

Ecole de
Management
Strasbourg

UNIVERSITÉ DE STRASBOURG

www.em-strasbourg.eu

Information Booklet
for Exchange Students



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I. General Information

1. Strasbourg: A capital of Europe

Strasbourg is France's 9th largest city with a total of 452 609 inhabitants in the greater Strasbourg area and 272 800 in its center. These figures make Strasbourg the capital of its region, Alsace, the second region in terms of wealth (the first being the area around Paris). Strasbourg is also host to a high concentration of cultural activities, such as; theater, concert halls, opera, and cinema.

The number of students who live in and around Strasbourg contribute greatly to its dynamism and lively atmosphere. Around 49 000 young people study in Strasbourg, amounting to roughly 18% of the total population.

Strasbourg hosts three important European Institutions:

- The European Parliament
- The Council of Europe
- The European Court of Human Rights

These three institutions, combined with the city's proximity to several European countries, and other countries, make Strasbourg a very cosmopolitan city and one of the capitals of Europe. Within two hours by train or car, one can be in Switzerland, Luxembourg or Belgium. Germany can be accessed within minutes by crossing one of the many bridges over the Rhine River.

2. EM Strasbourg Business School

In January 2009, EM Strasbourg Business School became the business school of the largest multi-disciplinary University in France, The University of Strasbourg.

In addition to belonging to a university, it is part of a national network of prestigious Business and Engineering Schools called the "Grande Ecole" network. This dual status enables EM Strasbourg Business School to offer a variety of degrees:

- A "Grande Ecole" Master of Science in International Management (Main Program)
- Masters of Arts (Initial Training) in International Commerce, International Purchasing
- Masters of Arts (Continuing Education) in Marketing and Management, Events Management, among others

The school has approximately 2 000 students, 800 in the "Grande Ecole" program, 250 of which are international students.

As exchange students, you have access to several tracks within the "Grande Ecole" Program:

- Exchange Program (one or two semesters of courses with a transfer of credits to your home university)
- Dual Degree Program (Master's level)
- Bachelor in European Management program

II. Important information before coming

1. Applying to EM Strasbourg Business School

a. Process

Every student who intends to come to EM Strasbourg Business School on an exchange program will need to fill out an application form online on the EM Strasbourg Business School website.

http://www.em-strasbourg.eu/docs/international/insc_en.pdf

In order to do so, please contact your international office, who will give you the details needed (procedure, passwords...)

b. Programs offered to visiting students

Exchange Program

- a. For a full year : Early September to Mid-May
- b. For a semester
 - Fall : Early September to the end of December (before Christmas)
 - Spring : Early January to Mid-May

Bachelor in European Management Program

- a. Full-year program that awards a Bachelor's degree if the student passes every module.
- b. 20 courses over the year covering three modules:
 - European Module : 5 Courses
 - Management Module : 12 Courses
 - French Module : 3 Courses
- c. This program can be done either in French and English or completely in English.

Dual Degree Program

Master's level

- Institutions concerned
 - Eberhard-Karls-Universität Tübingen
Tübingen *Germany*
 - Friedrich-Alexander Universität Erlangen
Erlangen Nürnberg *Germany*
 - Technische Universität Dresden
Dresden *Germany*
 - Universidad de Alcalá de Henares
Alcalá de Henares *Spain*
 - Università degli studi di Pavia

- Pavia* *Italy*
- Uniwersytet Jagiellonski
Cracow *Poland*
- Heriot Watt University
Edinburgh *Scotland*
- MGIMO University
Moscow *Russia*
- IBMEC
Rio de Janeiro *Brazil*
- EAFIT
Medellin *Colombia*
- CFVG
Ho Chi Minh/ Hanoi *Vietnam*

MBA Program

- Stellenbosch University
Stellenbosch *South Africa*
- Boston College
Boston *USA*
- Bowling Green State University
Bowling Green *USA*
- Case Western Reserve University
Cleveland *USA*
- Pepperdine University
Malibu *USA*
- Kasetsart University
Bangkok *Thailand*

The selection of candidates is made by your home university. Once we have received your pre-registration and the application period is over, we will send you acceptance letters and certificates of housing, if needed, so that you can start applying for your visa (for those who come from outside of the EU).

c. Deadlines for Application

For an exchange starting in September, the deadline to receive your pre-registration documents is May 31st of that year.

For an exchange starting in January, the deadline to receive the documents is October 31st of the previous year.

2. Letter of Acceptance

When the application period is over, a letter of acceptance stating the details of your exchange program (program name, dates, and home university) will be sent to your home coordinator. After receiving it, please check that the details are right and that no mistake has been made in your registration.

This letter will be essential for students who need to apply for a visa before they come to France.

3. Accommodation

When applying to EM Strasbourg Business School, you should know where you can live. Here are the possibilities offered:

- **University dorms** : EM Strasbourg Business School is granted a limited number of rooms for visiting students in the university dorms. Therefore, the system to allocate them to students works on a first come, first served basis. Yet, as it is more difficult to find a studio or an apartment for only one semester, the priority within this system will be given to students staying for one semester only.

Once the accommodation request period has ended, we will notify you whether you have received university housing.

After that period, you will have one week to change your mind or else you will be committed to the dorms you have applied for. Photographs of the dorm rooms and facilities are available online and you should make sure to look over the rules, regulations, and photographs before committing to a room.

NB We would like to emphasize that a signed housing contract implicates you in respecting the terms and conditions outlined for the entire period you have signed for. Please read and make sure you understand them fully.

In university dorms, the price for a private room ranges from 150€ to 250€ per month.

- **Private apartments**: Every year, EM Strasbourg Business School asks the visiting students to fill out a satisfaction questionnaire about housing. We use the results to update a list of apartments on our website. Only the places that have been recommended by students are shown on the list. You should therefore feel free to use this to search for an

apartment. Other materials, such as a list of websites where you can look for ads to rent apartments, will be made available to you in order to make your search easier.

EM Strasbourg Business School would like to emphasize that it **is not responsible for private housing arrangements**. We merely provide assistance for those students looking for housing outside of the university setting.

In this case, you can expect to pay between 350€ and 500€ per month for a fully furnished individual studio apartment.

Apartment sharing: You will receive a list with names of EM Strasbourg students who would like to share an apartment with foreign students. Please feel free to contact them directly.

The price you can expect in this case is between 250€ to 400€ per month.

Facebook: The BDI also manages a Facebook group Called BDI EM Strasbourg 11/12. You are more than welcome to join it and start getting to know each other this way. This is also an opportunity to look for an apartment together.

III. Academics

1. Registration / Orientation

a. Administrative registration

In order to finalize your orientation, please be sure to arrive a few days prior to the beginning of courses.

On the day of the final administrative registration and orientation, you will need to know/bring upon your arrival:

- Your Strasbourg address and telephone number for the semester
- Proof of EU insurance if you are from a country that is a member of the EU.
- How your stay in Strasbourg is being financed (parents, student loans, etc)

Tuition fees are waived for exchange and dual degree students. Yet, during the administrative registration session, you will be asked to pay for:

- **Social security (health insurance):** this **only** concerns the **students coming from a non-European country (except Quebec)**. You will need to pay for the French health insurance, even if you have health insurance at home that covers you in France. This costs about **200€** per year or semester (prices might change slightly every year).

Once these payments are done, you will be entitled to receive the following documents:

- Student card (It can be used for the university restaurants, as a public transportation card...)
- Culture card (gives discounts for cultural activities in Strasbourg and region)

- Proof of registration

b. Orientation

Orientation and administrative registration at EM Strasbourg Business School will occur a couple of days prior to the beginning of courses. It is therefore very important that you arrive on time to be able to participate. The date of the orientation session will be indicated to you.

During the orientation, you will be given some more information about the school, Strasbourg and cultural activities. Your coordinator will be there to answer your questions.

You will also go for a tour of the campus, have a presentation of the students association and of the direction of the school.

2. Courses

a. Selection

We recommend that you look at the classes you will need/want to take before you leave your country. To do so, please visit our website using the following address: http://intranet.em-strasbourg.eu/cgi/visi/guide_cours1v.asp?langue=2

Then go in “Academic program” and click on “courses”. The full list will appear. If you click on the title of a class, the description will appear on the screen.

Please make sure to **check with your home university advisor that the classes you selected are approved.** EM Strasbourg Business School will also e-mail you with the schedules as soon as they are available **so that you can make sure that the classes you chose do not overlap** (in July).

Please choose more courses than what you need in case that when you arrive and do your actual course registration online, some of the courses are already full or have been cancelled.

b. Registration

Once you have arrived at EM Strasbourg Business School and you have done your administrative registration, and received your student card, you will be able to make your course selection. A date and time will be given to you on the day of the administrative registration. On the day chosen by EM Strasbourg Business School, all of the visiting students will go online (in the computer labs or using your laptop) at the same time to register for their course (see document attached in the annex for concrete details). **Since some courses might fill up very quickly, we recommend that you first choose and validate the courses that are absolutely necessary for your university.**

Courses will have started before you are officially registered so you are allowed to go to the courses without being registered for the first two days.

c. Quota

A full course load at EM Strasbourg Business School is ten courses, which equals twenty-four contact hours per week.

You need to check with your home university advisor on how many courses you need to take while abroad. The only thing we impose on you is that **you can only choose twelve courses maximum per semester**.

d. Credits

Each course at EM Strasbourg Business School is worth 3 ECTS credits. According to the Bologna Process, to complete a full-time year in Europe, you need to validate 60 ECTS credits.

For students coming from outside of the EU, please check how the transfer between ECTS credits and home credits is made in your home university so that you can calculate the number of ECTS credits, and, therefore courses you need to take.

e. Dropping courses

Once the courses have begun, you will only have one week to make changes to your schedule. After that, you will need to stick to your choice.

If, after a couple of months, you decide that you want to drop some courses, you will be able to do so. A day to drop courses will be specified to you at a later date. The intranet database will be open so that you can drop the courses you do not want anymore.

Doing this means that you will not take the final exam for that class and that it will, therefore, not show on your transcript.

WARNING: You have the possibility of dropping courses after a couple of months, but you do not have the possibility to add courses. Therefore, please make sure that you choose the right number of courses accordingly.

3. French and European Grading System

a. Scale and validation

In France grades can go from 0 to 20, with 20 being the best grade. Yet, teachers do not use the full scale. An 18, therefore, is probably the best grade a student can expect. It is considered excellent. To validate a class, one must gain at least a 10/20.

The Bologna Process also requires all the European Universities to deliver a transcript with ECTS grades/rank. Please see the chart below to see how the system works. This is not a linear system. Therefore you can obtain 16/20 (good grade) and get a C or obtain 12/20 (more or less average grade) and get an A.

ECTS Grade	% of successful students normally achieving the grade	Comment
A	10	The use of words like “excellent” or “good” is no longer recommended as they do not fit with percentage based ranking of the ECTS Grade Transfer Scale.
B	25	
C	30	
D	25	
E	10	
FX	--	Fail – some work required to pass
F	--	FAIL – considerable further work required

b. Transcripts

For students staying only the first semester, grades will automatically be sent to your university in the beginning of February.

For students staying a full year or only the second semester, your transcripts will be sent to your university in the beginning of July.

The transcripts sent to your university will show both the local grade and the ECTS rank.

4. Language requirements

a. French :

It is recommended that students take at least some basic French before their arrival in France in order to be able to buy food, transportation tickets, etc.

However, this will not be required for your selection. The DELF certificate is not requested by EM Strasbourg Business School.

EM Strasbourg Business School offers French courses for beginners. Therefore, those of you who have never taken French classes before will have the opportunity to learn enough French to be able to communicate in everyday life situations.

b. English :

EM Strasbourg Business School offers a variety of courses taught in English. Non-native speakers are not required to take the TOEFL. Yet, we trust the home university to have selected students capable of communicating fluently either in French or in English.

c. French language courses :

Even though EM Strasbourg Business School provides a number of French as a Second Language courses (conversation, literature, business, etc), some students may wish to take extra French courses outside of the school setting. Here is a list of different places to contact if you are interested:

L'Institut International d'Etudes Française

Université Marc Bloch
22 Rue René Descartes
67000 Strasbourg
Tel: 03 88 41 49 50
<http://iief.unistra.fr/>

L'Alliance Française de Strasbourg

12 Rue Général Gouraud
67000 Strasbourg
Tel : 03 88 75 62 55
<http://www.alliance-francaise-strasbourg.fr/>

Université Populaire

9 pl Université
67000 STRASBOURG
Tel : 03 88 36 32 10
<http://www.u-populaire-europeenne.com/>

5. Other Information

a. “Jeunes Ambassadeurs” program

This program was created in 2004 by the SMILE association (Strasbourg Metropole Internationale).

The idea is to show foreign students who study at prestigious institutions in Strasbourg what happens in the Alsace region. It aims at helping you meet important economic and political actors in the city and in the area of Alsace. The goal is to enable you to be “ambassadors” of Alsace so that you can help companies from your area identify who their partners in Alsace could be.

Students who want to get involved in the will be paired with a manager who will “tutor” them during their stay and make them discover their company...

This program is primarily aimed at students who stay in Strasbourg for a full year or more and who speak French. If you are interested in taking part in this program, please contact Elodie Thevenet (elodie.thevenet@em-strasbourg.eu) or Kahina Kadji (kahina.kadji@em-strasbourg.eu).

b. Calendar

For your information, in 2011-2012 the calendar is as follows:

ACADEMIC CALENDAR 2011-2012

Will be given as soon as it becomes available.

Generally speaking, the fall semester starts early September and finishes the week before Christmas (including exams).

The spring semester starts early January and ends mid-May (including exams).

c. Scholarships

If you would like to try and obtain a scholarship for your time spent in Strasbourg, please contact the French Embassy in your country and ask them about the procedures for doing so. EM Strasbourg Business School unfortunately does not offer such scholarships.

d. EM Strasbourg Business School Facilities

Computer labs and wireless access:

EM Strasbourg Business School offers several computer labs giving you easy access to a computer from 8:00 am to 10:00 pm.

Wireless access is also available in most parts of the building. Access to the wireless network is obtained by using your student log-in and password which will be given to you when you receive your student's card.

Eg: login: often your lastname

Password: this is the one you choose when you create your e-mail account (see annex).

Library:

EM Strasbourg Business School has a three storey library with volumes mainly dealing with the subjects of Economics and Management. When studying for your exams you will be able to find exams of the past years to give you an idea of what you can expect for your exam.

The library is open from 8:00 am to 10:00 pm from Monday to Friday and from 8:00 am to 6:00 pm on Saturdays.

The school is closed on Sundays.

Inside the EM Strasbourg Business School building, you will also have access to the students' cafeteria, where you can have a hot lunch for 3, 5€.

EM Strasbourg Business School students also have access to the following facilities on the university campus:

- Language centers
- Sports facilities
- Libraries
- University restaurants (2.95€ for a full meal)
- Medical services

e. Contacts for the International Office

Dr. Ludwig KREITZ
Director of the Office of International Relations
Office Line +33 (0)3 68 85 84 04

Dr. Rachel PRICE-KREITZ
Director of US Exchange Programs
Office Line +33 (0)3 68 85 84 01

Elodie THEVENET
Incoming students coordinator
Office Line +33 (0)3 68 85 84 03

Kahina KADJI
Incoming students coordinator
Office Line +33 (0)3 68 85 89 19

Claudia SAMPEL
Outgoing students coordinator (Europe)
Office Line +33 (0)3 68 85 84 06

Dorina BUTUCEL
Outgoing students coordinator (Outside Europe)
Office Line +33 (0)3 68 85 84 02

Caroline RISACHER
Assistant
Office Line +33 (0)3 68 85 84 05

Fax of the International Office : +33 (0)3 68 85 86 01

IV. Important and Practical Information

1. Visas and other immigration formalities

Students who are EU citizens or come from **SWITZERLAND** don't need a visa and don't need to go through other immigration processes while in France. Nevertheless, **we advise you to bring the following documents:**

a. Students from the EU :

- proof of medical insurance (E 128 or European Health Insurance Card)
- a valid passport or an Identity Card
- 3 ID photos

b. Non-EU students :

For those of you who come from outside of the EU, a new procedure has been put in place on June 1st 2009.

Now, students staying in France for a period of three to twelve months should receive a long term visa and won't need to get a residency permit. Yet, instead of the residency permit, you will need to get a sort of stamp from the OFII (French office for immigration and integration) in the weeks following your arrival in France. The procedure to get this stamp is similar to the one for the residency permit but supposedly a little bit less complicated.

After your arrival, you will have to provide them with:

- The document that was given to you by the French consulate or Embassy which delivered your visa filled out, signed and stamped by you and the consulate before your departure for France
- A photocopy of the identity page of your passport
- A photocopy of your visa
- A photocopy of the page of your passport that will be stamped by the immigration authorities when you arrive in Europe.

In order to make this easier, the OFII in Strasbourg accepted my request to send these documents as a group. I will therefore collect these from you during the orientation.

After those documents are sent, you will be invited for a medical visit. During that visit, you will need to bring:

- Your passport
- 1 proof of residence (Electricity invoice, rental contract, certificate from residence...)
- 1 ID picture
- 55€ for the necessary tax stamp

This new procedure is supposed to give you the same rights as the residency permit (working permission, Housing subsidy, Travel in the schengen space).

Upon your arrival in Strasbourg, we will also give you more information on applying for the CAF (housing subsidy).

IMPORTANT: Please make sure to get the right visa before you leave because once the visa is issued and you are in France it is impossible to change your visa status.

Contacting your embassy/ consulate:

It is a good idea to contact a representative of your country upon arrival in France to let them know of the length of your stay. This declaration will be helpful in case of personal injury or theft of your passport.

2. Arriving in Strasbourg

a. By plane

If you are planning on arriving by airplane, you will most probably connect in Paris, London, Frankfurt, or Amsterdam and arrive at the “Entzheim” airport, which is the Strasbourg airport (15 minutes away from the city center by car).

If you arrive at the Entzheim airport, a train can take you into Strasbourg city center. It will take you to the train station.

Once you are at the Strasbourg train station, you can easily get to the city center:

You can take the tram directly there. Three lines run below the train station: line A, C and D.

You can take **Line A in the direction of Illkirch – Lixenbuhl** or **Line D in the direction of Aristide Briand** and stop at “**Homme de Fer**”. You will be at the crossroads of five tram lines.

b. By Train

You can come from Paris by high speed train that leaves from the Charles de Gaulle Airport (Roissy) and also stops at the “Gare de l’Est”. It will take you 2 hours 20 minutes to arrive in Strasbourg.

Once you are at the Strasbourg train station, you can easily get to the city center:

You can take the tram directly there. Two lines run below the train station: line A and D.

You can take **Line A in the direction of Illkirch – Lixenbuhl** or **Line D in the direction of Aristide Briand** and stop at “**Homme de Fer**”. You will be at the crossroads of five tram lines.

c. EM Strasbourg Business School Location

EM Strasbourg Business School is reachable by tram from the city center and the train station.

Tram C leaves from the train station and goes directly to the school. Our tram stop is “Observatoire” and you then need to walk 5 minutes.

Tram F also leaves for our school from the central tram stop “Homme de Fer”. You could also take tram E to go to “Observatoire”. Please look at the map in the annex.

You can also rent or buy a bike. The school is only a 15-minute bike ride from the city center.

The building where EM Strasbourg Business School is located is called PEGE (Pole Européen de Gestion et d'Economie). It is about five minutes away from the main university campus (walking distance).

3. Transportation in Strasbourg

a. Tram:

This is a very convenient and fairly fast way to get around Strasbourg.

Six lines cover Strasbourg:

- A** – From *Illkirch Graffenstaden (Suburb)* to *Strasbourg Hautepierre*
- B** – From *Lingolsheim (Suburb)* to *Hoenheim Gare (Suburb)*
- C** – From *Gare Centrale (Strasbourg)* to *Rodolphe Reuss (Strasbourg)*
- D** – From *Aristide Briand* to *Rotonde (Strasbourg)*
- E** – From *Baggersee* to *Robertsau Boecklin (Strasbourg)*
- F** – From *Elsau (Strasbourg)* to *Place d'Islande (Strasbourg)*

b. Bus:

There is a wide network of buses, but it is a bit more complicated and I can explain the different routes when you arrive.

PRICES:

One-way ticket: 1.4€

Roundtrip ticket: 2.6€

Monthly pass for students: 22€ (can be done once you have your student's card)

c. Bikes:

There are over 400kms of bicycle tracks in Strasbourg and its surroundings. Therefore, riding a bike is both a fast and a cheap means of transportation.

You can rent bikes for 10€ a month (student fare) or buy second-hand bikes for about 70€.

Rental Bike Agencies:

Velhop

Several agencies in the city: <http://www.velhop.strasbourg.eu/>

Second-hand bikes:

Le caveau du vélo
6 Rue de l'Aimant
(Petite France Area)

Tél.: 0613777840

Mail: lenot.alain@neuf.fr

Also check the ads at the university.

d. Walking

Walking in Strasbourg is a nice way to discover the city. It can also save time.

To give you an idea, it would take you about 30 minutes to walk from EM Strasbourg Business School to downtown Strasbourg. Once you are in the town center, walking is definitely the best way to get by.

4. Student associations

a. General information

EM Strasbourg Business School puts an emphasis on the students' campus life. The direction of our school believes that it is a first start in the art of running a company.

As a consequence, EM Strasbourg Business School has many associations. We highly recommend that you take part in them since it is a very good way to meet French students and integrate with them. They develop projects on a variety of subjects (International, humanitarian issues, arts, sports, sustainable development etc).

b. BDI (International students association)

The International Students Association is called the BDI "Bureau de l'International". They are usually the ones who come and pick up arriving students from the airport or the train station.

They organize a buddy system which pairs international students with French "buddies".

They can also help you find information on how to set up your bank account, where to find a cell phone, etc.

Please feel free to contact them before or upon your arrival if you want to be involved in their activities, or if you are interested in sharing an apartment with other students (French or International).

bdi@em-strasbourg.eu

If this address doesn't work, please contact Elodie Thevenet (elodie.thevenet@em-strasbourg.eu), who will be your coordinator at the school's International Office. She will put you in contact with the students directly through their personal EM Strasbourg Business School address.

Also, please feel free to visit the website of all the associations:

<http://www.em-strasbourg.eu/campus/associations-1.html> (French)

http://www.em-strasbourg.com/i_em.eu/campus/students-organizations-1.html (English)

and the Facebook group of the BDI: BDI EM Strasbourg 2011/2012 (will be created in June)

5. AGORA



AGORA is a university service for all students, foreign students in particular.

It is based on the main campus of the University of Strasbourg, 5 to 10 minutes away from EM Strasbourg Business School by foot.

At Agora, you will be able to:

- Apply for your “CTS” pass.
- Buy train tickets with the SNCF who will have a desk there

AGORA is usually open from 9:30 am to 12:30 pm and from 1:30 pm to 5:30 pm.

6. Work Opportunities

You can register on the CROUS website if you are interested in working part-time during your stay in Strasbourg. Register online before your arrival and upon your arrival make an appointment with them. Make sure to bring your student card and passport with either your visa or your ‘carte de séjour’.

CROUS: 1 quai de Maire Dietrich – BP 50168
67004 Strasbourg cedex
03 88 21 28 00

Opening hours: Monday to Friday 9:00am – 12:00pm and 1:30pm – 4:00pm

Website: www.crous-strasbourg.fr

You can also contact “Job service” at EM Strasbourg Business School. This is a student’s association that collects ads for students’ jobs.

7. Opening Hours in France

In France, public services and administration offices are usually open without interruption from 8:00 am to 4:00 pm.

Shops and other services usually open between 9:00 and 10:00 am and close around 7:00pm. Most shops and banks will close for one or two hours at lunchtime (between 12:00pm and 2:00pm)

Supermarkets and shops in the mall (Les Halles) or downtown will remain open during lunchtime. Big supermarkets like “Auchan” or “Monoprix” will be open until 8 or 8:30 pm.

You should expect to find most banks closed on Mondays (traditional closing day for banks in France). Everything, except some bars and restaurants, will be closed on Sundays.

Please also note the public holidays when everything will be closed:

January 1st
Good Friday (before Easter) and Easter Monday (Generally in April)
Assumption Thursday (Generally in April)
May 1st
May 8th
Pentecost Monday (April or May)
July 14th
August 15th
November 1st
December 25th and 26th

8. Practical Information

The examples given are generally located near to the school. There are many more examples in each category to be found around Strasbourg.

a. Doctors

- Close to EM Strasbourg Business School

General practitioners:

- **Jacques Girardin**
6 bd Marne 67000 STRASBOURG
03 88 60 03 15
- **Charles Lousqui**
9 bd Marne 67000 STRASBOURG
03 88 60 75 00
- **Vincent Mosser**
14 av Forêt Noire 67000 STRASBOURG
03 88 61 36 19
- **Gilbert Andlauer**
32 av Forêt Noire 67000 STRASBOURG
03 88 60 25 19
- **Boris Heid**
36 av Forêt Noire 67000 STRASBOURG
03 88 61 19 67
fax: **03 88 61 53 95**

- **Grazia Menegazzi**
77 av Forêt Noire 67000 STRASBOURG
03 88 60 13 47

- **Vincent Mosser**
14 av Forêt Noire 67000 STRASBOURG
03 88 61 36 19

Ophthalmologists:

- **Marie-Noëlle Charton**
25 av Forêt Noire 67000 STRASBOURG
03 88 61 97 77
fax : **03 88 61 86 26**

- **Simone Mamann**
24 bd Anvers 67000 STRASBOURG
03 88 61 69 00
fax : **03 88 60 15 09**

Dentists:

- **Catherine Kempf-Rothley**
46 av Forêt Noire 67000 STRASBOURG
03 88 61 85 50

- **Jean Pagliano**
36 av Forêt Noire 67000 STRASBOURG
03 88 61 90 03

- **Etienne Waltmann**
3 av Forêt Noire 67000 STRASBOURG
03 88 61 98 98
fax : **03 88 61 98 91**

- **Centre Dentaire MGEN**
30 rue de la Krutenau
03 88 15 44 88

Dermatologists:

- **Christophe Le Coz**
19 r Observatoire 67000 STRASBOURG
03 88 60 13 12
fax : **03 88 60 82 99**

- **Bernard Pfister**

11 pl Halles 67000 STRASBOURG
03 88 32 10 45

Gynecologists:

- **René-Valentin Voltzenlogel**

6 bd Marne 67000 STRASBOURG
03 88 61 71 25
fax : **03 88 41 11 67**

- **Ilana Perez Spingarn**

6 av Gén de Gaulle 67000 STRASBOURG
03 88 45 00 00

Sports Doctors:

- **François Pietra**

6 bd Marne 67000 STRASBOURG
03 88 61 51 70

- **Jacques Girardin**

6 bd Marne 67000 Strasbourg
03 88 60 03 15

- English Speaking (an attachment will complete this part)

b. Supermarkets

- **AUCHAN**

Large supermarket and shopping center where everything can be found.
Tram Stop “Baggersee” (Tram A and E)

- **Simply Market**

Supermarket (food and basic products)
Boulevard d’Anvers
Right behind EM Strasbourg Business School

- **Simply Market and Simply Store**

Supermarket
Rond point de l’Esplanade
Tram Stop “Esplanade” (Line C and E)
Many foreign products can be found, but be aware that they could be expensive.

- **MONOPRIX**

Supermarket
Place Kleber
Tram stop “Homme de Fer” (Line A, B, C, D)

c. Open Markets

- Boulevard de La Marne
Tram Stop Observatoire (next to EM STRASBOURG BUSINESS SCHOOL)
Tuesdays and Saturdays until noon
Fresh food and all kinds of goods

- Place du Marché (Neudorf)
Tram station Etoile Polygone (Line D and E)
Tuesdays and Saturdays
Fresh food and all kinds of goods

- Place Broglie
Tram station Broglie (Line B and C)
Wednesdays and Fridays
Fresh food and all kinds of goods

To see others throughout town, please check this webpage:
<http://www.strasbourg.fr/pratique/marches>

d. Banks

It is necessary to open a bank account if you intend to apply for the housing subsidy from the CAF, if you intend to buy a mobile phone with a monthly payment, or if you need to purchase contents insurance for your apartment.

The students' association has a partnership with a bank, but you can go to any bank you want.

- Société Générale
Partnership with students association
No money is needed to open bank account and 50€ are given to open a bank account.
34 Boulevard d'Anvers
67000 STRASBOURG
03 90 41 04 30

- Crédit Mutuel
2 Avenue du Général de Gaulle
67000 STRASBOURG
(Close to school but they have other branches throughout Strasbourg)
0 820 03 05 03

- Crédit Agricole
36 av Forêt Noire
67000 STRASBOURG
03 88 61 34 92

- Caisse d'Épargne
27 bd Anvers
67000 STRASBOURG 0 820 320 061

e. Telephones

- Home phones and Internet providers :

- Free

<http://www.free.fr/>

(TV, Internet and telephone provider)

Their website is only in French

To have access to it, you must know whether the person before you had a phone, and, if he/she did, you must know the number.

This doesn't work for people staying in a university dorm.

- France telecom – Wanadoo

28 Place Kléber

67000 Strasbourg

(Tram Stop Homme de fer, Line A, B, C, D)

- Mobile phones

There are three main providers in France:

- Bouygues Telecom

28 Place Kleber

67000 Strasbourg

(Tram Stop Homme de fer, Line A, B, C, D)

This provider has created a new plan that can be quite interesting for those of you staying for a full year (neo).

Calls to Europe and the USA between 8:00pm and midnight are included in your monthly program. It costs 47.9€ and you can have unlimited calls in France and maybe abroad after 8:00 pm.

- Orange

28 Place Kleber

67000 Strasbourg

(Tram Stop Homme de fer, Line A, B, C, D)

- SFR

4 Rue des Francs Bourgeois

or

49 rue du 22 Novembre

67000 Strasbourg

(Tram Stop Homme de fer, Line A, B, C, D)

f. Counseling

If you need counseling, the “CROUS” offers social services for students and is available by appointment to discuss personal matters as well as practical issues such as housing, part-time employment, etc.

You can reach them in the following ways:

CROUS –Social Service

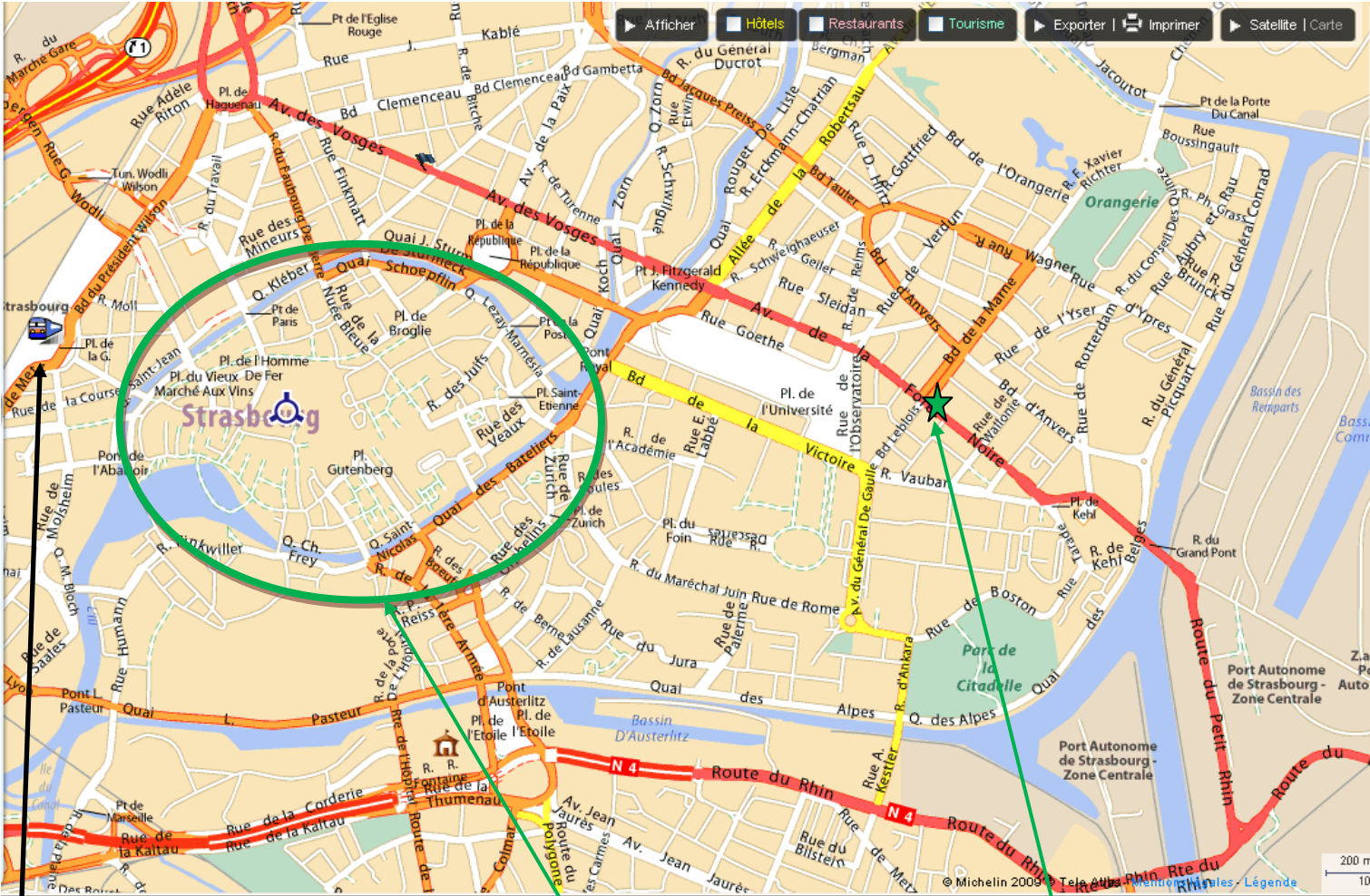
1, quai du Maire Dietrich
Bureau des boursiers du Gouvernement Français
BP 50168
67004 Strasbourg Cedex
03 88 21 28 48
9h00-12h00 ; 2h00- 4h00

CROUS – International Relations

1 Boulevard de la Victoire
67004 Strasbourg Cedex
relations.internationales@crous.u-strasbg.fr

ANNEX

1. Map of Strasbourg



Train
station

City centre

EM Strasbourg
Business School

1. Tram map



Le réseau Tram fonctionne tous les jours dès 4h30 et jusqu'à 0h30 (Homme de Fer).



In France, it's easy to get treatment !

I - The French system of Social security : Presentation

■ What is the French Social Security ?

The French Social Security is the national French system of social security cover. Employees and students pay a contribution to be able to have the benefit of access to health care, with the reimbursement of health care expenses that they may have incurred. In order to live in France and to obtain a residence permit, all foreign nationals must have a social security cover that enables them to have a total or partial reimbursement of charges that may be incurred, in the event of a problem entailing health care expenses.

1st part : Social security for students = Your registration is compulsory

Social Security for students is part of the French social system that makes it possible for you to be reimbursed in whole or in part for your health care charges, including doctors' fees, treatment, hospitalisation and drugs, during your stay. Social Security cover for students is compulsory in France, with a fixed annual subscription of €186* (free if you have a grant or scholarship through the French Government or a foreign government). *2005/2006 rates

2nd part : Complementary health care : The complementary health care system

The majority of French people also subscribe to a complementary health care system as well as the Social Security. This allows anyone who has subscribed to be reimbursed for the whole of the charges incurred, where the Social Security only reimburses part of these.

For example : Consultation with a doctor costs you €20, and of this €20 the Social Security only reimburses you €13 - the complementary health insurance reimburses the rest. (Except for €1 which remains at your charge and is not reimbursed by either the social security or the mutuelles.)

Complementary health care cover is not compulsory but it enables you to avoid having to be responsible for expensive health care charges. It is highly recommended that you subscribe to a personal complementary health care cover **MGEL** that is properly adapted to student needs.

II- How it works: affiliation, reimbursement...

■ Which treatments are reimbursable ?

- Doctors : In France you may choose your doctor. In the case of doctors who are part of the national health care system and who have signed an agreement with the Social Security, consultation rates are fixed according to a reimbursement scale. The cost of such a consultation in France is €20 for a general practitioner and €25 to €48 for a specialist such as a dermatologist, gynaecologist, or ophthalmologist. House calls carry an extra charge.
- Emergency services and hospitals : In the event of an emergency you can telephone the ambulance service (SAMU) by dialing 15, and be driven to a hospital. Hospital charges vary according to the treatment. The rates are in accordance with, and reimbursed by, the Social Security.
- Drugs : Drugs must be prescribed by your doctor. In order to be reimbursed, you must send in your claim form given to you by the pharmacist. Caution : certain drugs, sometimes called comfort drugs, are not reimbursable.

Example : I twisted my ankle... Treatment could have been expensive !

Treatment	Expenses	Soc.Sec.rate	Soc.Sec.Reimbursement
Consultation with specialist	25 €	70%	16,50 €*
Xray	61 €	70%	42,70 €
Chemist	40 €	65%	26,00 €
Physio.	133 €	60%	79,80 €
Total	259 €		165,00 €

Without the **MGEL** complementary health insurance, I would have to pay €93 out of my own pocket.

*deduction of €1.



■ Social Security for students, who is it for ?

- If, You are under 28 years old (unless "maintien de droit" - retention of right)
 You are registered in a higher education establishment approved by the Social Security
 You have come to France for studies or a university course lasting more than 3 months

You must subscribe to the Social Security health care insurance :



Individual cases are looked into by the CROUS.

	BGF French government grants	BGE Foreign government grants CMU	CMU Universal Mutuelle cover
Students under 28 years old	Social Security MGEL FREE + SEM Mutuelle FREE	Social Security contribution MGEL reimbursed by the student welfare office, "CROUS" + SEM Mutuelle FREE	
Students over 28 years old	SEM Mutuelle FREE after the 1st €* (Social Security + mutuelle)	SEM Mutuelle FREE after the 1st €* (Social Security + mutuelle)	POSSIBLE Particularly if partner or child
Students between 28 and 30 years old Thesis, with retention of right	Social Security MGEL FREE and SEM Mutuelle FREE	Social Security contribution MGEL reimbursed by the student welfare office, "CROUS" + SEM Mutuelle FREE	

*The SEM is both the private Social Security and the complementary health care insurance: it reimburses the scholarship student for all but one euro.

- For SEM Mutuelles for grant holders, register directly with the CROUS.
- To register partners and children, contact the SEM or the MGEL.

■ How to register ?

Registration is carried out at the same time as the registration for the superior teaching establishment where you will be studying. When you register you are asked to specify your "centre payeur de Sécurité Sociale", your social security payment centre, and it is here that you must note the following : **MGEL centre 617**.

The type of registration varies with the type of establishment that has been selected.

• University :

On your registration form tick **MGEL centre 617** under the heading of Student Social Security.

• For a non-computerised establishment :

On the Cerfa 1205 form, write **MGEL centre 617** in the section headed "local university section selected" (Give all 3 copies of the Cerfa 1205 form to the registrar's office for registration of your affiliation. This office will then give you a copy to keep as proof of your affiliation).

You will receive a Social Security number that you must keep very carefully since you will need this number for all your applications. Your Social Security centre will provide you with a card (la Carte Vitale). This is an electronic card that you must have with you for any consultation or treatment and is to be shown to the doctor or pharmacist (or other person involved in your treatment). In order to have this card, you must provide the **MGEL** processing centre with proof of your affiliation.

This card is not a payment card. It allows your **MGEL** Social Security centre to process your health care expenses statements more efficiently and to reimburse you within 48 hours. If your permanent Social Community number is not yet available, you will be given an affiliation certificate that proves that you are covered.

■ Special situations :

Students from European Union countries on an exchange with a French establishment are exempt from these Social Security requirements and must make sure that they have on them the European Health Insurance card, that will be made available to them from the Social Security Centre in their country of origin.

Students from Quebec are exempt from the Social Security rights if they have a SE401Q102 BIS form. If they are participating in a university exchange they must have a SE401Q106 form.

■ How to contact us :

MGEL website address : www.mgel.fr



En France, se soigner c'est facile !

I - Le système français de Sécurité sociale : Présentation

■ Qu'est-ce que la Sécurité sociale française ?

La Sécurité sociale est le système national français de couverture sociale. Les salariés et les étudiants paient une cotisation pour bénéficier d'un accès aux soins et aux remboursements des frais de santé qu'ils ont engagés.

Pour séjourner en France et obtenir une carte de séjour, tout ressortissant étranger doit justifier d'une couverture sociale qui, en cas de problème et de dépenses de santé permet d'avoir un remboursement total ou partiel de ces frais.

1ère partie : La Sécurité sociale étudiante = Votre inscription est obligatoire

La Sécurité sociale étudiante fait partie du système social français qui vous permet d'être remboursé (en tout ou partie) de vos frais de santé (médecins, soins, hospitalisation, médicaments) pendant votre séjour. La couverture sociale étudiante est obligatoire en France. C'est une cotisation annuelle forfaitaire de 186 €* (gratuit si vous êtes Boursier du Gouvernement Français ou Boursier d'un Gouvernement étranger). *tarifs 2005/2006

2ème partie : La complémentaire santé : Le régime complémentaire

Les français souscrivent en plus de la Sécurité sociale, une complémentaire santé : c'est le régime complémentaire. Elle permet à celui qui en bénéficie d'être remboursé de la totalité des frais engagés lors des soins alors que la Sécurité sociale ne rembourse que partiellement.

Exemple : La consultation chez un médecin vous coûte 20 €, sur ces 20 € la Sécurité sociale vous rembourse que 13 €, c'est la complémentaire santé qui complète ce remboursement. (Sauf 1 € qui n'est jamais remboursé par la Sécurité sociale ni par les mutuelles).

La complémentaire santé n'est pas obligatoire mais pour vous éviter de supporter des dépenses de santé importantes, il est vivement recommandé d'adhérer à une mutuelle **MGEL** bien adaptée aux besoins des étudiants.

II- Mode d'emploi : affiliation, remboursement...

■ Quels soins vous sont remboursés ?

- Médecins : En France, vous pouvez choisir votre médecin. Le tarif des consultations des médecins conventionnés (c'est-à-dire ayant passé un accord avec la Sécurité sociale) est fixé selon un barème de remboursement. Montant des consultations en France : 20 € chez un généraliste (médecin), 25 à 48 € chez un spécialiste (dermatologue, gynécologue, ophtalmologue...), les visites à domicile sont majorées.
- Urgences et hôpitaux : En cas d'urgence, vous pouvez être transporté vers un centre hospitalier, après avoir appelé par téléphone le SAMU en composant le 15 (service ambulancier d'aide médicale d'urgence). Les frais hospitaliers varient selon la nature des soins ; leurs tarifs sont conventionnés et remboursés par la Sécurité sociale.
- Médicaments : Les médicaments doivent être prescrits par votre médecin; pour être remboursé vous devez présenter l'ordonnance établie par votre médecin au pharmacien. Attention : Certains médicaments, dits de confort, ne sont pas remboursés.

Exemple : je me suis foulée la cheville...
Les soins auraient pu me coûter cher !

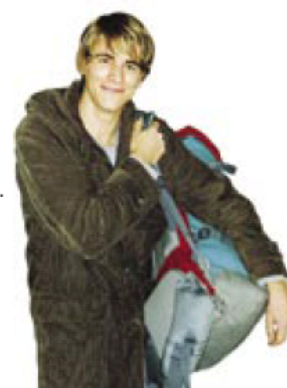
Soins	Dépenses	Taux Sécu	Remboursement Sécu
Consultation de spécialiste	25 €	70%	16,50 €*
Radio	61 €	70%	42,70 €
Pharmacie	40 €	65%	26,00 €
Kiné	133 €	60%	79,80 €
Total	259 €		165,00 €

Sans la mutuelle **MGEL**, il serait resté à ma charge 93 €.
*retenue de 1 €.



■ La Sécurité sociale étudiante, pour qui ?

- Si, Vous avez moins de 28 ans.
 Vous êtes inscrit dans un établissement d'enseignement supérieur, agréé par la Sécurité sociale.
 Vous venez en France pour des études ou un stage universitaire de plus de 3 mois.



Vous devez souscrire à la Sécurité sociale  .

Cas particuliers gérés par les CROUS.

	BGF - Boursiers du gouvernement français	BGE - Boursiers du gouvernement étrangers	CMU DE BASE Couverture maladie universelle
Etudiants - 28 ans	Sécurité sociale MGEL GRATUITE + mutuelle SEM GRATUITE	Cotisation Sécurité sociale MGEL remboursée par le CROUS + Mutuelle SEM GRATUITE	
Etudiants + 28 ans	Mutuelle SEM au 1er € GRATUITE (Sécurité sociale + mutuelle)	Mutuelle SEM au 1er € GRATUITE (Sécurité sociale + mutuelle)	POSSIBLE notamment si conjoint ou enfant
Etudiants de 28 à 30 ans Thèse et maintien de droit	Sécurité sociale MGEL GRATUITE et mutuelle SEM GRATUITE	Cotisation Sécurité sociale MGEL remboursée par le CROUS + mutuelle SEM GRATUITE	

- Pour les mutuelles SEM Boursier, adhérer directement auprès du CROUS.
- Pour faire adhérer conjoints ou enfants, s'adresser à la SEM ou à la MGEL.

■ Comment s'inscrire ?

L'inscription se fait en même temps que l'inscription dans l'établissement d'enseignement supérieur où vous allez étudier.

Lors de votre inscription, vous devez préciser votre «centre payeur de Sécurité Sociale», c'est là qu'il faut indiquer **MGEL centre 617**.

Le type d'inscription varie en fonction du type d'établissement choisi.

• A l'université :

Sur votre dossier d'inscription cochez **MGEL centre 617** à la rubrique Sécurité sociale étudiante.

• Etablissement non informatisé :

Sur le formulaire Cerfa 1205, inscrivez **MGEL centre 617** à la rubrique «section locale universitaire choisie» (Conserver le 3ème volet de ce document comme preuve de votre affiliation).

Vous recevrez un numéro de Sécurité sociale, qui sera à conserver précieusement car il sera nécessaire dans vos démarches. Votre centre de Sécurité sociale vous fournira ensuite une carte Vitale (carte à puce à toujours conserver sur soi à présenter au médecin, au pharmacien...) que vous devrez avoir sur vous pour tous vos soins. Pour avoir cette carte il faudra fournir au centre de traitement **MGEL** un justificatif de votre affiliation.

Cette carte n'est pas une carte de paiement. Elle permet à votre centre de Sécurité sociale **MGEL** de traiter vos feuilles de soins (relevé de dépenses) plus rapidement et de vous rembourser dans les 48h. Si votre numéro de Sécurité Sociale définitif ne peut pas vous être attribué tout de suite, on vous remet une attestation d'affiliation qui prouve que vous êtes couvert.

■ Cas particuliers :

Les étudiants ressortissants de l'Union Européenne en échange avec un établissement français sont dispensés des droits de Sécurité sociale et doivent se munir de la carte Européenne d'Assurance Maladie qu'ils se procureront auprès du centre de Sécurité sociale de leur pays d'origine.

Les étudiants québécois sont dispensés des droits de Sécurité sociale s'ils possèdent un formulaire SE401Q102 BIS. S'ils participent à un échange universitaire, ils doivent être en possession du formulaire SE401Q106.

■ Vous pouvez nous joindre :

Adresse Internet MGEL : www.mgel.fr

FOREIGN STUDENTS IN HIGHER EDUCATION

DOCUMENT PREPARED BY LMDE - LA MUTUELLE DES ÉTUDIANTS 2007 / 2008



I HAVE CHOSEN TO STUDY IN FRANCE...

1 The French Healthcare System...

If you do not hold a EHIC - European Health Insurance Card (CEAM in French) or the form required by a reciprocal agreement between your country of origin and France, and in order to obtain medical care and adequate reimbursement, you must comply with the medical consultation procedure implemented in France since January 1st 2006.

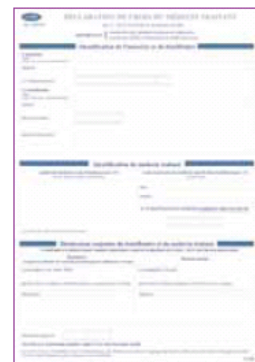
- **You must nominate your attending General Practitioner**

Your local Sécurité Sociale (French National Health Insurance) office can provide you with the necessary form to be filled in by the doctor you have selected. Once this form is completed and signed by your attending GP, you must send it back to your Sécurité Sociale office. This GP will provide you with routine medical treatment and refer you to a specialist when necessary.

By respecting this consultation procedure, you will obtain reimbursement and incur no financial penalties. However, since January 1st 2005, a €1 fixed patient's contribution is automatically deducted from reimbursements for consultations or medical treatment provided by a doctor and for diagnostic tests. This contribution is refunded neither by your local Sécurité Sociale office nor by your private health insurance (mutuelle) - unless you are eligible for the supplementary French state health coverage (CMU complémentaire).

- **If you do not nominate an attending GP**

In the case of non-compliance with this consultation procedure, you may consult any doctor of your choice but will be reimbursed to a lesser extent by your local Sécurité Sociale office. Moreover, the specialists you consult can apply higher fees and you will have to pay this "extra charge" entirely.



WHAT HAPPENS IF I REQUIRE HOSPITALIZATION?

If your condition requires hospitalization, you can contact any state-run or private hospital you choose. However, reimbursement by the French National Health Insurance will be reduced if the private hospital's fees are not government-regulated. In the case of hospitalization, 80 to 100% of the rates fixed by the French Sécurité Sociale will be covered. As a general rule, you will have to pay the set patient's contribution (ticket modérateur), a set per diem hospital fee, the insured patient's co-payment of €18, as well as costs entailed by personal comfort services (a private room, for example).

HOW DO I OBTAIN MEDICINE?

Drugs are dispensed on prescription from your practitioner and with your Carte Vitale (French National Health Insurance card). You have to settle medicine in advance and will receive 15 %, 35 %, 65 % or 100% reimbursement depending on the category of drugs. However some medicines are not reimbursed. In conclusion, you will always have to make a financial contribution for each item of medicine.

2 What steps do I have to take?

- **If you are on a European student exchange programme**

Most formalities will have been completed when you enrolled in higher education in your country of origin. If this is the case, you became affiliated to the National Health Insurance system in your country. With your European Health Insurance Card (EHIC), you can benefit from medical care in France if and when necessary.

- **If you are not on a European student exchange programme and if you do not hold an EHIC to cover the year's course**

It is compulsory to register with a French student health insurance if you are under 28 years of age. This choice is made when you enroll on the course you have selected. You just have to designate **LMDE-Centre 601** as your student health insurance body.

You will find all details on how to apply for this health insurance scheme on www.lmde.com or at one of our outlets (listed on www.lmde.com).

WARNING! FRENCH SECURITE SOCIALE DOES NOT REIMBURSE 100% OF ALL HEALTHCARE. FOR OPTIMAL REIMBURSEMENT, YOU WILL NEED AN ADDITIONAL LMDE HEALTH INSURANCE POLICY (SEE THE BACK OF THIS DOCUMENT FOR DETAILS)

3 For better reimbursement

- You have chosen to study in France.

If you are affiliated to the French Sécurité Sociale (state or student insurance), health costs due to illness will be refunded by this coverage. But remember, the Sécurité Sociale does not reimburse 100% of everything!

To avoid having to pay a large outstanding amount for treatment, it is preferable to take out an additional health insurance policy, which, once your subscription fee is paid, will guarantee additional reimbursement for health costs over and above that received from your Sécurité Sociale office.

LMDE offers three additional health insurance policies designed by students and for students and corresponding to three different levels of coverage. You can select the level best adapted to your needs (consultation of specialists, eyeglasses, dental care...).

- For example, if you consult a doctor who prescribes medicine with a blue sticker (vignette) and costing €50, the Sécurité Sociale will reimburse 35 % of the cost, that is to say €17.50. If you take out an additional health insurance policy, the full €50 will be reimbursed.

You want reimbursement for consultations and diagnostic tests prescribed by your attending GP and corresponding practitioners. You want 100%* coverage for medicine purchased in pharmacies (blue and white stickers) and for hospitalization costs. You may want to cover an eventual accident. Finally, you wish to benefit from the community services available...

Select the additional insurance policy called
SOINS COURANTS!
€7 per month⁽¹⁾

In addition to "Soins Courants" services, you also want 100%* coverage for ophthalmologic, gynaecological and psychiatric consultations, as well as for costs incurred by dental care, diagnostic tests and X-rays. You want your private health insurance to cover your specific needs by offering services adapted to your student life, notably an all-inclusive rate for optical charges...

Select the additional insurance policy called
TOUS SOINS!
€16,34 per month⁽¹⁾

Over and above the comprehensive services included in the "Tous soins" insurance policy, you also want additional health insurance policy to cover expensive healthcare and treatment that is not or poorly reimbursed by the Sécurité Sociale : a package for prosthodontics, a package for eyeglasses / contact lenses, a package for hearing aids, a package for osteopathic therapies, a package for psychological treatment and a package for follow-up by a nutritionist...

Select the additional insurance policy called
FORFAITS!
€25,67 per month⁽¹⁾

*Of the French Sécurité Sociale's responsibility limit within the coordinated consultation procedure.

(1) Cost per month for a 12-month guarantee. Annual subscription fee: "Soins courants" (Routine healthcare): €84 /annum - "Tous Soins" (All-inclusive healthcare): €196 /annum - "Forfaits" (Package): €308 /annum

4 Quality service throughout France



www.lmde.com

You can find all necessary information about French national and private health insurance on our web site:

- addresses of LMDE agencies,
- LMDE private insurance company articles of association and regulations,
- free on-line estimates and application,
- health information,
- accommodation,
- student life (culture, educational courses, jobs, community services...),
- updated news on your private insurance provider.

You can log into your **PERSONAL SPACE** provided for by La Mutuelle des Étudiants' web site: in this protected space you may consult details of your profile (what you are entitled to, your contracts and personal information), view your reimbursements, register a new address...



To know all about the French health system, request your free guide entitled "Welcoming foreign students to France" available in all LMDE agencies.

All over France, all year long, LMDE stands by you.

- With **153 agencies** scattered all over the country, you will always find an LMDE advisor to help and guide you near to where you are studying.
- By dialing **3260** and clearly saying "LMDE" (€0,15/min VAT inclu.), you are in direct contact with our nationwide helpline network (Monday to Friday from 9 a.m. to 6 p.m.).

SPÉCIAL INSCRIPTIONS DANS L'ENSEIGNEMENT SUPÉRIEUR

UN GUIDE RÉALISÉ PAR LA MUTUELLE DES ÉTUDIANTS - LMDE



VOTRE INSCRIPTION SÉCU EN 4 ETAPES

1 Je découvre...

Remboursements Sécurité sociale : comment ça marche ?

Lorsque vous engagez des frais de santé, la Sécurité sociale ne vous en rembourse qu'une partie. Le reste est à votre charge ou peut être remboursé par votre complémentaire santé.

La Sécurité sociale étudiante est-elle obligatoire ?

Oui, sauf cas particuliers. En devenant étudiant(e), vous devez vous affilier à la Sécurité sociale étudiante et renouveler votre choix tous les ans. Pour vérifier votre situation, consultez le tableau ci-dessous.

2 Je vérifie ma situation...

En fonction de votre âge et du pays dont vous êtes ressortissant, vous pouvez être dispensé d'affiliation à la Sécurité sociale étudiante. Vous devez dans ce cas vous adresser directement à la Caisse Primaire d'Assurance Maladie la plus proche de votre domicile.

VOUS AVEZ MOINS DE 28 ANS AU 30/09/2006

R ressortissant d'un pays de l'UE/EEE et de la Suisse et présentant l'un des documents ⁽¹⁾ :

- carte européenne d'Assurance Maladie (CEAM) ou son certificat provisoire de remplacement
- attestation d'assurance privée ne stipulant aucune restriction tarifaire.

Dispense de l'affiliation à la Sécurité sociale étudiante.

R ressortissant d'un État tiers (hors UE/EEE) venant d'un pays de l'UE/EEE autre que le Danemark, la Norvège, l'Islande, le Liechtenstein et la Suisse et présentant ⁽¹⁾ :

- carte européenne d'Assurance Maladie (CEAM) ou son certificat provisoire de remplacement
- attestation d'assurance privée ne stipulant aucune restriction tarifaire.

Dispense de l'affiliation à la Sécurité sociale étudiante.

R ressortissant Québécois (protocole Franco/Québécois) et représentant l'un des formulaires : SE 401 Q 102, SE 401 Q 104, SE 401 Q 106

Dispense de l'affiliation à la Sécurité sociale étudiante.

Dans tous les autres cas.

Affiliation obligatoire à la Sécurité sociale étudiante lors de l'inscription dans l'enseignement supérieur. Comme pour les étudiants français, la Sécurité sociale étudiante garantit notamment la prise en charge des frais médicaux (entre 15 % et 70 % du tarif de responsabilité de la Sécurité sociale).

VOUS AVEZ PLUS DE 28 ANS AU 30/09/2006

Quel que soit le pays d'origine.

Ne peut s'affilier au régime étudiant de Sécurité sociale. S'adresser à la caisse primaire d'assurance maladie du lieu de résidence pour s'affilier à la CMU base sous réserve de remplir certaines conditions : régularité et stabilité de séjour (pour les étudiants en doctorat, se renseigner auprès d'un conseiller LMDE).

Si votre situation ne figure pas dans ce tableau, vous pouvez aussi consulter le WWW.LMDE.COM, ou appelez le 3260 DITES " LMDE " (0,15 € ttc/mn), un conseiller LMDE pourra répondre à toutes vos questions sur la Sécurité sociale étudiante.

CAS PARTICULIERS DE DISPENSE D'AFFILIATION AU RÉGIME ÉTUDIANT :

- les ressortissants andorrans ayant moins de 26 ans qui présentent un formulaire SE 130-04 ⁽¹⁾
- les étudiants monégasques qui présentent une prise en charge délivrée par un régime d'assurance maladie/maternité monégasque ⁽¹⁾

⁽¹⁾ Les droits aux prestations mentionnés sur les attestations doivent couvrir l'année universitaire concernée.

ÉTATS MEMBRES DE L'ESPACE ÉCONOMIQUE EUROPÉEN (E.E.E) : Allemagne, Autriche, Belgique, Chypre, Danemark, Espagne (Péninsule ibérique, Îles Baléares et Canaries), France (Métropole + DOM : Guadeloupe, Martinique, Guyane Française, La Réunion), Finlande, Grèce, Hongrie, Irlande, Islande, Italie, Lettonie, Liechtenstein, Lituanie, Luxembourg, Malte, Norvège, Pays-Bas, Pologne, Portugal (y compris les Archipels des Açores et de Madère), République Tchèque, Royaume-Uni (Angleterre, Écosse, Pays de Galle, Irlande du Nord et Gibraltar), Slovaquie, Slovénie, Suède.

3 Je choisis...

LA LMDE EST CHARGÉE, PAR DÉLÉGATION DE SERVICE PUBLIC, DE GÉRER LE RÉGIME ÉTUDIANT DE SÉCURITÉ SOCIALE DANS LES ACADÉMIES DE FRANCE MÉTROPOLITAINE ET D'OUTRE-MER.

LMDE : le seul centre national de Sécurité sociale étudiante :

Avec 153 ACCUEILS partout en France, vous trouverez toujours la LMDE près de votre lieu d'études. Plus de 770 000 ÉTUDIANTS font confiance à la LMDE pour leur Sécurité sociale. Votre CARTE VITALE LMDE est valable partout en France, même si vous changez de lieu d'études.

N'avance pas d'argent pour vos frais de santé !

Dans de nombreux hôpitaux, centres de soins et dans la plupart des pharmacies, vous pourrez ne pas avancer la part Sécurité sociale de vos dépenses de santé. **C'EST LA LMDE QUI RÉGLERA DIRECTEMENT CES FRAIS À VOTRE PLACE.** Pour cela, il vous suffira de présenter votre carte Vitale aux professionnels de santé.

TIERS
PAYANT
SECU

Des remboursements efficaces et rapides

Si vous restez couvert(e) par la mutuelle de vos parents, la LMDE a mis en place des accords techniques qui permettent l'envoi automatique du décompte Sécurité sociale à de nombreuses mutuelles, parmi lesquelles vous trouverez sûrement celle de vos parents : CNG/MG, GROUPE CAP MUTUELLE, IMADIES, JUST'ENSEMBLE, MG, MGPAT, MNH, MNT, MSRA, MUTUELLE ARC EN CIEL, MUTUELLE ATLANTIQUE, MUTUELLE DE LA DRÔME, MUTUELLE DE L'AIN, MUTUELLE DE L'ANJOU, MUTUELLE DE L'EST, MUTUELLE DU SOLEIL, MUTUELLES SANTÉ VIE, MYRIADE, OCIAINE, PAVILLON DE LA MUTUALITÉ, PÉRIGORD MUTUALITÉ, PRÉVANOR, PRÉVÉA, PRÉVIADÉ MUTOUEST, RELEYA, SPHÉRIA, TOURAINE MUTUALISTE, UNIO...

Avec 12 centres chargés de gérer vos demandes, la LMDE est à même de vous garantir **UN REMBOURSEMENT TRÈS RAPIDE.** Il suffit d'envoyer votre demande de remboursement à l'adresse correspondant à l'académie dans laquelle vous étudiez.

Sur www.lmde.com, vous pouvez **CONSULTER À TOUT MOMENT VOS REMBOURSEMENTS.**

La LMDE est membre de la Mutualité Française.



La FNMF regroupe PLUS DE 38 MILLIONS D'ADHÉRENTS. La plupart des grandes mutuelles nationales et régionales **VOUS RECOMMANDENT LA LMDE-CENTRE 601** de Sécurité sociale étudiante :



4 Je m'inscris à la Sécurité sociale étudiante...

Dans votre dossier d'inscription, cochez LMDE-Centre 601 !

Pour choisir la LMDE comme centre de Sécurité sociale étudiante, dans le dossier d'inscription fourni par votre établissement d'enseignement supérieur, **IL VOUS SUFFIT DE COCHER OU D'INSCRIRE "LMDE - CENTRE 601"** à la rubrique "centre payeur de Sécurité sociale étudiante". Sur Internet ou minitel, vous procédez de la même façon. Dans tous les cas, n'oubliez pas de reporter votre numéro de Sécurité sociale.

Centre payeur

Choisissez un centre de Sécurité sociale

LMDE

Dans votre formulaire d'inscription, inscrivez LMDE-Centre 601 !

Votre établissement d'enseignement supérieur utilise le formulaire intitulé "Déclaration en vue de l'immatriculation d'un étudiant" (voir fac-similé ci-contre). Pour choisir la LMDE comme centre de Sécurité sociale étudiante, il vous suffit d'inscrire "LMDE - CENTRE 601" dans la zone prévue à cet effet.

LMDE - CENTRE 601

Partout en France, tout au long de l'année, la LMDE est à vos côtés.

- Avec 153 accueils répartis sur tout le territoire, vous trouverez toujours des conseillers LMDE pour vous aider et vous guider à proximité de votre lieu d'études.
- En composant le 3260 et en prononçant distinctement "LMDE" (0,15 € TTC/mn), vous êtes directement mis en relation avec notre réseau national de télé-conseillers (du lundi au vendredi de 9 heures à 18 heures).
- Sur notre site internet www.lmde.com, retrouvez toutes les informations Sécurité sociale et mutuelle dont vous avez besoin (adresses des accueils LMDE, statuts et règlement mutualiste LMDE, devis gratuit et adhésion en ligne, informations santé, vie étudiante...).

4. Information to register for courses

To register for courses please follow these steps:

- **Please go to one of the following computer labs :**
 - **Room 18,19,24,25,
117
212,223,224**
- **Or log on the wireless network**
- **To open a session in the computer labs, please use the temporary login and password I gave you (winter –winter 123).**
- **Go on the following website : <http://www.em-strasbourg.eu/>**
- **On the right hand side of the screen, please click on the lock. That is the link to the school’s intranet.**
- **Once you are there please enter the following login and password :**
 - **Your login will be the code that was on the small paper that came along with your student card. It is often your last name.**
 - **Your password is your student’s number that is on your student’s card and which starts with « 20 ... »**
- **Once you have entered intranet, please choose « scolarité » from the top of the screen, then click on « inscription aux cours » on the left of your screen and then “cours visitants”.**
- **You can now choose your courses and preferably validate each course after you have chosen it.**

En Français

Pour vous inscrire voici la démarche à suivre :

- **Rendez-vous dans l'une des salles informatiques suivantes :**
 - **Salle 18,19,24,25,
117
212,223,224**
- **Ou utilisez le réseau WIFI Osiris sur votre portable**
- **Pour ouvrir une session, taper le nom d'utilisateur temporaire et votre mot de passe temporaire (winter – winter 123)**
- **Aller sur le site internet de l'école : <http://www.em-strasbourg.eu/>**
- **A droite cliquez sur le cadenas qui vous guide vers « intranet ».**
- **Dans intranet, tapez votre identifiant et votre mot de passe :**
 - **Votre identifiant est souvent votre nom. Il se situait sur le petit papillon avec votre carte d'étudiant.**
 - **Votre mot de passe est votre numéro d'étudiant qui figure sur votre carte d'étudiant et qui commence par « 20 ... »**
- **Quand vous êtes dans « Intranet », choisissez « Sclolarité » en haut de l'écran et « inscription aux cours » à gauche de l'écran puis « cours visitants ».**
- **Vous pouvez ainsi choisir vos cours et les valider un par un de préférence.**

5. Information to activate your e-mail account

1. Go to the website: <http://ent.u-strasbg.fr>
2. Click on the “Première connexion” link.
3. You will then be asked to select the university. Choose “Université de Strasbourg”.
4. Choose your profile “Etudiant” and click the green arrow.
5. Then type in your last name, first name, your INE code (found on your student card), your birth date and then click on “Suivant”.
6. They will ask you a question such as ‘quel est votre animal préféré’(what is your favorite animal) ? Answer that question and click on “Validez” (the answer requires at least four characters).
7. Click “Acceptez” on the next page. You will then be asked to type in your password twice. You can choose any password you like, but your student number might be simpler for you.
8. After having clicked on “Validez”, for the new password, they will remind you of your username and they will ask you to “activer votre compte”. Click on that link.
9. You will then be led to a new website called “Espace Numérique de Travail”
<https://cas.unistra.fr/cas/login?service=https://ent.u-strasbg.fr/EPPUN/WebObjects/ENTUDS> where they will ask you to type in your username (i.e. 3ethevenet) and your new password.
10. You can now access your messages by clicking the envelope at the top right hand corner of the page.
11. You only have to do steps 1 to 9 once!

En Français

1. Allez sur le site web: <http://ent.u-strasbg.fr>
2. Cliquer sur « Première Connexion » plutôt en bas de la page
3. On vous demandera lors de sélectionner votre Université. Choisissez « Université de Strasbourg ».
4. Vous devrez alors choisir votre profil, choisissez « étudiant » puis cliquez sur la flèche verte.
5. Tapez votre nom de famille, votre prénom, votre code INE (indiqué sur votre carte étudiant), votre date de naissance et ensuite Validez.
6. On vous posera une question par exemple ‘quel est votre animal préféré’ ? Répondez à cette question et Validez.
7. Acceptez la réponse. On vous demandera ensuite de taper votre mot de passe deux fois. Vous pouvez choisir ce que vous voulez comme mot de passe, mais votre numéro de carte d’étudiant pourrait vous sembler plus simple.
8. Après avoir Validé le nouveau mot de passe, on vous rappellera votre nom d’utilisateur et on vous demandera d’activer votre compte. Cliquer dessus.
9. Vous serez reconduit sur le site Espace Numérique de Travail <https://cas.unistra.fr/cas/login?service=https://ent.u-strasbg.fr/EPPUN/WebObjects/ENTUDS> ou on vous demandera de taper votre nom d’utilisateur (i.e. 3ethevenet) et votre nouveau mot de passe.
10. Vous pouvez maintenant consulter vos messages en cliquant sur l’enveloppe en haut et à droite de la page.
11. Etape 1 à 9 doit être fait 1 fois seulement !

6. List of Consulates and Embassies

Algerian General Consulate

101 rte Schirmeck 67000 STRASBOURG
Tél. : 03 88 30 17 51

Austrian General Consulate

29 av Paix 67000 STRASBOURG
Tél. : 03 88 35 13 94

Belgian General Consulate

41 all Robertsau 67000 STRASBOURG
Tél. : 03 88 76 61 15
Fax : 03 88 76 61 12
03 88 52 18 52

German General Consulate

6 Quai Mullenheim
67000 Strasbourg
Tél.: 0388246730

Greek General Consulate

2 av Pont de l'Europe 67000 STRASBOURG
Tél. : 03 88 45 05 14

Ivorian General Consulate

11 r Labaroche 67000 STRASBOURG
Tél. : 03 88 84 83 73

Japanese Consulate

20 pl Halles 67000 STRASBOURG
Tél. : 03 88 52 85 00

Luxembourg General Consulate

65 all Robertsau 67000 STRASBOURG
Tél. : 03 88 15 26 36
Fax : 03 88 15 26 37

Marocco General Consulate

7 r Erckmann Chatrian 67000 STRASBOURG
Tél. : 03 88 35 23 09
Fax : 03 88 35 68 51

Mexico Embassy

8 bd Prés Edwards 67000 STRASBOURG
Tél. : 03 88 24 07 72 - 03 88 24 26 81
Fax : 03 88 24 10 87

Mexico Temporary Consulate

19 r Lovisa 67000 STRASBOURG
Tél. : 03 88 45 77 11

**Please remember to contact your
consulate upon your arrival to inform
them of your stay here.**

Norwegian General Consulate

1 bd Gambetta 67000 STRASBOURG
Tél. : 03 88 77 87 52
Fax : 03 88 77 95 56

Netherlands Consulate

12 r Wimpeling 67000 STRASBOURG
Tél. : 03 88 61 00 29

People's Republic of China General Consulate

35 r Bautain 67000 STRASBOURG
Tél. : 03 88 45 32 32
Fax : 03 88 45 32 23

Polish General Consulate

2 r Geiler 67000 STRASBOURG
Tél. : 03 88 37 23 20
Fax : 03 88 37 23 30

Portuguese General Consulate

16 r Wimpeling 67000 STRASBOURG
Tél. : 03 88 45 60 40

Romanian General Consulate

25 r Trubner 67000 STRASBOURG
Tél. : 03 88 61 98 96
Fax : 03 88 61 44 25

Russian General Consulate

75 all Robertsau 67000 STRASBOURG
Tél. : 03 88 36 73 15
Fax : 03 88 35 34 81

Spanish General Consulate

13 quai Kléber 67000 STRASBOURG
Tél. : 03 88 32 67 27
Fax : 03 88 23 07 17

Swiss General Consulate

11 bd Prés Edwards 67000 STRASBOURG
Tél. : 03 88 35 00 70

Turkish General Consulate

10 r Auguste Lamey 67000 STRASBOURG
Tél. : 03 88 36 68 14

United States General Consulate

15 av Alsace 67000 STRASBOURG
Tél. : 03 88 35 31 04
Services culturels
Tél. : 03 88 35 38 20
Service commercial
Tél. : 03 88 35 50 74

**Please remember to contact your
consulate upon your arrival to inform
them of your stay here.**