INCOMING STUDENT INFORMATION SHEET
2020-2021

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 2020 | Nomination: 15 May 2020 |
| Application Form: 31 May 2020 |
| Spring Semester 2021 | Nomination: 31 October 2020 |
| Application Form: 15 November 2020 |

Application
Online Nomination and Application.
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

Nomination http://eportfolio.esc-amiens.com/international/coordinator/
Application http://eportfolio.esc-amiens.com/international/candidatures-in/

Documents to submitted with Application Forms
Once students have submitted the online application, print it, then coordinator MUST sign form.

Documents to send by EMAIL before deadline:
*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
English-taught Programs: B2, TOEFL ITP 550, TOEFL IBT 80, TOEIC 700, IELTS 6, BULATS 70, Cambridge 170
French-taught programs: B2
## Academic Calendar 2020-2021

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suggested Arrival Date</strong></td>
<td>10 September</td>
<td>4 January</td>
</tr>
<tr>
<td><strong>Obligatory Orientation and French as a second language intensive course (FSL)</strong></td>
<td>14 September-18 September</td>
<td>Not concerned</td>
</tr>
<tr>
<td><strong>Semester Dates</strong></td>
<td>21 September-18 December</td>
<td>4 January – 18 June</td>
</tr>
<tr>
<td><strong>Examination Period</strong></td>
<td>End of each module</td>
<td>Mid-terms / Final exam week</td>
</tr>
<tr>
<td><strong>Public Holidays</strong></td>
<td>1 November 2020</td>
<td>5 April 2021</td>
</tr>
<tr>
<td></td>
<td>11 November 2020</td>
<td>1 May 2021</td>
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<tr>
<td></td>
<td></td>
<td>8 May 2021</td>
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<tr>
<td></td>
<td></td>
<td>24 May 2021</td>
</tr>
<tr>
<td><strong>Mobility Period (Erasmus)</strong></td>
<td>14 September-18 December</td>
<td>4 January – 18 June (flexible based on required credits of home university)</td>
</tr>
</tbody>
</table>

### Academic Information

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

### Accommodation

<table>
<thead>
<tr>
<th><strong>Is there a pick-up service provided upon arrival?</strong></th>
<th>Only on the suggested arrival dates at CDG Airport in Paris and Amiens Train Station.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How can exchange students apply for accommodation?</strong></td>
<td>Accommodation form available on our website: Send a completed scanned copy to: <a href="mailto:incoming@esc-amiens.com">incoming@esc-amiens.com</a></td>
</tr>
<tr>
<td><strong>Accommodation Options</strong></td>
<td>CROUS student residence or other student residence Private studios or house-share. Please see Accommodation Guide on our website for further details</td>
</tr>
<tr>
<td><strong>Cost of accommodation per month per person</strong></td>
<td>Student Residence: 250€ - 530€ per month Private accommodation: 350€ - 600€ per month</td>
</tr>
</tbody>
</table>
**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 10th 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.