



**OLD SCHOOL ■ YOUNG MIND**



# WELCOME GUIDE

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School registration portal – Immigration – Health coverage

# 1. Welcome to EM Normandie

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"We are pleased and honored that you are considering joining us for your studies. EM Normandie is developed to support a multicultural student body. The school has fostered an international spirit, with a priority geared towards student experience. We are committed to developing and educating leaders who will make a difference for the future. Central to our success is our ability to transform students and impact your critical thinking and vision of the world. We will provide you enthusiastic teaching but not only, your experience will also be about intercultural awareness, adaptability, and developing your network in a global and fast changing world. We hope that you will take advantage of all the opportunities during your studies at EM Normandie: discover our campuses, region, culture, language, dive into our social life and be part of our community. We think positive and believe that the sanitary situation will enable you to join on campus. If not, do not worry, we promise you a tremendous on-line experience (real time interaction with on campus students and professors). Supporting you is central to our mission at the International Office and we will guide you every step of the way. You are very much welcome here, we want you to feel at home. We wish you a tremendous stay with us ! And remember, this will be one of the best experience in your life !"

**Laurence BOITEUX, Deputy director of international affairs**



"Ever since its inception in 1871, EM Normandie has always been about exploring boundaries and opening new perspectives for students and graduates, companies and higher education. Its new signature, "Old School, Young Mind", is a reminder that one of the oldest French Business Schools can attract youth at its core through a forward-thinking spirit and a thirst for exploration. In a globalised world where understanding foreign cultures is essential, EM Normandie learned to expand its reach beyond its Norman roots. Since 2013, 3 new campuses have been opened: one in Paris, one of Europe's economic capitals; one in Oxford, world capital for academic excellence, and one in Dublin, central hub for start-ups and innovation. With more than 700 international students attending EM Normandie each year, the School has put welcoming international students at the heart of its strategy. At a time when knowledge is everywhere and theory alone is not enough anymore, EM Normandie explores new learning methods to provide more tools for students to use in their future careers. From co-operative opportunities to classes taught either in French or 100% in English, everything is designed for students to grow through exciting interactive courses, flexible training programmes, and innovative learning experiences. Anticipating future trends in technology and seeing career opportunities to be explored, the School has created new training programmes on all its campuses to provide students with tools they need to thrive in a professional environment through a combination of hard and soft skills actively sought by today's recruiters. To facilitate students integration in an ultra-competitive labour market, the School has been exploring synergies with the business world and earning trust from companies worldwide. Through innovative pedagogical approaches such as the Career Path, mandatory experiences abroad and comprehensive work-study programmes, EM Normandie puts students at the helm of their future."

**Hendrik LOHSE, Director of international affairs**



# INTERNATIONAL COOPERATION TEAM

## CAEN

### International Development Managers



**Alexandra FROGER**  
Americas, Australia  
& New Zealand



**Séverine GROULT**  
Europe & Short-term  
programmes



**Dorota LICHMIRA**  
Africa, Middle-East  
& Asia

### International Coordinators (IN & OUT)



**Gulmira KALAUOVA**  
Asia



**Luisa HEBERT**  
Africa, Middle-East & India

## LE HAVRE

### International Development Manager



**Alexandra LAASRI**  
Europe & Erasmus Programme

### Assistant



**Sophie ZION**

### International Coordinators (IN & OUT)



**Virginie DELMOTTE**  
Eastern & Central  
Europe



**Alice CATELAIN**  
Northern & Western  
Europe



**Héroïse LARRET**  
Americas, Australia  
& New Zealand

## PARIS

### International Coordinator (IN & OUT)



**Willy ZULOAGA**  
Southern Europe

# INTERNATIONAL ADMISSION TEAM

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## PARIS



**Natalia JAIME**  
Americas, Maghreb,  
Middle-East



**Adèle PRUVOT**  
Eastern Europe,  
Asia



**Juliette MONTUELLE**  
Western Europe,  
France

## DAKAR



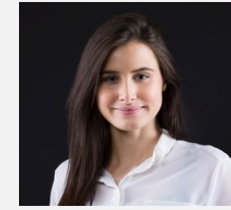
**Clarisse ISSA**  
Subsaharian Africa

## BANGALORE



**Boss PUTHYAMPURATH**  
India & Sri Lanka

## SHANGAI



**Pauline GIAIME**  
China and Northern Asia

# EM NORMANDIE AT A GLANCE

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- 5,000** full-time and part-time students
- 82** full-time faculty members (94% PhD holders)
- 857** external contributors and professionals
- 380** staff members
- 200+** international partner universities in 65 countries
- 21** dual degrees
- 20,000** alumni in 100+ countries
- 5,000** partner companies



# INTERNATIONAL

## 200+ PARTNER UNIVERSITIES IN 65 COUNTRIES

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- ✓ 700+ international students, 50+ nationalities
- ✓ 21 dual degree programmes
- ✓ Undergraduate/graduate programmes in English
- ✓ Summer school and tailor-made short-term programmes

# LABEL BIENVENUE EN FRANCE

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During the Joint Certification Commission of the Conferences of Institutions (CPU, CDEFI, CGE), the HCERES, the CTI and Campus France, which met on 13 February 2020, EM Normandie was awarded the 3-star « Bienvenue en France » label, the highest level of qualification, for a statutory period of 4 years.

This label is awarded to academic institutions demonstrating excellence on indicators such as welcoming capacities, training programmes, campus life and services provided to international students.





# OUR FIVE **CAMPUSES**

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CAEN



LE HAVRE



PARIS



DUBLIN



OXFORD



<https://www.em-normandie.com/en/multi-campus-school>

## 2. Admission process

### For exchange students

Your home university coordinator or international office nominates you through an online form.

This step is necessary in order to validate your application.



Go to the application link sent by your home university, fill out personal information, choose a programme and upload supporting documents :

- copy of passport
- transcript of records - last diploma (for Graduate)
- language certificate



The International Affairs department evaluates your application or ask for additional information.



The Letter of Acceptance is sent to you by email from the students' service (the HUB).

For support, candidates can contact [incoming@em-normandie.fr](mailto:incoming@em-normandie.fr)

### Deadlines

**Fall/Academic year:** May 15<sup>th</sup> for nominations, May 30<sup>th</sup> for applications

**Spring:** October 15<sup>th</sup> for nominations, October 31<sup>st</sup> for applications

# 3. Academic life

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## Academic calendar

The academic year is divided into two semesters: fall semester (September to December) and spring semester (January to June). Once your application is processed, the International Office will confirm the exact dates of your programme.

## Holidays & bank holidays

During your stay with us, you might have holidays in October, December, February or April. Usually, students have one or two weeks off. We will confirm dates to you when sending the academic calendar of your programme. For bank holidays, please consult this [website](#) for France or [here](#) for the UK.

## The European Credit Transfer System (ECTS)

The validation of one semester is equivalent to 30 ECTS credits, a year to 60 ECTS.



## Grading system & exams

Grades in France are on a 20 points scale: 0 being the lowest grade and 20 the highest. The passing grade is 10/20.

Grade	Equivalence	Definitions
A	≥ 16	<b>EXCELLENT</b> - Very good work
B	≥ 14 & < 16	<b>GOOD</b> - Above average result despite minor errors
C	≥ 12 & < 14	<b>FAIRLY GOOD</b> - Generally good work despite some errors
D	≥ 11 & < 12	<b>SATISFACTORY</b> - Good effort but containing important errors and/or omissions
E	≥ 10 & < 11	<b>PASS</b> - Result satisfying minimum pass criteria
FX	≥ 8 & < 10	<b>FAIL</b> - Additional work is required to obtain credits
F	< 8	<b>BAD FAIL</b> - Insufficient work to pass the module/the course

Exchange students will be able to attend resits (if their sending university allows it) a few weeks after official results.

Transcript of records will be sent directly to you by the end of February for students staying for the fall semester and by the middle of July for students staying for the spring semester.

## Course offer for exchange students

You will have to choose a programme and then courses for your learning agreement. There is no possibility to mix courses from different programmes but you can take less than 30 credits if you wish to.

Please make sure that you select a programme according to your level of studies : you can find the course offer on [our website](#). Please note the learning agreement you send us before your arrival is for reference only. Courses offered are subject to change. Official course registration will be done during the mandatory orientation days. During the first 2 weeks of classes you can add or drop courses by sending an updated learning agreement.

## Dual-degree candidates

Candidates will be conditionally admitted at first, and fully admitted as a dual-degree student solely upon receipt of the official proof that they have successfully completed 4 years of study prior to their exchange programme.



### FIND OUT MORE

For more information about the higher education system in France, please consult [the Campus France website](#)

# ACADEMIC LIFE UNDERGRADUATE PROGRAMMES FOR EXCHANGE STUDENTS

## Fall semester



Year 2 (U2) - Master in Management - [Oxford, Caen & Dublin](#) **NEW**  
Year 3 (U3) - Master in Management - [Oxford, Caen & Dublin](#) **NEW**  
Year 3 (U3) - Bachelor in Management, International Business - [Le Havre](#)



Year 3 (U3) - Master in Management - [Caen, Le Havre & Paris](#) **NEW**  
Year 3 (U3) - Bachelor in Management, Logistique et Commerce International - [Le Havre](#)

## Spring semester



Year 2 (U2) - Master in Management - [Oxford, Caen & Dublin](#) **NEW**  
Year 3 (U3) - Master in Management - [Oxford, Caen & Dublin](#) **NEW**  
Year 3 (U3) - Bachelor in Management, International Business - [Le Havre](#)



Year 3 (U3) - Master in Management - [Caen, Le Havre & Paris](#) **NEW**  
Year 3 (U3) - Bachelor in Management, Logistique et Commerce International - [Le Havre](#)



# ACADEMIC LIFE GRADUATE PROGRAMMES FOR EXCHANGE STUDENTS

Fall semester



## Year 4

Master in Management: International Management - Global Track - [Le Havre](#) - [Oxford](#) - [Dublin](#) **NEW**

## Year 5

Master in Management: Banking, Finance and FinTech - [Oxford](#) **NEW**

Master in Management: Digital Marketing in Luxury and Lifestyle - [Paris](#) **NEW**

Master in Management: Digital Sales - [Dublin](#) **NEW**

Master in Management: Financial Data Management - [Caen](#)

Master in Management: International Business - [Le Havre](#)

Master in Management: International Marketing and Business Development - [Caen](#)

Master in Management: International Logistics and Port Management - [Le Havre](#)

Master in Management: International Events Management - [Paris](#)

Master in Management: Supply Chain Management - [Le Havre](#)

Spring semester



## Year 4

Master in Management: International Management - Global Track - [Le Havre](#) - [Oxford](#) - [Dublin](#) **NEW**

## Year 5

Master in Management: Banking, Finance and FinTech - [Oxford](#) **NEW**

Master in Management: Digital Marketing in Luxury and Lifestyle - [Paris](#) **NEW**

Master in Management: Digital Sales - [Dublin](#) **NEW**

Master in Management: Financial Data Management - [Caen](#)

Master in Management: International Business - [Le Havre](#)

Master in Management: International Events Management - [Paris](#)

Master in Management: International Logistics and Port Management - [Le Havre](#)

Master in Management: International Marketing and Business Development - [Caen](#)

Master in Management: Supply Chain Management - [Le Havre](#)



# ACADEMIC LIFE GRADUATE PROGRAMMES FOR EXCHANGE STUDENTS

## Fall semester



### Year 4

Master in Management: Graduate Year 4 - [Le Havre & Caen](#)

### Year 5

Master in Management: Audit et Finance d'Entreprise - [Le Havre](#)

Master in Management: Entreprenariat Digital - [Caen](#)

Master in Management: Manager des Systèmes d'Information - [Caen](#)

Master in Management: Manager des Ressources Humaines - [Paris](#)

Master in Management: Stratégie Marketing et Développement Commercial - [Le Havre](#) **NEW**

Master in Management: Stratégie Digitale et Innovation - [Paris](#) **NEW**

Master in Management: Supply Chain, Logistique et Innovations - [Le Havre](#)

## Spring semester



### Year 5

Master in Management: Audit et Finance d'Entreprise - [Le Havre](#)

Master in Management: Entreprenariat Digital - [Caen](#)

Master in Management: Manager des Systèmes d'Information - [Caen](#)

Master in Management: Manager des Ressources Humaines - [Paris](#)

Master in Management: Stratégie Marketing et Développement Commercial - [Le Havre](#) **NEW**

Master in Management: Stratégie Digitale et Innovation - [Paris](#) **NEW**

Master in Management: Supply Chain, Logistique et Innovations - [Le Havre](#)



# 4. Student services

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## Airport Pick-up

An airport pickup (from Charles de Gaulle airport for Caen and Le Havre, Heathrow for Oxford) is organized by the International Office before the orientation days start, depending on the number of registered participants.

## Orientation days

Each semester, the international affairs team organizes mandatory orientation days for international students. Throughout your first days with us, students will be invited to welcome coffees, ice breakers, intercultural workshops and many activities to get to know one another. We'll also help you through administrative formalities and have fun activities to get to know each other. Moreover, student clubs such as International Council welcomes international students through fun activities and a buddy program with French students. Our goal is to provide information and help students deal with day-to-day life issues while studying at EM Normandie.

## What do I need to bring for orientation days on a French campus ?

- European students: passport or ID, international Birth Certificate or Birth Certificate officially translated into French, European Health Insurance Card.
- Non-European students: passport and visa, birth certificate and its official French translation.

## Accessibility and equal opportunities

With students' wellbeing at heart, a department is dedicated to equal rights, diversity, and opportunities. The school ensures all students a great experience each step of the way and helps accommodate students with disabilities.



## The HUB : a single and centralised administration service

The HUB is the single gateway for you once registered at EM Normandie. This department will help you before and during your study at EM Normandie with administrative formalities such as accommodation, immigration, social security etc. Each campus has a dedicated English-speaking coordinator within le HUB so that students' integration can be as smooth as possible.

This department, which aims to act as a liaison between you and the school's various departments, will help you throughout your studies, whatever your programme or campus.

Fifteen flexible team members will be at your service for any questions, requests for information, documents to submit or to withdraw a registration :

- Attendance certificates
- Certificates (end of studies, languages, etc.)
- Transcripts of records
- Internship agreements

Formalities for internships, working abroad, etc.

## The HUB objectives

- To centralise, simplify and optimise your daily administrative needs
- To track your records comprehensively
- To standardise practices : registration files, administration documents to ensure that quality standards are met.

Email: [lehub@em-normandie.fr](mailto:lehub@em-normandie.fr)

(please indicate your campus & programme)

Phone numbers: +33232927092 (Le Havre); +33232927082 (Caen),  
+33272985956 (Paris)



# 5. Administration formalities

## SCHOOL REGISTRATION PORTAL

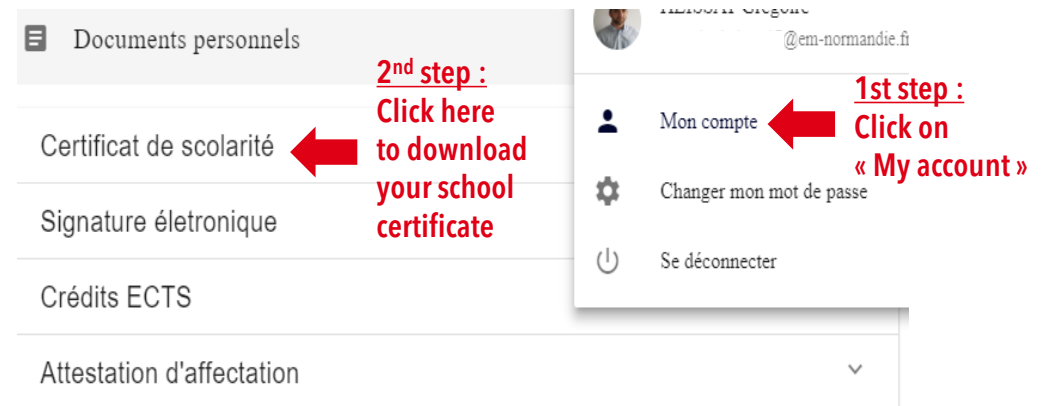
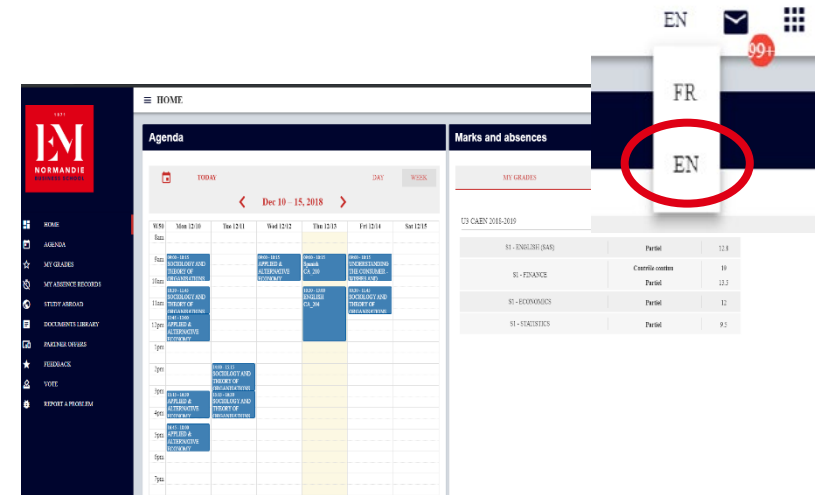
Once you are officially accepted, you will receive your ID and password on your personal email address.

You will then be able to access your registration portal.

<https://apps.em-normandie.fr/home>

Please upload all the required documents and do not forget to press validate at the end of the procedure.

Once you have finished filling this out, you will be able to access your student intranet (school emails, academic calendar and planning, grades, non-attendance warnings etc) and also download your school certificate. Don't forget to change the language to English on the upper-right corner of the webpage.



# IMMIGRATION IN FRANCE

## European students

There is no visa obligation as per the European immigration law.

## Non-European students

A student visa is required.

There are two types of visas :

- Short-term visa (less than 3 months)
- Long-term visa (more than 3 months)

### Documents that can be required by the Embassy for the visa application (non-exhaustive list):

- Passport
- Letter of acceptance by EM Normandie
- Proof of financial support
- Proof of health insurance coverage and/or travel insurance
- Proof of vaccinations (some consulates only)

For more information, please visit [Campus France website](#).



## Upon arrival in France

You must fill out the OFII (French Immigration Desk) forms online depending on the visa they applied for.

**If you have a Student Visa without « dispense temporaire »:** You need to go through the OFII procedure.

**If it is written on your Student Visa « Dispense temporaire de titre de séjour » on your visa:** You do not need to do the OFII procedure (Restrictions are applied to this particular type of visa. You will not be able to apply for housing support CAF).

The HUB will help you during Orientation Days and guide you through the different steps of the process

Please remember that despite our efforts to ensure your exchange with us under the best possible conditions, our School has absolutely no influence on the visa application processing time or the outcome of the application. It is the student's responsibility to comply with and respect immigration procedures during their whole stay in France or the UK. Also, you also cannot come to France nor the UK with a tourist visa as it cannot be converted into a student visa.

## IMMIGRATION IN UK

### European students

You can stay in the UK as a student for up to 6 months (one semester = four months) without a visa. If you plan to apply for one year, you will need to apply for student visa [here](#) (not a short-term study visa).

### Non-European students

Please make sure that you need to apply for student visa (not a short-term study visa) [here](#) and start the application procedures as soon as possible. If a visa is needed, make sure to indicate the right amount of months (one semester = four months) and remind that EM Normandie is a Business Management School and not a language school.



## IMMIGRATION IN IRELAND

### European students

There is no visa obligation as per the European immigration law. However, keep in mind that Ireland isn't a Schengen space member so you need a valid ID card to travel (not expired).

### Non-European students

According to your citizenship, please make sure that you check whether you will need to apply for a visa [here](#) in order to study on our Dublin campus. If a visa is needed, please start the application procedures as soon as possible in order to make sure you get your visa on time!

Please remember that despite our efforts to ensure your exchange with us under the best possible conditions, our School has absolutely no influence on the visa application processing time or the outcome of the application. It is the student's responsibility to comply with and respect immigration procedures during their whole stay in France or the UK. Also, you also cannot come to France nor the UK with a tourist visa as it cannot be converted into a student visa.

## HEALTH COVERAGE

### Students from EEA\* universities

Prior to your departure, you must ask for your European Health Insurance Card – EHIC - and bring it with you. Make sure that it is valid for the whole duration of your stay. All your health related expenses must be forwarded to [the health care administration](#) you are affiliated to in your country of studies.

*\* European Economic Area*

### Students from non-EEA\* universities

#### IN FRANCE

Two options:

1 - Subscribe to a private health insurance in your home country that covers you for the duration of your stay with following guarantees : hospitalization, repatriation, medical fees, medicine reimbursement.

2 - Register with the French Social Security upon arrival. This is free of charge and the HUB will help you through the formalities. For more information and online registration visit [Ameli](#) website.

For more information on social security in France, visit Campus France website in [English](#) or [French](#).

#### IN THE UK AND IRELAND

Subscribe to a private health insurance in your home country that covers you for the duration of your stay with following guarantees : hospitalization, repatriation, medical fees, medicine reimbursement. You can use the medical services as a private patient and claim the costs back from your travel insurance.

#### NHS (applies to Oxford campus only)

The National Health Service (NHS) in the UK is free for UK nationals, people from the European Union, and students with a visa valid for more than 6 months. For more information and online registration visit [here](#).



## 6. Campus life

### CAEN

#### Opening hours

Monday to Friday 7:30 a.m. to 7:30 p.m. - Saturday 9 a.m. to 12 a.m.  
Please be aware that an entry code will be given to you upon arrival to access the school. It might be changed a few times during the year.

#### Where to eat

Caen campus has a cafeteria selling lunch packages, vending machines for hot drinks, soft drinks, and snacks. You can also bring your lunch-box; microwaves are available. The cafeteria is open from Monday to Friday, from 8 a.m. to 3:30 p.m. Lunch is served from 11:30 a.m. to 2 p.m. At the university restaurant CROUS, you can get a 3-course meal for €3.25. You'll need to get an Izly card for payment; on your first visit, bring your student card or your School Certificate. You can recharge your Izly card with cash or by credit card. Please be informed that public student cafeterias do not accept cash, only cards.



All campuses are fully accessible to people with a disability.

<https://international.lescrous.fr/catering/map-restaurants-2/>  
CROUS University restaurant - 11 Rue Claude Bloch, 14000 Caen  
11:15 a.m. to 1:30 p.m.

# LE HAVRE

## Opening hours

Monday to Friday from 7:30 a.m. to 11 p.m. - Saturdays from 9 a.m. to 12 p.m.  
Once you have completed your school portal registration, the HUB will give you your student card, this card will allow you to access the building.

## Gym room hours

Monday to Friday from 7:30 a.m. to 10 p.m. - Saturdays from 9 a.m. to 12 p.m.

## Where to eat

Le Havre campus has a cafeteria selling lunch packages, vending machines for hot drinks, soft drinks, and snacks. You can also bring your lunch-box; microwaves are available. The cafeteria is open from Monday to Friday, from 8 a.m. to 2:30 p.m. Lunch is served from 11:30 a.m. to 2 p.m.



All campuses are fully accessible to people with a disability.

# PARIS

## Opening hours

Monday to Friday from 7 a.m. to 10 p.m. - Saturdays from 9 a.m. to 12 p.m.  
Please be aware that a secret code will be given to you upon arrival to access the school. It might be changed a few times during the year.

## Where to eat

Paris campus does not have a cafeteria, but you have sitting areas where you can have your lunch, microwaves are available. You also have access to universities restaurants in Paris, see a map [here](#).

The 3-course meal is €3.25 for students.

There are many options around the neighborhood.



All campuses are fully accessible to people with a disability.



# DUBLIN

## Opening hours

Monday to Friday from 8:30 a.m. to 5:30 p.m.

## Where to eat

Dublin campus does not have a cafeteria, but there are many options around the neighbourhood near Talbot Street.



All campuses are fully accessible to people with a disability.

# OXFORD

## Opening hours

Monday to Friday from 8 a.m. to 6:30 p.m.

Closed on weekends and public holidays

For security reasons, you must wear an ID lanyard around the neck. Hanging from a belt or in the pocket is not good enough.

No lanyard, no entry (JERICHO Building, campus, classroom)

## Where to eat

Oxford campus have sitting areas where you can have your lunch, microwaves are available. You can buy coffee and sandwiches at the cafeteria or a very affordable meal at the canteen.

No lanyard, no coffee or meal at the canteen.



All campuses are fully accessible to people with a disability.

# STUDENTS CLUBS

## It's a true breathing space in any French business school!

Student clubs bring extra dynamism to EM Normandie's campuses by offering exciting events and projects in all domains: culture, sports, humanitarian and professional activities, or just for fun.

Exchange students can enjoy all these activities anytime throughout the semester but in order to participate in projects they will need to be enrolled in a year exchange program.



### Caen

BDE : [DEMTA](#)  
BDS : [Bureau des sports](#)  
BDA : [FBA](#)

### Le Havre

BDE : [Abyss'em](#)  
BDS : [EM'brosia](#)  
BDA : [United Art Force](#)

### Paris

BDE : [Yakuz'EM](#)  
BDS : [Raptor'em](#)  
BDA : [Art'cade](#)

### Oxford

BDE : [The Alquem'ist](#)  
BDS : [EMN Sports Council](#)  
BDA : [Arts & Culture Society](#)

### Dublin

BDE : [EM'pire](#)  
Also, visit [ESN Dublin](#)  
BDS : [Temple](#)

**BDA : Bureau Des Arts (arts & culture club).** The BDA aims to promote art and culture in all its forms to students: music, painting, literature, cinema ...

**BDS : Bureau Des Sports (sports club).** The BDS offers numerous sports activities, competitions and events both within the school and outside.

**BDE : Bureau Des Étudiants (students club).** The BDE's mission is to integrate all the EMiens and make them enjoy their student life as much as possible, thanks to campus activities and convivial evenings.

## INTERNATIONAL COUNCIL

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At EM Normandie, you will find students clubs dedicated to welcome international students through fun activities and a buddy program with French students.

Le Havre Instagram: [international\\_council\\_lehavre](#)  
Email: [ic.lehavre@em-normandie.fr](mailto:ic.lehavre@em-normandie.fr)

Caen Instagram: [International\\_council\\_caen](#)  
Email: [ic.caen@em-normandie.fr](mailto:ic.caen@em-normandie.fr)

Oxford Instagram: [international\\_council\\_oxford](#)  
Email: [ic.oxford@em-normandie.fr](mailto:ic.oxford@em-normandie.fr)

## EM TRAVELER – PARIS

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Instagram : [emtraveler.paris](#)  
Email: [emtraveler@em-normandie.fr](mailto:emtraveler@em-normandie.fr)



# SAFETY

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Because we care about our community, EM Normandie established a safety procedure to ensure student wellbeing. We recently signed a partnership with IREMOS, a private security company, in order to ensure safety for our entire community. You will be able to download a mobile app, get notifications in case of incidents. You will be informed of current events happening around you, have the possibility to sign up for a safety check and remain connected with our staff until you are safe.

## Also, we would like to make you aware of some basic safety rules to follow:

- Beware of pickpockets: especially in crowds, touristic places, buses and subways. One tip: try to avoid the complete "tourist look" (clothes that stand out, hiking shoes and raincoat, city guide and maps, huge cameras...)
- Beware of scams: because you are an international visitor and you may not know how everything works, you are an easier target for scams, being outside on the street (fake petitions, ring scam...) or in private (fake job offers, cash mandates...)
- Be careful when you are at ATMs
- At night, common sense will tell you to party with friends, stay with the group, share cabs (your security is worth more than few euros!) and avoid walking home alone if you can.
- Be discreet with your valuables, and do not carry too much cash. Lock your accommodation doors and car doors.

## Cases when you should contact your embassy in France, Ireland or in the UK:

- If you lose your passport.
- If you find your passport after declaring it as stolen.
- If you are victim of a crime, your embassy can put you in contact with lawyers, translators and the police.
- If you lose all your money: in extreme cases and as a last resort solution, your embassy may arrange your repatriation.

# 7. Living in France

## Finding a place

EM Normandie has its own online housing platform, [Studapart](#), where you can find offers from property owners, student residences, agencies or the school community. You can connect to Studapart once you have your EM Normandie login. The HUB will also contact students studying in Le Havre & Caen about reservations for the CROUS student residences. They are government-owned and usually low-cost. If you opt for private housing, please be aware of potential scams! If in doubt, please write to us before signing anything.

## Finding a guarantor

The [VISALE system](#) provides rental guarantees if you are renting an apartment or room in a university residence. Start the VISALE process as soon as possible—even before arriving in France. You don't have to know your address in France to obtain a certificate of eligibility for VISALE (known as a "VISALE visa").

## APL Housing Support

The APL is a monthly housing subsidy at the CAF. This allowance is granted to applicants meeting different criteria (rent amount, surface of your flat, financial status...). Students may apply directly on the website or at a CAF office. [www.caf.fr](http://www.caf.fr) // 0810 29 29 29 (standard call fees apply).



This financial support is available for all European students and non-European students holding a "VLS-TS STUDENT D visa cesda R311-3".

If you are a non-European student and your VISA mentions: "DISPENSE TEMPORAIRE DE CARTE DE SEJOUR", you will not be eligible.

More info [here](#) and visit [this blog](#) for testimony.

## Compulsory Housing insurances

Whatever type of accommodation you rent in France, you must subscribe to a MRH (Multi-Risques Habitation) insurance. This insurance covers mainly fire and flooding damage and also the tenant. This housing insurance must not be mistaken with the Civil liability insurance, another type of insurance which covers damages caused to a third party, which will also be asked within the first days upon arrival.

Your subscription can be done via private companies or even your French bank (ask about it when opening your account). There are different options with costs starting from €39 per year, according to your accommodation type, your contract and your age. Some types of accommodation will require that you subscribe to a housing insurance before you arrive in France. In other cases, you'll subscribe within the first few days of rental.

## Useful links

[www.leboncoin.fr](http://www.leboncoin.fr) - [www.pap.fr](http://www.pap.fr) - [www.seloger.com](http://www.seloger.com) - [www.locservice.fr](http://www.locservice.fr) - <https://www.adele.org/> - <https://www.lacartedescolocs.fr/colocations/fr/ile-de-france/paris> - <https://www.lokaviz.fr/> - <https://www.paruvendu.fr/immobilier/location/Campus France> - [Where to live during your stay](#)



## Finances

In average, your monthly budget including accommodation, meals and housing insurance will vary according to your campus: Caen €800 / Le Havre €800 / Paris €1.200.

For more information, please refer to [Numbeo](#) and [Campus France](#).

It will give you a good idea of a possible budget. You will often get discounts and special rates in a lot of places with their student card and if you are under 26 y.o. (cinemas, museums, transport etc.).

## 3 good reasons to have a French bank account

- To receive the Housing financial support (APL) if you are eligible.
- To receive the French Health Care Coverage reimbursements (non-european students)
- To renew your resident's permit if needed (non-european students)

Your French bank will issue a French Master Card or VISA card. ATMs are available everywhere both in cities and more isolated places. Most banks are open from Tuesdays to Fridays from about 9am to 5pm, and Saturday mornings.



## Transports



Most public transport companies have youth or student subscription available for you. Please be aware that you must hold a valid ticket for each journey. Frequent controls are held in every city and the fines can be high.



## Useful links

Le Havre: [Lia](#)

Caen: [Twisto](#)

Paris: [ratp](#) / [vélib](#)

Normandy: [Bus verts](#)

France: [SNCF](#) / [Air France](#) / [Flixbus](#) / [Ouibus](#) / [Blablacar](#)

## Driving in France

You can drive in France if you have a European driver's licence or an international driver's licence (if you are not European). Some things to know if you want to go this route: in France, you drive on the right with the steering wheel on the left side of the passenger cabin. Seatbelts are mandatory, and you are not allowed to use a mobile phone while driving. For safety reasons, there must be a reflective safety jacket, a warning triangle and two breathalyser tests in the car.

[More information on how to get around every day in France here.](#)

### Administration office hours

Most administrations are open from 9 a.m. to 12 a.m. and from 2 p.m. to 4:30 p.m. from Monday to Friday.

### Postal services

If you need to receive a parcel in France, you can get it sent to the International Office of your campus. You absolutely need to indicate your FULL Name and International Office.

### Working

It is hard to find a student job in France and almost impossible if you do not speak French. Non-European students must have a VISA D indicating that working is allowed while in France.

### Smoking

In France, smoking is prohibited in public places (school buildings, railway stations, airports, government buildings or offices, restaurants, cafes and nightclubs, etc).

### Weather

Think about packing appropriate clothes, shoes and a winter coat, accordingly with the continental and oceanic climate.



### Shopping

Most local shops are open from 10 a.m. to 7 p.m. from Tuesday to Saturday. Shopping malls and supermarkets are open from 8am to 8pm from Monday to Saturday. Only some grocery stores can be open on Sunday until noon.

### Electricity

Make sure that you buy an adaptor from your home country before your departure (maybe two or more for your computer, your hairdryer etc.). You will probably have difficulties finding the appropriate adaptor once in France.

### Emergency numbers

Ambulances (15), firefighters (18), police (17), for any emergency 112 (can be dialed from anywhere in Europe).



### Useful websites

<https://www.em-normandie.com/en>

<https://www.em-normandie.com/en/exchange-programmes-international-students>

<https://www.campusfrance.org/en>



### Useful apps





## Checklist before arrival

- Ask for a visa if needed once you receive your letter of acceptance
- Book an accommodation
- Purchase your flight/train tickets
- Choose your courses and send us your learning agreement signed by your home university
- Register with your embassy in France
- Save scanned copies of all your documents on your cloud/email
- Think about your finances : how you will access your bank account, if you want to open a French account, monthly wires etc.
- Take care of your health insurance, either by asking for your European health card or purchasing a private insurance
- Also, if you take any particular medication, check if it is available in France or if you need to bring extra with you.

## Checklist before you leave

- **Departure notice (préavis):** you should inform your residence or your property owner about your date of departure. Depending on your rental contract, this has to be done by sending a registered letter one to three months before the effective date of your departure in order to avoid any dispute.
- **Inventory (état des lieux):** before leaving your accommodation, you and your property owner will do the inventory together. If anything is missing or deteriorated, your property owner can retain a part of your deposit to cover for the renovation or replacement costs. You are also expected to thoroughly clean the premises before leaving, otherwise you may be asked to pay for cleaning services (around €50 an hour).
- **Deposit (caution):** reimbursement of your deposit does not happen automatically in France, you have to ask for it. According to French law, your property owner must give your deposit back within 2 months after your departure.
- **CAF, services, private insurances, bank:** you need to cancel your subscriptions or end your contracts. This can include electricity, gas, water, internet and telephone, housing insurance. Send a registered letter (lettre recommandée) to each service provider to inform them of your departure date. Remember to provide your contact information to the CAF (email or home address). You must also inform your bank with a registered letter or go directly to your bank; if you are moving to another city in France, let them know your new address.
- **Residence permit:** If you are continuing your studies with us, you must renew your student residence permit at least two months before the day your visa or permit expires. For further information, please ask your international coordinator.
- **General advice:** Our school will not cover debts incurred by students to a property owner, hospitals or any other service/administration. Students with outstanding debts can damage the image of EM Normandie and the school reserves the right to delay the awarding of student's diplomas and transcripts of records in serious cases. Please ensure all your bills have been paid before leaving.





# Living in France

## French way of life

### Survival French (just in case)

Bonjour > Hello  
Au revoir > Goodbye  
Merci > Thank you  
S'il-vous-plaît > Please

Read the [A to Z](#) handbook on french culture shock.

### Videos about French culture

[Clichés on french people](#)

[How to greet someone](#)

[How to do « la bise »](#)

[Our obsession with cheese](#)

**If you're feeling homesick,** don't hesitate to come see us at the international office !

# 8. Living in UK

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## Finding a place

EM Normandie has its own online housing platform, [Studapart](#), where you can find offers from property owners, student residences, agencies or the school community. Connect to Studapart once you have your EM Normandie login. For more information on accommodation in Oxford, please contact our bilingual team at [accommodation@em-normandie.co.uk](mailto:accommodation@em-normandie.co.uk) Don't forget to mention your SURNAME, name and telephone number.

**Housing insurance** is not compulsory but you can get an insurance to protect your belongings.

## Council tax

The Council Tax is a local taxation system used in England, Scotland and Wales. It is a tax on domestic property. As a full-time student on a qualifying course of education you don't have to pay. At the beginning of the year or the semester, you have to come to EM Normandie administration. We will give you a certificate to prove that you are full time student in our school.

This certificate will prove that you are exempt of council tax. You have to send it to the Oxford city council. The address is: St Aldates Chambers, 109 St Aldate's, Oxford OX1 1DS.

- We strongly discourage to go through **NOPS agency**. Students had bad experiences with this agency.
- We **strongly discourage** to do virtual viewing. Ask a classmate or the school to do it for you.
- **Be extremely careful**. If you want a furnished apartment, ask for a confirmation. Be aware of scams.
- We advise you to request a payment on monthly basis.
- The payment of the first month will be asked for accommodation booking as well as a deposit.





## Useful links

On social networks

[Room, flat to rent in Oxford](#)

[Oxford Housing Group](#)

[EM Normandie Campus d'Oxford 2020-2021](#)

Platforms

[EasyRoomate](#)

[Gumtree](#)

[Rightmove](#)

[Zoopla](#)

[Spare Room](#)

Host families

Contact: [info@hostlinkuk.com](mailto:info@hostlinkuk.com)

+44 7958 34 39 81

Student's accommodations

[StudentPad](#)

[Slade Park Accommodation](#)

[Oxford Business College](#)

Agencies

[Carter Jonas](#)

[RMA Properties](#)

[Lucy Properties](#)

[Scott Fraser](#)

[Chancellors](#)

[Finders keepers](#)

[Martin&Co](#)

[Breckon & Breckon](#)

[James Penny](#)

[Hamptons](#)

[College and County](#)

Special contacts for EM students

- French/English speaker Joanne Andre of [Student.com](#): [joanne.andre@student.com](mailto:joanne.andre@student.com)
- Sharon Findley-Wheeler, [Oxford Student Accommodation owner](#): [sfwoxf@gmail.com](mailto:sfwoxf@gmail.com) ; Assistant's contact : [liv.razaghi@yahoo.co.uk](mailto:liv.razaghi@yahoo.co.uk)
- David LEE, Landlord: [oxford@leeandlindars.com](mailto:oxford@leeandlindars.com)
- Jimmy TANGUY, EM student and contact at Oxford Holiday Letting: [jimmy.tanguy14@em-normandie.fr](mailto:jimmy.tanguy14@em-normandie.fr)

## Finances

In average, your monthly budget including accommodation (around 600 pounds) and other living expenses will be around 1000 pounds.

You will often get discounts and special rates in a lot of places with their student card (cinemas, museums etc.,).

## Bank

Whether you decide to open a bank account in the UK or not, you can get cash out from any bank's ATM free of charge 24/7. Banks usually shut around 4pm on weekdays and are closed on Sundays.

For more information, you can visit the [Banking section](#) of Save The Student website.



## Transports

We recommend you get a bike and a bus pass. The cheapest way to travel with [Oxford Bus Company](#) is by getting a bus pass called The Key. Your best option is Oxford [SmartZone](#) which allows you to get on any bus to and from the city centre. The Oxford Bus Company has no student special rate.



## Driving in the UK

You can drive in the UK if you have a European driver's licence or an international driver's licence (if you are not European). Some things to know if you want to go this route: in the UK, you drive on the left with the steering wheel on the right side of the passenger cabin. Seatbelts are mandatory, and you are not allowed to use a mobile phone while driving. Use [this tool](#) to see if you can drive in Great Britain with your non-GB driving licence.

## Postal services

If you need to receive a parcel in the UK, you can get it sent to the International Office of your campus. You absolutely need to indicate your FULL Name and International Office.

## Working

If you want to work in the UK and [your visa allows it](#), you need to apply for the National Insurance Number (NiNo) Therefore, you must call the following number to fix an appointment with the Job Centre Plus: +44 (0)345 6000 643. Bring your ID/passport and a proof of address (tenancy agreement) for the appointment at Job Centre + near Gloucester Green, Oxford. For job offers, visit [here](#), bring your Curriculum to the Westgate or to Bicester Village.

## Smoking

Smoking is prohibited in public places (school buildings, railway stations, airports, government buildings or offices, restaurants, cafes and nightclubs, etc).

## Weather

Think about packing appropriate clothes, shoes and a winter coat, accordingly with the continental climate, and an umbrella or rain jacket, just in case.

## Shopping

Most local shops are open 7/7 from 10 a.m. to 7 p.m. Shopping malls are sometimes open until 8:00 p.m. and supermarkets are open from 8 a.m. to 11 p.m. or even 24/24.

## Electricity

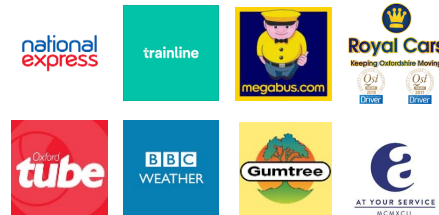
Make sure that you buy an adaptor from your home country before your departure (maybe two or more for your computer, your hairdryer etc). You will probably have difficulties finding the appropriate adaptor once in the UK.

## Emergency numbers

Police number is 999 or for any emergency call 112 (can be dialed from anywhere in Europe).



## Useful apps



### Checklist before arrival

- Ask for a visa if needed once you receive your letter of acceptance
- Book an accommodation
- Purchase your flight/train tickets
- Choose your courses and send us your learning agreement signed by your home university
- Register with your embassy in the UK
- Save scanned copies of all your documents on your cloud/email
- Think about your finances : how you will access your bank account, if you want to open a UK account, monthly wires etc.
- Take care of your health insurance, either by asking for your European health card or purchasing a private insurance
- Also, if you take any particular medication, check if it is available in the UK or if you need to bring extra with you.

### Checklist before you leave

- Departure notice: you should inform your residence or your property owner about your date of departure. Depending on your rental contract, this has to be done by sending a registered letter one to three months before the effective date of your departure in order to avoid any dispute.
- Inventory: before leaving your accommodation, you and your property owner will do the inventory together. If anything is missing or deteriorated, your property owner can retain a part of your deposit to cover for the renovation or replacement costs. You are also expected to thoroughly clean the premises before leaving, otherwise you may be asked to pay for cleaning services (around €50 an hour).
- Deposit: Your landlord must return your deposit within 10 days of you both agreeing how much you'll get back.
- General advice: Our school will not cover debts incurred by students to a property owner, hospitals or any other service/administration. Students with outstanding debts can damage the image of EM Normandie and the school reserves the right to delay the awarding of student's diplomas and transcripts of records in serious cases. Please ensure all your bills have been paid before leaving.



# Living in the UK

## English way of life

## Oxford campus

### Survival French (just in case)

Hello > Bonjour

Goodbye > Au revoir

Thank you > Merci

Please > S'il-vous-plaît

### Good Manners in England

English people have a big sense of manners, here is some advice to make you a perfect UK resident:

Respect the queue. Be polite and say "sorry". Be discreet in public place.

Be on time. Look at your right when you cross the road.

### Videos about English culture

[Stereotrip on English food](#) by Paul Taylor

[What do Europeans really think about British culture](#) by BBC Three

**If you're feeling homesick**, don't hesitate to contact us at [incoming@emnormandie.fr](mailto:incoming@emnormandie.fr) or the EM staff on campus !



# 8. Living in Ireland

## Finding a place

EM Normandie has its own online housing platform Studapart where you can find offers from property owners student residences agencies or the school community. Connect to Studapart once you have your EM Normandie login.

## Lease length

Usually the tenancy has a one-year term agreement. Normally you cannot terminate a lease but you can request your landlord if you can assign the whole tenancy to someone and then end the lease early. Housing insurance is not compulsory but you can get an insurance to protect your belongings.

**Housing insurance** is not compulsory but you can get an insurance to protect your belongings.

- We strongly discourage to do virtual viewing.
- **Be extremely careful.** If you want a furnished apartment, ask for a confirmation. Be aware of scams.
- We advise you to request a payment on monthly basis.
- The payment of the first month will be asked for accommodation booking as well as a deposit.



## Useful links

### EM Normandie – Campus de Dublin on Facebook:

**Hosting Power:** a platform dedicated to students' accommodation in host families. Ideal for the practice of English and eventually enjoying some level of cultural immersion in Dublin. <https://hostingpower.ie>

**Student.com:** A worldwide free platform of students accommodation with online assistance with french speaker consultants. <https://www.student.com/>

**Daft:** <https://www.daft.ie>

**Rent:** <http://www.rent.ie>

**EazyCity:** <http://dublin.eazycity.com>

**Myhome:** <https://www.myhome.ie>

### Students residences EM Normandie deal

1 instalment plan, no deposit, flexible dates, bed and kitchen packs.

#### Dominic Place

Price from €263 per week

Location: 25-29 Dominick Street Upper, Dublin 7

Contact: [dominickplace@unineststudents.ie](mailto:dominickplace@unineststudents.ie)

#### Beckett House

Price from €260 per week

Location: 123 Summerhill, Dublin 1

Contact: [becketthouse@apartostudent.com](mailto:becketthouse@apartostudent.com)

#### Point Campus

Price from € 260 per week

Location: Point Village, Mayor Street Upper, Dublin 1



## Finances

In average, your monthly accommodation budget would be between €700 and €1,200 per month. For food, including some meals bought on campus or in cheaper restaurants, you will probably spend between €70 and €100 each week.\*You will often get discounts and special rates in a lot of places with their student card (cinemas, museums etc.,).

\* For more information visit [ICOS](#) or [Dublin city](#) website

## Bank

Whether you decide to open a bank account in Ireland or not, you can get cash out from any bank's ATM free of charge 24/7. Banks usually shut around 4pm on weekdays and are closed on Sundays

## Transports

The first thing you need to do, as soon as you arrive in Dublin, is to get a Student Leap Card (€10) which is the national student travel and discount card. It saves students money on public transport services as well as selected retail brand partners. You can download the application form here: [www.studentleapcard.ie/](http://www.studentleapcard.ie/)

### Dublin bikes

There are bikes' stations spread out across the city. All stations are equipped for Long Term Hire Card (€20) and 3 Day Ticket (€5). The first 30 minutes of use are free of charge. More information on: [www.dublinbikes.ie](http://www.dublinbikes.ie)

### Train

Irish Rail Network (Iarnrod Éireann): The Irish Rail services operates in all provincial cities from two stations in Dublin, Heuston and Connolly Stations. More information on: [www.irishrail.ie](http://www.irishrail.ie)

### Dublin Bus

Normal service runs from 5am to midnight. The Nitelink service operates from midnight to 5am. Please note that Dublin buses operate with an exact fare. The driver will not give you change if you have not paid the exact amount. You can pay by cash, by using your student Leap Card or with a prepaid bus ticket. Feel free to download Dublin Bus Application. More information on: [www.dublinbus.ie](http://www.dublinbus.ie)

**Irish Bus Network (Éirann)** : Ireland has a nationwide network of buses serving all of the major Irish cities outside the Dublin area. More information on: [www.buseireann.ie](http://www.buseireann.ie)

### Luas Tramlines

There are two tramlines in Dublin. The Green line connects Bridges Glen to Broombridges Train Station. The Red line connects Tallaght and Saggart to the 3 Arena and Connolly. More information on: [www.luas.ie](http://www.luas.ie)



## Postal services

Services include stamps, registered post, express mail, parcel post, money orders, postal orders, international reply coupons, TV licences and savings accounts, as well as bill payments. Local post offices are open (Monday to Friday) between 09:00 and 17:30 approximately and close for lunch between 13:00 and 14:00. Most post offices in towns and cities are open on Saturday mornings between 09:00 and 13:00. The General Post Office in Dublin (on O'Connell Street, Dublin 1) is the city's main post office. For information on opening hours and services for all post offices, visit [www.anpost.ie](http://www.anpost.ie).

## Smoking

Smoking is prohibited in public places (school buildings, railway stations, airports, government buildings or offices, restaurants, cafes and nightclubs, etc.).

## Public toilets

The male/female designation is often in the Irish language. You should go through the door marked FIR if you are a man and MNÁ if you are a woman.

## Electricity

The electrical current in Ireland is 220-240 volts AC. Standard plug sockets are 3-pin flat type. Make sure that you buy an adaptor from your home country before your departure (maybe two or more for your computer, your hairdryer etc). You will probably have difficulties finding the appropriate adaptor once in Ireland.



## Shopping

Shops are generally open Monday-Saturday from 09:00/10:00 until 17:30/18:00. Many also open for more limited hours on Sundays and Bank Holidays, particularly larger shops. Smaller grocery stores will normally open at 08:00 and remain open until 22:00 each day. Some of the larger supermarkets also have late opening hours (check locally) and bigger cities will have a late opening night on Thursdays.

## Weather

Think about packing appropriate clothes, shoes and a winter coat, accordingly with the continental climate, and an umbrella or rain jacket, just in case.

## Emergency numbers

Police number is 999 or for any emergency call 112 (can be dialed from anywhere in Europe); 101 to use when you want to contact the police but it's not an emergency.

## General Practitioner

**Dr Maria Lube** - 36 C, Talbot Street – Dublin 1, +353 8 34 394 580

**Dr Kevin O'FLYNN** or **Dr Margaret GRAINGER** - 239 South Circular Road Dublin 8, +353 1 454 13 57 or +353 1 830 02 44 (night and week-end) - kevin.oflynn@sicp.ie

## Pharmacy near campus

**Active Life Pharmacy** - Unit 27a Talbot Mall, Talbot St, Dublin 1, +353 1 878 2674

**Hickey's Pharmacy** - 55 O'Connell Street Lower, North City, Dublin 1, D01 W2V3, +353 1 873 0427 - **Conefrey's CarePlus Pharmacy** - 136 Pearse St, Dublin 2, D02 R270, +353 1 677 3234



## Useful apps

[Gumtree Ireland](#) - [Just Eat](#) - [Real Time Ireland](#)

### Checklist before arrival

- Ask for a visa if needed once you receive your letter of acceptance
- Book an accommodation
- Purchase your flight/train tickets
- Choose your courses and send us your learning agreement signed by your home university
- Register with your embassy in Ireland
- Save scanned copies of all your documents on your cloud/email
- Think about your finances: how you will access your bank account, if you want to open an Irish account, monthly wires etc.
- Take care of your health insurance, either by asking for your European health card or purchasing a private insurance
- Also, if you take any particular medication, check if it is available in Ireland or if you need to bring extra with you.

### Checklist before you leave

- **Departure notice:** you should inform your residence or your property owner about your date of departure. Depending on your rental contract, this has to be done by sending a registered letter 28 days (less than six months) or 35 days (between 6 and 12 months) before the effective date of your departure in order to avoid any dispute.
- **Inventory:** before leaving your accommodation, you and your property owner will do the inventory together. If anything is missing or deteriorated, your property owner can retain a part of your deposit to cover for the renovation or replacement costs.
- **Deposit:** your landlord must return your deposit within 14 days of you both agreeing how much you'll get back.
- **General advice:** Our school will not cover debts incurred by students to a property owner, hospitals or any other service/administration. Students with outstanding debts can damage the image of EM Normandie and the school reserves the right to delay the awarding of student's diplomas and transcripts of records in serious cases. Please ensure all your bills have been paid before leaving.



# Living in Ireland Irish way of life – Dublin campus

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## **Survival French** (just in case)

Hello > Bonjour

Goodbye > Au revoir

Thank you > Merci

Please > S'il-vous-plaît

## **Languages**

While Irish is the first official language of the Republic, English is the first language of the majority of the population outside the [Gaeltachtaí](#).

## **Videos about Irish culture**

[Top 10 foods to try in Ireland](#)

[Virtually visit attractions in Dublin](#)

**If you're feeling homesick**, don't hesitate to contact us at

# 10. How to get to your campus



## Campuses location and addresses

### Caen Campus:

9, rue Claude Bloch  
14052 CAEN CEDEX 4

### Le Havre Campus:

20, quai Frissard  
76000 LE HAVRE CEDEX

### Paris Campus:

64, rue du Ranelagh  
75016 PARIS

### Oxford Campus:

Jericho building - Oxpens Road  
OXFORD OX 1 1SA

### Dublin Campus:

ULYSSES HOUSE (4<sup>th</sup> floor)  
22-24 Foley Street,  
DUBLIN 1 - D01 W2T2

## CAEN & LE HAVRE

If you land in Paris but need to join our campuses in Caen or Le Havre, you can either choose Ouibus/Flixbus (option A), a collective taxi (Option B), the public transport (option C).

### Option A : Ouibus or Flixbus companies

Departure from Paris to Caen or le Havre train stations.  
The cost starts from €9 .  
Book on [OUIBUS](#) or [FLIXBUS](#)

### Option B : collective taxi

Before arriving in France, you can book a collective taxi (or shared taxi) for a door-to-door trip from Paris airports directly to Caen or Le Havre. It will cost approximately €110-120 for 1 person, €150 for 2 persons, €180 for 3 persons. If you book as a group, you will pay less individually. Indicate that you are from EM Normandie when booking.

- For Le Havre : [www.stvoyageurs.com](http://www.stvoyageurs.com)
- For Caen: <https://www.vhp-limo.fr/>

## Option C : Travelling with public transport

To get to our campuses in Normandy from Paris you must first go to Saint-Lazare train station (Gare Saint-Lazare) located in the centre of Paris. All trains for the Normandy region depart from this train station.

### Case 1: Arrival at Charles de Gaulle airport (CDG)

	Journey duration	Fare	Companies	Remarks
<b>Option 1 : TAXI</b>	Around 45 minutes (may take longer depending on traffic)	From €50	Taxis Paris <a href="http://www.taxis-paris.fr/">http://www.taxis-paris.fr/</a> Alpha <a href="http://www.alphataxis.fr">www.alphataxis.fr</a> G7 <a href="http://www.taxisg7.com">www.taxisg7.com</a>	This is a very practical option and you can share the cost with a friend.
<b>Option 2 : ROISSYBUS</b>	Around 60 minutes Frequency: 15 - 20 minutes	From €12.50	<a href="#">ROISSYBUS</a> Buy your ticket when boarding the bus (small change needed) or at the exit gate at the airport or from the RATP ticket office nearby.	The shuttle bus will drop you at Opera; you can walk to the Gare St Lazare, (around 10 minutes walk).
<b>Option 3 : METRO/RER</b>	RER B + RER E : around 45 minutes Frequency : 10 - 20 minutes	From €10.30	<a href="https://www.ratp.fr/en/visite-paris/english/visiting-paris-and-its-surrounding-areas">https://www.ratp.fr/en/visite-paris/english/visiting-paris-and-its-surrounding-areas</a> RER B from CDG to « Gare du Nord ». Then walk to Magenta RER E station (situated below Gare du Nord) and take RER E to "Hausmann Saint-Lazare". Follow the directions for "Trains Grandes Lignes" and you will arrive on the Regional Trains platforms of the Saint Lazare train station.	The RAIL - RER/Metro is not really practical if you have a lot of luggage (narrow escalators)



## Case 2: Arrival at Orly airport (ORLY)

	Journey duration	Fare	Companies	Remarks
Option 1: TAXI	Around 45 minutes (may take longer depending on traffic)	From €50	Taxis Paris <a href="http://www.taxis-paris.fr/">http://www.taxis-paris.fr/</a> Alpha <a href="http://www.alphataxis.fr">www.alphataxis.fr</a> G7 <a href="http://www.taxisg7.com">www.taxisg7.com</a> Taxis Bleus <a href="https://taxisbleus.be/index.php/fr/reservation">https://taxisbleus.be/index.php/fr/reservation</a>	This is a very practical option and you can share the cost with a friend.
Option 2 : ORLYVAL RER B METRO	Around 45 minutes Frequency: 10 - 20 minutes	From €12.50	<a href="#">RATP - Visiting Paris</a> ORLYVAL from Orly airport to Antony (10 mn) RER B from Antony to Châtelet Halles station (25 minutes) Metro line 14 'Direction St Lazare' (10 minutes). You can buy a single ticket. Then, follow the direction "Trains Grandes Lignes" and you will arrive at Saint Lazare train station.	The RAIL - RER/Metro is not really practical if you have a lot of luggage (narrow escalators)

Destinations	Trip duration	Cost (one way)	Remarks
Saint-Lazare (Paris) to Caen	2 hours	Between €32-35	Ask for a direct train to Caen.
Saint-Lazare (Paris) to Le Havre			End of the line station.

Please always be aware of pickpockets (who can be adults, teenagers, male and female) and thieves - Keep your personal belongings, computer cases with you.

## OXFORD

If you land in London but need to join our campuses in Oxford, the best option is to take a bus to Oxford.

	Journey duration	Fares	Companies	Remarks
From London Heathrow International Airport	1h30	£23	<a href="#">The Airline (Oxford Bus Company)</a>	Operates 24/24, 7/7 Heathrow is the closest airport from Oxford
From Gatwick Airport	2h30	£28	<a href="#">The Airline (Oxford Bus Company)</a>	Operates 24/24, 7/7
From Luton Airport	2h20	From £14	<a href="#">National Express 757</a>	Every two hours
From Stansted Airport	1h40	From £18	<a href="#">National Express</a>	Up to 30 departs per day
From Marylebone/Paddington Train Station (London)	1h	From £5	<a href="#">Trainline</a>	Every hour

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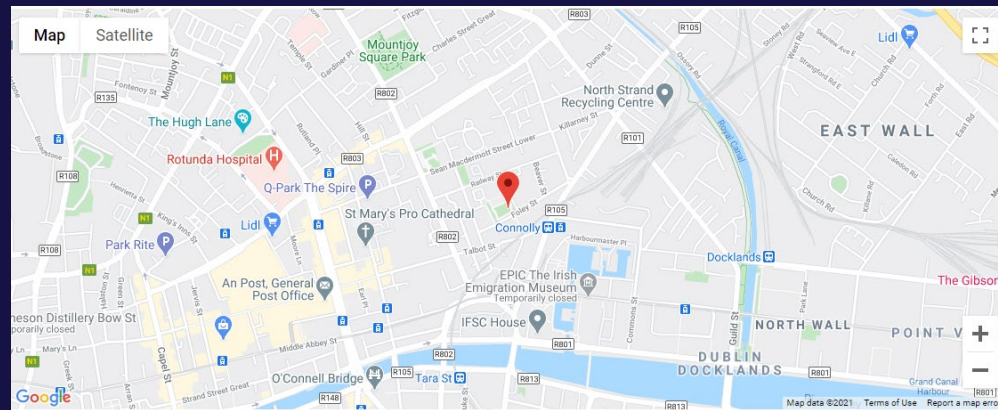
## DUBLIN

### By bus

If you land in Dublin airport, the best option is to take a bus to the city centre.

### By taxi

You can also take a taxi from the airport to the city center. The estimated cost is between €25 - €30 and prices may vary depending on traffic congestion, number of passengers and time and day of pick-up.

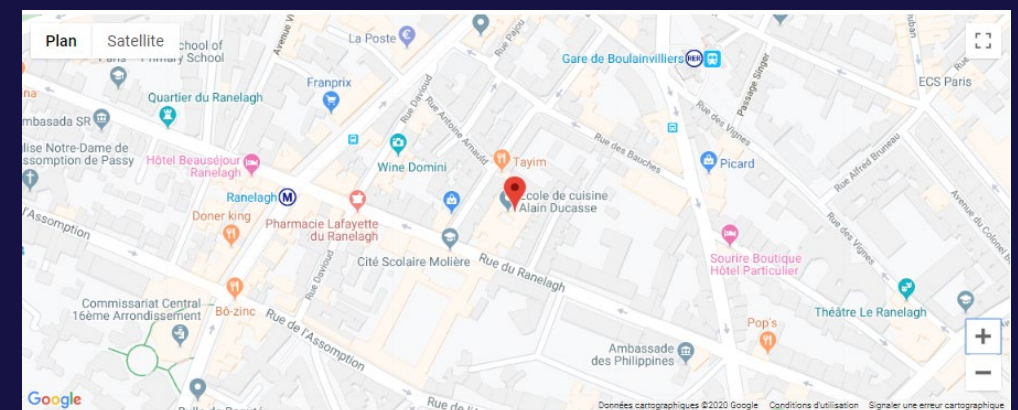


## PARIS

### By public transports

The quickest and cheapest way to travel into the center of Paris is by the [RER B](#) (blue train line).

Our Paris campus is located in the 16<sup>th</sup> district of Paris, at a five-minute walking distance from the metro station "Ranelagh" on line 9 and the RER C station "Gare de Bouloinvilliers".



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# STUDENTS TESTIMONIES

"I was pleasantly surprised by how practical the classes at EM Normandie were. I learned a lot by doing real negotiations, analyzing real contracts and work with real businesses. I'm happy I chose for EM Normandie. An experience I won't forget."

**Vincent** – KU Leuven, Belgium - Cross-cultural Marketing & Negotiation – Caen

"I recommend this program to people who go abroad to gain travelling experience and meet new amazing people."

**Anna** – University of Economics in Prague, Czech Republic – European Business Programme – Caen

"I am grateful to have the opportunity to complete part of my career at EM Normandie Oxford, which is a place with excellent academic and human level."

**Basilio** – Universidad Siglo 21, Argentina - M1 Global Track – Oxford

"Studying at the EM Normandie was a nice experience. The facilities of the university and the support of the staff and student organizations were very positive. Especially the International Office."

**Jakob** – Hochschule Osnabrück, Germany – European Business Programme – Caen

"EM NORMANDIE places students at the heart of its success! New technologies are used to render classes dynamic and to foster exchanges, which is supported by expert lecturers who are empathetic listeners."

**Lucie** – Cameroon – M2 Marketing & Stratégie Commerciale – Le Havre

"My stay at EM Normandie was really wonderful, it is an unforgettable experience. I learned a lot and made really such good friends."

**Manav** – Chitkara University, India – Cross-cultural Marketing & Negotiation – Caen



We look forward to welcoming you at EM Normandie Business School!

Contact for international students: [incoming@em-normandie.fr](mailto:incoming@em-normandie.fr)

