

PREPARING YOUR ARRIVAL



NEOMA

BUSINESS SCHOOL

EMPOWERING MANAGEMENT

« Dear international student,

We are very pleased to introduce you to NEOMA Business School, one of Europe's leading business schools and one of France's elite Grande Ecole institutions.

We are looking forward to welcoming you into one of our campuses, either in Reims or in Rouen. We hope this short guide will lead you along the steps to fully prepare your stay with us.

We wish you all the best with your preparation for your arrival! »



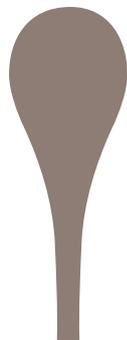
Karolina Burka

International Student Service Centre
Rouen campus



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International Student Service Centre
Reims campus



NEOMA BUSINESS SCHOOL

International recognition
with triple accreditation
AMBA, EQUIS, AACSB

Internationally ranked
by the Financial Times

International tenured faculty
with outstanding research

Extensive network of corporate partners

Network of international academic
partners worldwide: 300 on 5 continents

Over 8000 students on 3 campuses
Reims - Paris - Rouen

Worldwide network
of over 45,000 alumni

NEOMA CONFUCIUS INSTITUTE FOR BUSINESS ROUEN CAMPUS

NEOMA BS is proud to host the 1st Confucius Institute for Business in France, and the 7th in the world, on Rouen campus. The institute provides an extraordinary opportunity to open our campus to the general public who wish to find out more about Chinese culture and to offer our students an additional chance to satisfy their curiosity.

<http://confucius.neoma-bs.fr/>



NEOMA BS CORPORATE PARTNERS

Nearly 200 companies are our preferred partners and benefit from customised services that enable them to develop and reinforce their "Employer image" with students.

BEFORE YOUR ARRIVAL

The next few months may be a bit hectic, so be sure to take care of these crucial procedures.

PRE-ARRIVAL PROCEDURES		
Step 1	Visa Application	As soon as you get your acceptance letter. See local Campus France or French Embassy
Step 2	NEOMA BS Online Registration	Early May
Step 3	Housing Application	Mid May
Step 4	Arrival Travel Plan	Mid July
Step 5	Course Registration	End of August

KEY DATES

FALL SEMESTER: September 10th – December 23rd, 2015 (exams included)	
Settling into residences	From Tuesday September 1st (not including weekends)
Arrivals	Thursday September 10th
Orientation	Friday September 11th
Intensive French Session	Monday September 14th (Reims) Saturday September 12th (Rouen)
Beginning of Lectures	Reims: Tuesday September 15th (Graduates) Rouen: Thursday September 10th (Undergraduates), Monday September 14th (Graduates)

Your exam schedule will be posted one month before exams, so please don't take any risks by booking your flight before the semester's end. **NO SPECIAL ARRANGEMENTS WILL BE MADE IF YOU MISS YOUR EXAMS.**



If you cannot make it on campus by Arrivals, we will need an e-mail from your home university informing us of why you will arrive late.

VISAS

(for non-European citizens only)

Please see your local Campus France bureau, French Consulate or French Embassy for information on the exact visa requirements and procedure to follow to obtain your visa to study in France.

Students are generally required to provide two documents from us during their visa application: the Acceptance Letter and a Certificate of Accommodation.

Acceptance letters have already been sent to your home university, and will be distributed by your International Office.

An electronic copy of your Certificate of Accommodation will be sent to you once the Housing Application results have been published. This document is not necessary to start your visa application; you will only need it during your interview at the French Embassy.

If you choose to find accommodation in France on your own, you will need to obtain this certificate of accommodation from your future landlord. Otherwise, you may use a hotel reservation in France as proof of accommodation.

NOTE: different kinds of visas are issued to students studying in France and we have no control over the kind of visa that you will be issued.



WHAT MY VISA REALLY SAYS:

- If your stay in France does not exceed 3 months (90 days), you will have no particular immigration procedures to attend to once in France.
- If your visa indicates “DISPENSE DE CARTE DE SÉJOUR”, you will have no particular immigration procedures to attend to once in France.
- If your visa DOES NOT indicate “DISPENSE DE CARTE DE SÉJOUR” on it, and you will stay in France for over three months, will need to register with the local French Office of Immigration and Integration (OFII) upon arrival in France. In order to comply with this requirement, students will need to do the following once on French soil:
 - > Submit the OFII form (issued by the French consulate in your home country) together with a copy of the visa,
 - > Undergo 2 medical exams in France that will be scheduled by the OFII,
 - > Pay a 58€ tax (2014-2015 rate),
 - > Provide a copy of your passport with the residence stamp received at the consulate and the immigration stamp received upon entering France (at the border or at the airport),
 - > Provide proof of accommodation (supplied by the school upon arrival),
 - > Hand in one ID photo

NEOMA BS will help you with these procedures by giving instructions and support. More information will be provided upon your arrival.



Students cannot miss these medical appointments and cannot leave France (for holidays or other trips) until they have received their OFII stamp at the end of this procedure.



HEALTH INSURANCE / SECURITE SOCIALE

All students attending our school must be insured.

EUROPEAN RESIDENTS are asked to have the European Health Insurance Card (EHIC) valid for their full stay. Upon arrival, we will ask you to fill out an online Social Security form, where you will be asked to upload a copy of the back side of your EHIC, showing the expiry date of the card. Please have a scanned copy of it on hand.

NON-EUROPEAN RESIDENTS,

> **If born before the 1st of October 1987**, will not be required to register with the French National Health Insurance, but will need to be covered by a private insurance from their home country. Proof of this insurance will be requested upon arrival;

> **If born after the 1st October 1987, and staying in France for less than 3 months**, will not be required to register with the French National Health Insurance, but will need to be covered by a private insurance from their home country. Proof of this insurance will be requested upon arrival;

> **If born after the 1st of October 1987, and staying in France for over 3 months**, will have to register for the French National Health Insurance, or *sécurité sociale*, even if you are already insured by an international insurance plan. The Health Insurance fee is of 213€ (2014-2015 rate), and is compulsory when staying in France for more than 3 months. For legal text, please refer to: http://www.smeno.com/etudiants/1511_social-security.html.

- students staying for over 6 months will have to provide a copy of their birth certificate, translated into French by a certified translator (check with the French Embassy in your country for guidance), and issued a maximum of 3 months before arrivals;
- students staying for less than 6 months will be asked to simply pay the Health Insurance fee.

NEOMA Business School will start the registration process for each student before your arrival, so that you may be covered from your first day with us. You will be asked to complete this registration form in the first month following your arrival by filling out the online Social Security Registration.



HOUSING ALLOWANCE

Students may be eligible for housing allowance from the *Caisse d'allocations familiales (CAF)* – a national entity, which covers about 20% of the cost of rent.

You are eligible if you are:

- > an EU resident, OR
- > a Non-European student with a long-stay visa D, with the mention CESEDA (all those who must go through the OFII procedure)

Information about how to apply will be provided after arrivals. Students will have to hand in a copy of their birth certificate (translated into French by a certified translator, and issued a maximum of 3 months before arrival) with the application.

Students who get a short term visa with the mention “Dispense de titre de séjour” are unfortunately not eligible for the allowance.

IMPORTANT: students who qualify for the housing allowance will only receive it AFTER your stay with us, since the money is sent to the residence or landlord, and wired to students along with the housing deposit within 3 months of your departure from residence.
Do not count on this money during your stay with us.



AFTER YOUR ARRIVAL

ARRIVALS

All exchange students are expected to arrive on campus by Thursday, September 10th morning for the official Welcome Presentation starting off our Arrival Days.

Rooms on residence will be available from September 1st onwards for you to move into (except on weekends).

Students arriving after September 10th will have to provide a letter from their school explaining their late arrival.

Shuttles from the Charles de Gaulle, Orly and Beauvais airports to the Campus will be organised for those who wish to reserve a ride. The cost of the trip will depend on the number of students sharing your shuttle. We will give you an estimate of your ride once we get your travel plan (just before your arrival). Further details about arrivals, travel plans, and shuttles are to come.

During Arrivals, you will be welcomed by members of our international student association, the HUB, and the International Student Service Centre. You will receive your student card, a welcome pack, and have your passport and visa checked for validity.

A Forum will be held on the afternoon of September 10th that will bring a bank, a complementary health insurance company, the public transportation service, and a cell phone company to our campus, to facilitate these procedures for you.

Your first few days with us will be jam-packed with social activities, workshops, a campus visit, and the French Intensive Session, so be ready to meet plenty of other international students and local French students, and to start a new and exciting chapter in your lives!

We highly recommend that you book an open flight until the very last day of the semester or year. Exam dates will be posted one month before exams, and may even take place on Saturdays.

Exchange students must sit their final exams as no re-sits are possible. No special arrangements will be made.



REGISTRATION AT THE SCHOOL

1. ONLINE REGISTRATION

As soon as you receive your personal school login and password, you may register online at NEOMA Business School. (Check your junk mail for the login information, in case our automatically generated e-mail got sent there.)

> If you do not receive your login information within the next few days, please contact incoming@neoma-bs.fr

Before you begin the online registration, be aware of the following:

- Our registration website is not compatible with tablets, MACs or iPads. Please use another type of computer to register.
- We suggest that you use the Google Chrome or Mozilla Firefox web browsers to register, for optimal functioning.
- You will be asked to upload a copy of your passport ID page OR European ID card, as well as a profile picture. The files should be in JPG or PNG format. If any of these is not uploaded, you will not be able to terminate your registration.
- Your photo will be checked by the school administration, and will appear on your student card – so make sure you look presentable.
- If you have trouble uploading a copy of your ID or your photo, please reduce the file in size, and try uploading it again.
- You will be asked to upload documentary evidence of degree. This does NOT concern exchange students, it is only for degree-seeking students.
- You will be asked to provide emergency contact information. It is very important to indicate at least one emergency contact.

To register, log on to <http://inscription.myfirst.fr> (with the access codes that were e-mailed to you).

2. HOUSING APPLICATION

The online Housing Application will take place mid May.

The Housing Booklet, featuring our complete housing offer and application instructions, will soon be sent to you by e-mail. Please note that NO APPLICATION WILL BE ACCEPTED BY E-MAIL; you must go through the online application to register for housing.

NOTE: The Housing Application is a Google Form. We suggest that students in China use VPN to access the application, as you do not have access to Google.

** Once the Housing Application is over, you will receive a confirmation of the room that has been attributed to you. This letter of confirmation will serve as a Certificate of Residence for all those who need to apply for a visa to study in France. **

3. COURSE REGISTRATION

The tentative 2015-2016 Fall semester course offer that corresponds to your level of studies and to the Campus that you have been nominated to, has already been sent to you. As soon as a definitive version of this document is released, it will be communicated immediately. The online course registration will take place in late August. More information will be provided at a later date.

** **Double Degree students** will follow a different program. More information to come directly from the program you will join! **

Accessing Syllabi

Once you have done your online registration (early May), you will be able to access the syllabus catalogue on INSIDE (<http://inside.neoma-bs.fr>). To view the syllabi, log on to INSIDE, click on MY PROGRAMME > SYLLABUS > and make the following selection:



The screenshot shows a web interface with four dropdown menus. The first menu, labeled 'Periode', has '2015/2016' selected. The second menu, labeled 'Entité', has 'NEOMA Business School' selected. The third menu, labeled 'Programme', has 'Echange' selected. The fourth menu, labeled 'Bloc', is partially visible and has a dropdown arrow.

Then according to your Campus and your level, you will either select:

**Bloc : 15-16 RS (for Reims) / RN (for Rouen)
Echange Undergraduate / Graduate**

Detailed information about the course registration will be provided later.

Exam Dates

We highly recommend that you book an open flight until the very last day of the semester or year. Exam dates will only be posted one month before exams, and may even take place on Saturdays.

No special arrangements will be made if you miss your exams. Exchange students do not have access to re-sit exams.

The French Assessment

In the meantime, the head of French language courses will contact you about the French Assessment. This test is used to assess your level of French, to help you choose the right French course for you (if you choose to take a French course). You will not be graded on this test, so please do not use any aids when doing it - or the test will lose all meaning.

QUICK RECAP

FOR THE ONLINE REGISTRATION

- Scan your passport ID page or EU ID card and a profile photo, and keep these on hand for the online registration.
- Note down your personal school login and password as soon as you receive them, and keep them with you for all upcoming online procedures.
- Once you have received your access information, log on to <http://inscription.myfirst.fr> and start your online registration!!

FOR NON-EUROPEAN NATIONALS

- As soon as you receive your Acceptance Letter, you can begin your visa procedure! (see your local Campus France office or French Embassy about this).

FOR EVERYONE

- Depending on your situation, you might need a translation of your birth certificate for the French National Health Insurance or for the Housing Allowance. Find out how and where to get it, but do not get the translation done too early! Remember that it can not be issued more than 3 months before your arrival. You might also want to get two copies certified, if you think you might be eligible for the housing allowance.
- Start looking into flights! Now that you have your semester dates, you might be able to find good deals!
- NEXT STEP: Housing Application in mid May. Housing Booklet and link to application soon to come!



« We're looking forward to meeting you in September! In the meantime, make sure to check your e-mails regularly for more information from us.

All the best with preparations for your arrival! »

International Student Service Centre



We suggest you PRINT this document and keep it handy. Questions will undoubtedly arise in the upcoming weeks, and most answers can be found here!

ADDING VALUE AND SUPPORTING YOUR EXPERIENCE AT NEOMA BS

NEOMA Business School has set up a range of services dedicated to your professional and personal well-being in order to guide and accompany you throughout your intensive studying experience at the school.



HUB

NEOMA BUSINESS SCHOOL

YOUR SERVICES AND INFORMATION CENTRE

A team of advisers is available on the HUB to help you with a diversity of services to make your life and integration easier on our campuses:

- Formalities related to your stay
- Health formalities (student social security, medical care...)
- Administrative formalities (student card, general information...)
- Reception of documents (internship reports, medical certificates...).



STUDENT AFFAIRS

NEOMA BUSINESS SCHOOL

A team of dedicated advisers is available on campus, who are dedicated to answering any questions you may have relating to your life on and off campus, in order to make your studying experience as enjoyable and rewarding as possible.

ASSISTING YOUR INTEGRATION IN THE SCHOOL

NEOMA Business School is committed to raising awareness concerning equality of opportunities and care for the disabled. The team will also deal with any sensitive psychological situation and act whenever you feel you may need support.



**TEACHING & LEARNING
CENTRE**

NEOMA BUSINESS SCHOOL

Library: Connect, Discover and Innovate
libraryrouen@neoma-bs.fr

High standard education is backed by a cutting-edge technological infrastructure and 100% multimedia educational environment (on-line Moodle platform, CrossKnowledge e-learning modules, etc.)



NEOMA ALUMNI, A POWERFUL AND SUPPORTIVE NETWORK

- 45,000 Alumni
- Living all over France and throughout the world
- Present in over 90 countries
- Over 300 events per year through 26 professional clubs in Paris, located internationally and nationally thanks to the "Tribes".

The Association has also created NEOMA Business School Foundation and contributes to trans-generational support.

<http://www.neoma-bs.com/en/profils/alumni>

TRANSFER TO FRANCE

LIVE AND STUDY IN FRANCE

France is the 4th most popular destination for studying abroad, with over 2,000 international students at NEOMA BS. Nine out of ten international students recommend France as a place to study. French business schools are recognised for their high quality of education and their excellent reputation abroad. It is a leading tourist destination that offers students a good quality of life at a reasonable cost and great extra-curricular activities. In the heart of Europe, just a stone's throw from Paris, NEOMA Business School is easily accessible by land, air and sea.



REIMS
CAMPUS



ROUEN
CAMPUS

REIMS CAMPUS, ROUEN CAMPUS: TAKE YOUR PICK!

Overflowing with their unique historic, cultural and economic features, Reims and Rouen both offer a dynamic and vibrant student life. Reims and Rouen campuses provide an active cultural and associative life. Both cities are just one hour away from Paris, Rouen is close to the Normandy coast and Reims is in the Champagne region, just 10 minutes from the town centre thanks to good public transport and infrastructure.





NEOMA

BUSINESS SCHOOL

CAMPUS REIMS, 59 rue Pierre Taittinger - BP 302 - 51061 Reims Cedex
CAMPUS ROUEN, 1 rue du Maréchal Juin - BP 215 - 76825 Mont-Saint-Aignan Cedex
CAMPUS PARIS, 9 rue d'Athènes - 75009 Paris

www.neoma-bs.fr

