any case, you need to be prepared and know how to handle it.
Culture shock is defined as, "the mental shock of adjusting to a new country and a new culture, which may be dramatically different from your own". It is also said that it is a normal stage in the acculturation process that all newcomers go through. Being in a strange place and losing the power to communicate can disrupt a person's world view, self-identity, and systems of thinking, acting and feeling. France has many cultural differences from your home country. Some of these differences can become so overwhelming that you will want to leave France forever (culture shock). Learning how to deal with these differences and understand the French reasoning is the key to coping with culture shock.

GOABROAD.COM HAS LISTED A FEW THINGS TO EXPECT AND TO DO BEFORE COMING TO FRANCE:

- French people believe in taking their time.
  For example, obtaining important documents will take longer than what you were used to in your country. Most of French people also take their time in eating.
- French people mind their own business. They seldom greet strangers they meet on the streets like the Americans do.
- It is normal for people to walk in front of you to reach for something. French people do not consider it rude to do that.
- French people are not very observant of street signs and nobody minds.
- It is usual to see dog wastes in streets.
- Most French park cars wherever there is a space.
- Driver's license in France does not expire. Most French people drive fast.
- French people mean what they say most of the time.

HERE ARE SOME TIPS TO PROPERLY ADAPT TO FRENCH CULTURE:

Learn to enjoy your meal! There is no need to hurry. Most French people eat with no hurry.

Learn to speak French!

Adapt the French schedule. This mean that you should know the usual time French people eat lunch, go to work, go shopping and other activities.

Avoid leaving a great amount of tip when eating out.

Dress like the French people does. French dress casually but elegantly.

EMERGENCY NUMBERS & USEFUL ADDRESSES

EMERGENCY NUMBERS

FIREMEN: 18 **POLICE: 17**
SAMU-AMBULANCE: 15
SOS MEDECINS (DOCTORS AVAILABLE 24/7): 05 56 44 74 74
EMERGENCY ASSISTANCE THROUGHOUT EUROPE: 112

ENGLISH-SPEAKING DOCTORS/DENTISTS

GENERAL PRACTITIONERS

Espace Santé Etudiants
Université de Bordeaux Campus de Pessac,
22 Avenue Pey Berland, 33600 Pessac
Tram stop : « Doyen Brus », line B
Office time : with appointment
From Monday to Thursday 9am-7pm
Friday 9am-5pm
Monday afternoons: with appointment only
☎ 05 33 51 42 00

Dr Marie-France DIEUDE-FAUVEL (woman)
11 cours de l'Intendance, Bordeaux
Tram stop : "Grand Théâtre", line B
Office time: with appointment from 7:30am
☎ 05 56 44 34 29

DENTISTS

Dr Antoine LACHAISE
423 cours de la Libération, Talence
Tram stop : « Peixotto », line B
☎ 05 56 80 62 98

Dr Karine LEVET
290 cours Maréchal Gallieni, Talence
☎ 05 56 98 46 00

Dr Hélène DUGENY
55 cours de l'Intendance, Bordeaux
Tram stop : « Grand Théâtre », line B
☎ 05 56 44 25 92

OTHER SPECIALISTS & HOSPITAL:

http://photos.state.gov/libraries/france/5/acs/paris-doctors.pdf

GYNECOLOGISTS

Dr Sylvia KIRSCH
2 rue Berruer, 33000 Bordeaux
☎ 05 56 51 47 32

Dr Claude ABECASSIS-WILSON
14 rue Richard Wagner, 33700 Mérignac
☎ 05 56 47 11 47

PSYCHOLOGISTS

Wellness Center at KEDGE BS
wellnessbordeaux@kedgebs.com

Jennifer Millington
Cabinet de Psychologie O. Grondin
58 rue Fondaudège, 33000 Bordeaux
☎ 06 67 60 88 08

HOSPITAL

Hôpital Pellegrin-Tripode
Place Amélie Raba-Léon, 33076 Bordeaux
☎ 05 56 79 56 79

TOURISM OFFICE

12 cours du 30 juillet, 33000 Bordeaux
Tram stop : between « Grand Théâtre » and « Quinconces » tram stop, line B
☎+33 (0) 556 00 66 00
http://fr.bordeaux-tourisme.com/



OTHER USEFUL ADDRESSES

EDF (electricity company)
39 place Gambetta, 33000 Bordeaux
☎ 05 62 16 49 08 (English-speaking line)
☎ 09 69 32 15 15 (French-speaking line)

GDF (gas company)
☎ 05 56 79 40 40
(Mon to Fri, 8:15am to 5:30pm)

EDF Website : **http://particuliers.edf.com/demenagement/demenager-avec-edf-200718.html**

CHECK LIST BEFORE LEAVING BORDEAUX

- Inform the housing department at KEDGE Business School and your landlord of your departure date. Send/ give your letter of **notice of departure** 1 month before your departure date to your landlord/ residence
- Organize an appointment with your landlord/residence for your **inventory of fixtures**.
- **Deposit**: note that all the lessors have a legal delay of 2 months to refund it to you.
- **Close your various accounts**: electricity account, gas account, housing insurance, CAF (we advise you to close your bank account a few months after your departure. The Melting Potes association will help you to do so).
- Fill out the professor's evaluation surveys on Campus Virtuel as required, in order to find out your **grades** after your departure. Also, update your personal information indicating the **new address** to use for sending mails.
- Exchange and double degree students: check with your Home University if any **certificate** needs to be signed by KEDGE BS before your departure
- Exchange and double degree students: the **transcripts of your grades** (2 official copies) will be automatically sent to your home institution (around February/March for students who studied during the Fall semester and around June/July for students who studied during the Spring semester).

IX. FAQ (Frequently asked questions)

Q: **Will my professors speak French or English?**

A: Depending on your programme, you may have the choice to select courses in French, in English or both. If you are registered for courses taught in English, be aware that most likely, English will not be your professor's native tongue so they may have an accent.

Q: **What kind of sport programmes does KEDGE Business School offer?**

A: KEDGE Business School has a sports association which offers a variety of sports. Sports include but are not limited to: badminton, basketball, soccer, rugby, volleyball, handball, fitness, dance, tennis, swimming, extreme sports, etc.

Q: **What kind of public transportation does Bordeaux have to offer?**

A: Public transportation is available throughout the city and its surrounding area: tramways, buses, bikes. For more information, please go to page 26 of this guide.

Q: **Is it easy to travel from Bordeaux to other countries?**

A: The airport is located in Mérignac, about 30 minutes from downtown. It offers about 80 French and international destinations, with various airlines companies including various low-cost flights.

Q: What documents should I bring with me from home to Bordeaux?

A: Here are some documents we would advise you to bring with you when coming to Bordeaux.

- 5 hard copies + 1 soft copy of your passport (you need copies for everything)
- 5 hard copies + 1 soft copy of your visa + 1 soft copy
- 5 passport photos (to save money you can cut out passport size photos out of a regular photo and use them for ID cards, bus cards, etc. just be sure it is the proper size and there is nothing in the background, a white background works best.) However, for your residence permit, you will need passport photos in the French format (3.5 x 4.5cm).
- 2 copies of your credit card, ATM card, Driver's license, School ID, health insurance, etc. just in case your wallet gets stolen or lost.
- 2 Copies of everything you needed for your visa (financial guarantee, bank statements, admission letter from KEDGE Business School, school

transcripts, etc. When applying for your residence permit, you may need these documents)

- Approved courses from your home institution so you can register for courses at KEDGE Business School easily.

Q: **How do I register for classes?**

A: The course registration differs according to your programme. You will receive an email with your login, password and instructions before your arrival.

Q: **How do I find housing?**

A: You have to apply online via a link that will be provided to you before your arrival. See *chapter III. Housing paragraph* for more information.

Q: **How much cost textbooks?**

A: KEDGE Business School does not use textbooks. The professors will provide you with the documents; textbooks are also available at the School library.

Q: **How will I know my course timetable?**

A: Your course timetable will be available on your Campusvirtuel account a few days before the start of your programme.

Q: **Is there Internet on campus?**

A: Wireless connection is available throughout the school premises and is free for students. Network: KEDGEBS – Use the same login and password as Campusvirtuel.

Q: **Should I bring a laptop?**

A: Yes, a laptop is very important because you are expected to do most of the work online. KEDGE Business School does not have textbooks so professors expect you to have internet use for articles and access to virtual campus.

You must check your KEDGE Business School email address on a daily basis because important information will only be sent to this e-mailbox. Also you must have your laptop configured for the WIFI in the school.

Q: **How much money should I have with me when I arrive in Bordeaux?**

A: When arriving in Bordeaux you should have at least 500€ in cash.
We recommend this as you may not find an ATM that is linked to your bank in the first few days. You will need cash for grocery shopping, bus card, taxi, etc.

Q: **Will I need a cell phone?**

A: You do not need a cell phone, however many international students do prefer it to have one. Do not hesitate to contact the Melting Potes association for any advice.

Q: **How do I take money out of my bank account from home?**

A: Before leaving make sure to contact your bank so they know you are going to be using your card in a different country. If you do not, they may assume your card is stolen and freeze your account. When you contact your bank, ask them which bank in Europe they are linked with so you know which ATMs you can use without a fee. Ex: BNP is linked with Bank of America. Each bank is different so be sure to check before you arrival.

Q: **Is there a cheap way to call home or make other international phone calls?**

A: It is advised to download Skype on your computer. Skype is an internet phone service which lets you talk with friends for free through the use of the internet. You can use Skype for free anywhere in the world at any time. You can call to other countries on a land line for example 2 cents per minute. To call for free, make sure your family and friends download the programme on their computer as well.

ANY QUESTIONS?

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STUDENT SERVICES

Front Desk ☎ +33 (0) 556 845 590
(Office hours: 8.15am-5.15pm from Monday to Thursday)

For any questions/information you may have regarding:

- Transcripts of grades, issue with teacher evaluation surveys, certificate of diplomas…

Please contact: pedagogiebordeaux@kedgebs.com

- Room reservation

Please contact:
cloe.revilladelosrios@kedgebs.com@kedgebs.com

- Certificate of studies, student ID cards request, health insurance subscription

Please contact: scolaritebordeaux@kedgebs.com

- Housing matters

Please contact: logementbordeaux@kedgebs.com

This booklet has been produced by the International Student Office.

Many thanks to the persons who contributed to this guide.

Every effort has been made to ensure that it is accurate at the time of issuance.

However, KEDGE Business School is not bound by any error or omission therein.

http://eacea.ec.europa.eu/index.htm

http://www.agence-erasmus.fr/

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