

International Student Welcome Guide 2022/2023

Ecully Campus

 early makers
since 1872



em
lyon
business
school



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A brief word from our President

Dear International Students,

Welcome to **emlyon** business school !
Triple accredited, **emlyon** is one of the best high-ranked institution !

You have decided to join **emlyon** business school as part of your studies abroad and I would like to congratulate you on joining us.

The Faculty and Administrative teams are deeply committed to offer you not only a unique high-quality educational experience but also a rich, stimulating and challenging new stage of your life.

This information pack will be your guide for months ahead and help you to integrate and complete the required procedures. In addition, The Student Services Center will be there to support you throughout your stay.

I am convinced that your experience with us will be determinant, full of success and fulfillment.

I thank you for your trust and wish you the best for your studies and your stay in France !

Prof. Isabelle Huault
Executive President & Dean

Ecully Campus

Campus presentation

The **emlyon** business school Ecully campus is located in a residential suburb about 35 minutes from Lyon's city center. Set in 6 hectares of woodland, it offers a combination of high-quality educational facilities and creative infrastructures. You can enjoy a [virtual tour](#) of our Ecully campus.

On campus security

Team members and their contacts

☒ The security command post is located **in Building A on the ground floor**, next to the central stair case (1026d).

☒ Direct phone number: **04 78 33 77 77**

☒ The security team (Outlook list): security-ecu@em-lyon.com

A defibrillator is available next to the Security Command Post

The head of Fire Safety is: **Youness ZYANE**

Fire response instructions

As soon as the building alarm bell is sounded, you must get out and get away from the building

Here is a video to acquire the right fire response practices.

[Video](#)

Theft safety instructions

This video is meant to raise awareness and show you what needs to be done when faced with individuals demonstrating unusual behaviors in keeping with vandalism, incivility, or theft attempts on campus.

[Video](#)



Never leave your stuff unattended, even on campus!
Lost & Found / Go to the front desk at the entrance of Building B

Instructions for helping a person in danger

Reflex 1: Call security 04 78 33 77 77

Or send someone to the security Command Post if you need to stay by the victim

Telephones are available in the hallways (Building A, 2nd floor)

Security will contact emergency services and will guide them through campus

Here is a short video to get the right reflexes!

[Video](#)

Attack safety instructions

For further information about how to proceed daily and what to do as the threat of intrusion is evolving, here is an "Attacks/Intrusions" guidebook. This guidebook is meant to inform you and raise your awareness on what to do in case of an armed attack.

You are also provided with a short training via this [PDF](#) and this 9-question video: [Here](#)

Automatic description for the visually impaired:

Image describing the instructions on how to respond to terrorist attacks:

- Try and Escape
- If possible, you need to hide (lock yourself in or barricade yourself)
- Turn off the lights and mute all appliances.
- Mute your phone and turn off vibration mode.
- As soon as you are safe, alert police forces and do as instructed.

Campus map



Campus services

Gymnasium

Located in Building D, the gym allows you to practice a variety of sports. You can follow sports classes in addition to accessing sporting equipment. You will need your **emlyon** business school student card to access the gym.

Restauration

You will find more information about restauration on your [Makersboard](#).

The 45-4 /Building A 2nd floor

Open Monday through Friday from 07:30 AM to 05:00 PM
3 counters available: a self-service shop, a hot-dish counter (1 fish or 1 meat + side dish) and a burger counter.
Payment modes: Debit card, student card (dedicated cashier).
To be recharged using your debit card at the on campus charging station = faster check out

The Melchior connected fridges:

4 fridges on campus: 1 at the entrance of Building A, 2 on the first floor in Building B, 1 on the first floor in Building C (Library).
5 different recipes per week (covering all types of food diets).
90% of jars used are made of glass and collected after use, in the crates available, to be cleaned and reused. Thank you for bringing back the glass jars in the dedicated baskets!
Payment: Debit card. **25% discount on Saturdays.**

Foodtrucks: Stationed in front of the library (Building C), there is a different food truck every day. Payment can be done in cash, with your debit card or with your luncheon voucher card. Service is open from 11:45 AM to 02:00 PM.

Pizza distributors: Located across from the entrance of Building C (library), there is a large choice of pizzas. Service is available 24hrs/7ds. Pizzas can be served precooked (to be reheated) and available in 30 seconds, or fully cooked in 3 minutes. Payment is debit card only (no cash).

To Good To Go: application fighting against food waste. You just need to download the application, then click on "Plus" > "My profile" > "Hidden stores" and enter the following code: **4M68JCA5**.

The surprise baskets cost €3 (equivalent to €7 at a "normal" price) and are put online at 02:30 PM in the app. You can pick up your basket at the store of the 45/4 area, from 03:30 to 05:00 PM, or at the front desk of Building B from 03:30 to 06:30 PM. Unpicked-up baskets will not be redistributed the next day.

Coffee machines and water fountains / don't forget to bring your own mug as per our waste-reduction approach (0-cup campus).

Léo & Go

Hybrid or electric car sharing: user friendly, cars are available right on our parking lot. Going from one place to another easily. Parking anywhere in Lyon is included in the price!

-10% off for students and -10% more for students with a scholarship. Download the application.

Everything you need to know right here (add website link)

Don't forget to carpool as a driver or as a passenger: [here](#)
Easy registration here!

Register to be part of the Cloé community = all carpool pick-up and drop off near your campus!!

Mapwize

Find your way around campus using geo-localization / download and/or view Mapwize [here](#)!! (Easier connection via your makersboard)

Find a classroom, a person...

Campus services

Creativity & Learning Hub

The Learning Hub is a new-generation third-place library and a "phygital" (physical and digital) space available on all school campuses.

The **physical Learning Hub** (Located in Building C) is a place for meetings, exchanges and collaboration. It has been designed to provide spaces for work, relaxation and eating, whether alone or with others, enabling everyone to find a place that meets their own needs in a spirit of mutual respect. The **digital Learning Hub** creates and develops a constantly evolving digital information environment. Available 365/24/7 worldwide, it promotes learning, research and innovation within the school.

More information on the learning Hub on your [Makersboard](#).

Maker's lab

emlyon business school makers' labs are prototyping workshops that are unique among French business schools. Dedicated to creativity and learning by doing, they are open to the entire **emlyon** ecosystem, whether graduates, students, staff, professors, researchers, incubators or partner companies. You can use your makers' lab (located in Building C) to prototype your ideas in record time thanks to the resources provided, including machines, materials, electronic components, software and a team of facilitators.

More information on the makers'lab on your [Makersboard](#)

"La Conciergerie" concierge service

"Jours de Printemps" - Building B ground floor (right across from the front desk) / **available to all**. This service is available remotely or on site.

The Concierge Service is here **to save you some time and make things easier for you in your daily life**. Free registration without any obligation.

Some of its services are free / such as picking up a package at the post office, going to the pharmacy.

At the Concierge front desk, you can recharge your bus card, buy bus or subway tickets, (for Paris as well).

A large range of other services is available, more often than not, cheaper than public prices.

Check out the Concierge Service website: [here](#)

Please contact Alexandra, the concierge, by email: conciergerie.ecully@em-lyon.com

DAILY LIFE

- Dry-cleaning
- Sewing, shoe repair
- Delivery of flowers, fruit and vegetable baskets
- Cell phone repair
- Social security card

LOCAL SHOPPING

- Convenience stores
- Post office, pharmacy
- Parcel relay
- In-store purchases
- In-store withdrawals
- Car transport

CAR MAINTENANCE

- Car registration document
- Car wash
- Vehicle safety inspection
- Servicing
- Change of tires

STORE AREA

- Troubleshooting products
- Postal station
- Transport ticket
- Gifts, games, delicatessen, home, well-being

ADMINISTRATIVE ASSISTANCE

- Various formalities, visas
- Help with moving
- Internet research
- Making appointments

PUT IN RELATION

- Artisans
- Home services
- Leisure and activities
- Wellness

PARTENAIRE Jours de printemps CERTIFIÉ

Campus access

From Lyon-Saint-Exupéry Airport by tramway and bus to Lyon Part-Dieu train station

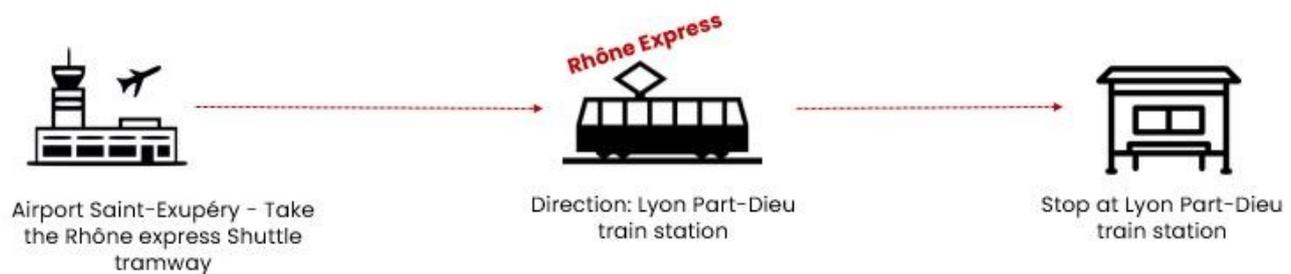
Option 1: Bus 47 and Tramway T3

The whole trip takes about 1 hour and costs a TCL bus ticket (1.90€). You can buy bus tickets via ticket machines by credit card or cash. More information [here](#).



Option 2: Rhône Express shuttle tramway

The trip is about 30 minutes and costs 10€ (for 12-25 y.o) or 15.20€ (full price). More information [here](#).

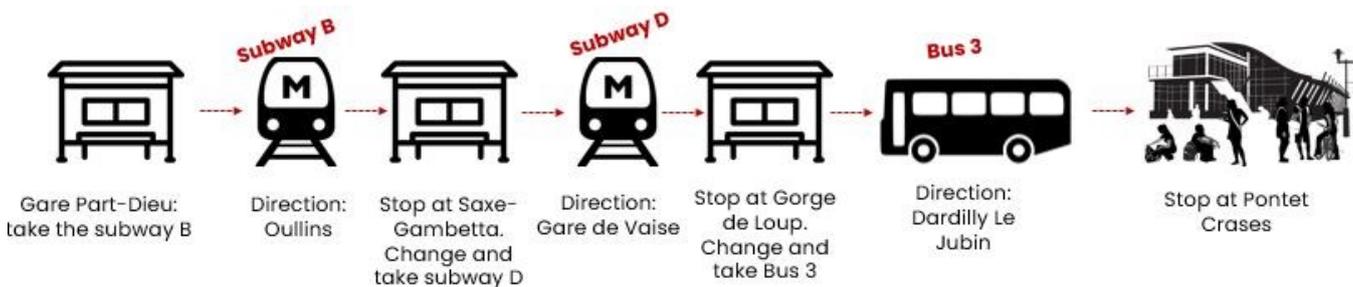


From Lyon Part-Dieu station to emlyon business school Ecully campus by subway and bus

Option 1



Option 2



You can plan your itinerary to come to **emlyon** business school from anywhere in Lyon directly on the website [TCL](#).

Immigration

First step: the visa

If you are a national from the European Union, the EEA or Switzerland, you do not need to apply for a student visa.

Do you need a student visa for your stay in France ? Check [here](#).

If you need a visa, please check if you are concerned by the pre-consular "Etudes en France" procedure [here](#). Find out more information about the pre-consular procedure "Etudes en France" on your [makersboard](#), section before arriving in France.

If you are not concerned by the "Etudes en France" pre-consular procedure, you will certainly need to apply directly through the French consulate. Check [here](#) how you will have to apply.

Please note that in any case, you must first be accepted to **emlyon** in order to apply for a visa. You will need to apply at least **3 months** before your estimated arrival in France.

Pre-Departure Checklist

- **Passport (or ID cards for EU citizens)** and a scanned copy for safe-keeping.
- **An original birth certificate (in the original language).** This document is very important for administrative procedures in France. French administrative bodies prefer to see the original and make a copy themselves. As always, keep a scanned copy! You will have to get your birth certificate translated in France by a [certified translator](#).
- **European health insurance card (for EU citizens only)** valid for at least the full academic year (September 1st to August 31st).
- **Extra passport photos** taken under the same regulations as for the European passport.
- **Important medical record**, especially vaccination records.
- **Contact details** from home in case of an emergency.
- **Some cash for your arrival**, since your credit card might not work in France. Please be careful and do not carry large amounts of cash.
- **A plug adaptor** if necessary. In France we use E type plugs with a 230V tension a 50Hz frequency.

Validate your visa after arriving in France

If you **have a D-type Long stay visa** (CESEDA R311-3-6), you must validate your visa through the [ANEF platform](#). Log in and follow the instructions.

The validation of your visa is mandatory and must be done **within the first 3 months after your arrival** in France.

A step by step tutorial is available on your [Makersboard](#) in the section "Validate your visa."

If you are a national from the European Union, the EEA, or Switzerland, you are not concerned by this procedure.

Renew your visa or residence permit

If you are a non-EU student already in France, you may need to renew your visa or residence permit **from 4 months until maximum 2 months (60 days) before the expiration date of your current residence permit/visa.**

The procedure is entirely online and the International Student Support will complete a pre-check of your documents.

Please contact us directly.

- Ecully : internationaloffice@em-lyon.com
- Paris : internationaloffice75@em-lyon.com
- Saint-Etienne : internationaloffice42@em-lyon.com

Housing in Lyon

According to Only Lyon website, Lyon is the first city in France for culture (outside of Paris) and is the first French city preferred by executives.

Lyon has a rich cultural offering (museums, festivals, theaters, monuments, parks, etc) and is renowned for its gastronomy mostly thanks to Paul Bocuse. According to a recent APEC Study, Lyon offers an ideal quality of life. Located in the South-East of France, Lyon is the capital of the Auvergne-Rhône-Alpes region. It is located two hours from Paris by high speed train (TGV) and just an hour from the Mediterranean coast or major alpine ski resorts.

Living costs

Monthly budget : around 1000-1200€

- Rent : 500-600€
- Transportation : 25€ for under 25y.o. 65€ above 27y.o
- Food: 200-300€
- Books, photocopies : 40€
- Miscellaneous (insurances, council tax, clothing, etc) : 100€
- Mobile Phone : plans starting at 2€ (depending on the provider)
- Entertainment : 100€

Please note that this is a tentative budget which depends on your choice of accommodation and lifestyle.

New! The Accommodation guide

It is not easy to find accommodation, especially in large French cities, so we have made a detailed guide with all the information you need !

Find the guide on [Makersboard](#) !

Download the guide [here](#) !

Student accommodation :

Everything you need to know !

Last updated : 03/06/2022

early makers since 1872



emlyon business school

Health and Insurance

The Health Insurance System

For a stay of **more than 90 days** on the French territory it is mandatory to register to the CPAM through the dedicated [website](#). All international students are entitled to this coverage and **registration is completely free**. Social security coverage is provided by the CPAM (Caisse Primaire d'Assurance Maladie) and partially covers your healthcare expenses. **Attention!** Registration and coverage **take time** (at least several weeks). We recommend that you get an International insurance for the first 90 days at least.

If you have an **illness or such before coming to France** and you need medical follow-up, we strongly recommend that you **come with an International insurance** covering you from the 1st day of your arrival.

If you are from **the European Union, the EEE or Switzerland**, you must obtain a **European Health Insurance Card (EHIC)** before your arrival in France.

If your **stay is less than 90 days**, then you must have **international insurance coverage** for your time in France.

Complementary health insurance

Complementary insurance plan called "mutuelle" is an additional health insurance that you can subscribe to in order to receive a better reimbursement of your medical expenses. This is not free and will require annual or monthly payment.

[HEYME](#) is emlyon's partner and we have a 10% discount code for you: **69EMLYON**



Declaring a general doctor

You can register with a general doctor to the CPAM directly on your Ameli account. This will allow you to receive a better refund. This doctor will get to know the patient's medical history and manage your records.

The "carte Vitale"

Once your registration to the CPAM is done, you will be attributed a unique 13-digit identifier and then you will be able to order your "carte Vitale". This free card includes your health insurance number and provide access to health care and direct reimbursement.

Emergency numbers

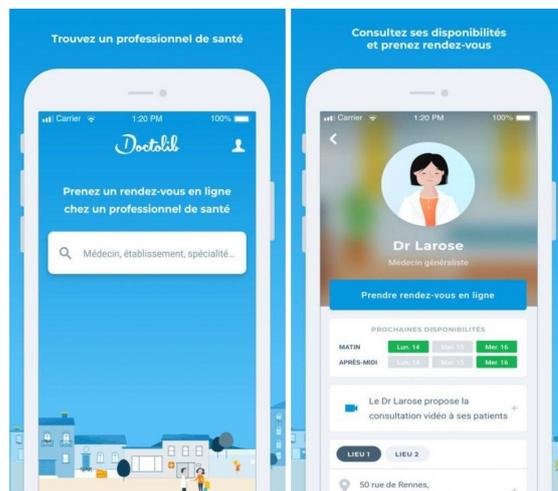
Numbers for more specialized services are available on [Makersboard](#) in the section « Health and Insurance ».



Doctolib

[Doctolib](#) is an online platform and mobile app that allows you to book an appointment online directly with the doctor of your choice. You can find general practitioner, specialists and doctors who speak other languages than French.

In order to search for doctors speaking a particular language, you must first write the name of the city in French. It is better to precise if you want to see a specialist because if you leave it blank, you'll get the list of general practitioners by default. Filter your search by clicking on "langues parlées" (spoken languages) and choose your language in the drop-down menu. This will update the list of doctors and show you the next available appointments.



Third Party Liability Insurance

This is a **mandatory insurance** that covers you in the event of damage or accidents that you may cause to third parties (people or property) in your academic or private life. This guaranty can be included in some insurance contracts : house insurance, bank contract, car insurance, etc.

If you do not have such an insurance covering you in France, note that **emlyon** offers you the possibility to contract one during your IAEL registration with our partner Mutuelle Saint-Christophe.

International Insurance

emlyon business school provides international insurance coverage for all of its students. The international mobility insurance applies for academic purposes only. You can benefit from a wide range of guarantees valid almost worldwide during the whole academic year. Your contract does not apply to countries in a current state of foreign or civil war or countries registered on the list of countries not recommended by the Ministry of Foreign Affairs.

Please note that **incoming exchange students are not covered by this insurance**.

The guarantees are detailed in documents available on [Makersboard](#) in the section « Health and Insurance » :

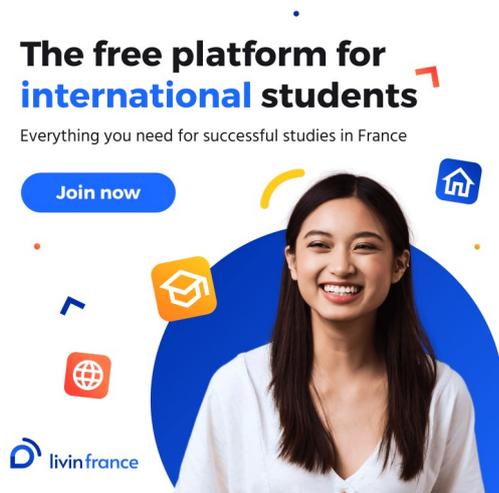
- Hospitalisation
- Medical expenses (medical examination, medicine, etc)
- Repatriation
- Third Party Liability Abroad
- Loss of luggage

In case of a health problem or an emergency, you must follow the advice on the assistance card in order to benefit from the reimbursement of your medical expenses.

Life in France

LiveinFrance

To make easy your arrival, we have made a partnership with [LiveinFrance](#). This platform will help you with all the process before and during your stay in France regarding procedures such as your VISA, your accommodation, your administrative documents, your insurance, etc. To do this, simply create an account and follow the steps. The registration is entirely free.



Banks and loans

Banks

There are several banks in France. You can choose one with an agency or an all-online one. However, please note that not every bank accepts clients who stay less than a year.

To create an account in a French bank, you must usually provide:

- Proof of identity : your passport or ID card for Europeans
- An enrolment certificate
- A proof of address

emlyon business school has several bank partners. They can be subject to change so you must always check the [IAEL platform](#) section "tuition fees". You can also check other all online banks such as Monabanq, n26, Revolut, Orange-bank, and Monese.

Loans

You may obtain a bank loan through **emlyon** financial partners only if you have a French fiscal resident guarantor for your loan. If not, we advise you to obtain a loan in your country of origin before your arrival or via Prodigy Finance if your program is eligible.

[Prodigy Finance](#) is an innovative platform that offers loans at preferential rates to international postgraduate students attending top universities. All **emlyon** MSc students are eligible.

Transportation

Metro-Bus-Tram

Lyon's public transport (bus, tramway, subway) is operated by [TCL](#).

For anyone under 25y.o, the monthly subscription is 25€. For students from 26 to 27 y.o, the monthly subscription is 25€. For students above 27y.o, the monthly subscription is 65€ (no students discount available above 27y.o)

Train

The national train network is operated by [SNCF](#). A [discount card](#) is available for youths (ages 12-27). There is also an [unlimited travel card](#) for a monthly fee (ages 16-27). [Ouigo](#) runs a low-cost high-speed rail service in France.

Bicycle & electric scooter

- **VELO'V**: you will see a lot of velo'v bicycles in Lyon. Take a bike at a station and drop it to another station! Subscriptions are available [here](#).
- **DOTT and TIER** : for electric scooter. Check their websites for more information!

Carpooling and intercity buses

[Blablacar](#) is a famous French startup for carpooling. They also operate [intercity buses](#), which is an affordable way to travel around the country and even in Europe. Other main companies are [Flixbus](#), and [Eurolines](#).

Phone & Internet providers

ORANGE and it's low-cost company SOSH	BOUYGUES TELECOM and it's low-cost company B&YOU
SFR and it's low-cost company RED by SFR	FREE : one of the newest telephone and Internet company in France.

Campus administration

Administration Registration (IAEL)

You will have to register to **emlyon** by completing an online file on the [IAEL platform](#). This is a **very important step**, as you need to complete this registration in order to receive your enrolment certificate (« certificat de scolarité »). You will need this document for many other procedures with the French administration.

Make sure to click on the « **validate your file** » button at the bottom right of the screen in order to complete your file !

Student Card

The team will order your card **once your IAEL file is complete**. You will not receive your card if your file is incomplete. The **emlyon** business school student card is an ISIC student card that is recognized in over 100 countries and offers a range of advantages and services. For more information, please check the [ISIC website](#)

This card can be charged:

• For catering:

- > By credit card using the catering machines, physically available on campuses
- > By cash with the cashier
- > [Online](#)

• For printing:

- > [Online](#)

• For CROUS restaurants:

- > Via the website or the app [IZLY](#)

WIFI

There is a free WIFI network for **emlyon** students. Choose the **EMLEDUC** network and connect with your **emlyon** credentials (that you will receive before your arrival). Any IT issues? [Contact My Support](#).

Good deals

Culture

Lyon has a rich cultural offering (museums, festivals, theatres, monuments, parks, etc) and is renowned for its gastronomy mostly thanks to Paul Bocuse. According to a recent APEC Study, Lyon offers an ideal quality of life.



3 useful websites :

1. [The tourism office website](#)
2. [ONLY LYON](#)
3. [Lyon campus](#)

World Bars and World Food

Good to know: it is forbidden in France to drink alcohol or smoke before the age of 18.

You may want to go out and eat some world cuisine. Say no more, we have quite the amount of world cuisine restaurants and bars in Lyon! You can also choose to enjoy some French cuisine and more especially some Lyon specialties such as "Quenelles" or "Tripes".



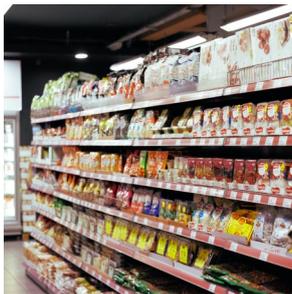
2 interesting websites :

1. [The Petit Paumé](#)
2. [The fork](#)

Exotic grocery stores

Exotic grocery stores can help you find some grocery products of your home country. In most supermarkets in France, you have exotic products sections but there are not as well supplied as exotic grocery stores.

In "Lyon 7eme" you can find a lot of exotic grocery stores, more especially at "Guillotière" & "Saxe-Gambetta". However, there are a lot of exotic grocery stores in Lyon and its suburbs. The best thing is to google your search! Most well-known store are "Paris store", "Rize Market", "Leaf Market" or "Madras Bazar".



Solidarity grocery stores

Solidarity grocery stores sell products at a reduced cost compared to regular grocery stores or supermarket. However, you need to meet certain conditions to be able to have access to these prices. Each solidarity grocery store has its own conditions of access so you have to always check them before going to one. Most of the time, the conditions of access are based on your financial situation. You can see a social worker who can help you with this and guide you to the right store.

Here is a solidarity store for students in Lyon: [AGORAé](#)

This is the solidarity grocery store opened in the University of Lyon 1. It is opened to all students and is a place of share and exchange, a place of cooperation with the CROUS organism, a place of solidarity & health information etc. You will find prices between 85% & 95% cheaper than in a regular supermarket. **You will need to fill in a file of application** to get this service.

Lyon and its "marchés"

If you want to eat fresh and local at reasonable prices, then say no more and discover Lyon's local markets. In French we say "marché". You will find local food, drinks, flowers but also some specialized markets for books for example! It is also a good way to discover the city and the locals.

Click [here](#) to find your "marché".

Anti waste apps

Every year 10 million tons of food is either lost or wasted in the country, costing the French 16 billion euros per year.

Fighting against food waste is thus a major challenge and it is clear that we can all make a difference in the way we shop and eat.

Here is a shortlist of anti-food-waste apps :

1. [Too Good To Go](#)
2. [Phenix](#)
3. [Zero Gaspi](#)



GenerationFly: discover the great Lufthansa travelling program for students



With the **GenerationFly program**, **Lufthansa Group** (Lufthansa, SWISS and Austrian Airlines) offers the opportunity to **students in France to travel the world with many benefits**.

In addition of special **offers on ticket flights** (up to 10€ on short-haul flights and up to 50€ on long-haul flights), students also get a **free baggage allowance of 2 x 23kg** and they can **change their reservation one time without any fee**.

In total, the student fare **offers an average discount of 259 €* on all destinations in Europe :**

- ✓ - 10€ on the published fare
- ✓ - 19€ on airport taxes
- ✓ - 70€ on the modification fees (1 time without fees)
- ✓ - 80€ for an additional baggage (per segment, so 160€ for a round trip)

And on **long-haul destinations**, the student fare (valid 1 year) **offers a discount of 639 €* up to 739 €* :**

- ✓ - 50€ on the published fare
- ✓ - 19€ on airport taxes
- ✓ - 170€ on the modification fees (1 time without fees)
- ✓ - 200€ to 250€ for an additional baggage (par segment, so up to 500€ for a round-trip)

**These fares are valid now, subject to modifications without notice.*

[Book here](#)

With the new Lufthansa Group GenerationFly program, the world has never been so close to students.

Take advantage of this offer and book now!

Your main contacts

Student Services Center

Welcome Desk

- welcomedesk@em-lyon.com

International Student Support

Immigration, housing, health and insurance, and life in France

- Ecully campus: internationaloffice@em-lyon.com
- Paris campus: internationaloffice75@em-lyon.com
- Saint-Etienne campus : internationaloffice42@em-lyon.com

Student Support team

Administrative registration, student card, diplomas

- Ecully campus: iael@em-lyon.com
- Paris campus: iael75@em-lyon.com
- Saint-Etienne campus : iael42@em-lyon.com

Certificates, transcripts

certificateonline@em-lyon.com

Financial Support

Mobility Grants (Erasmus +, OFAJ, Bourse de la Région Auvergne Rhône, EIFFEL):

- scholarships@em-lyon.com

Need-based grants (CROUS, Emergency funds, foundation **emlyon..**):

- scholarships@em-lyon.com

Academic Exchanges

Incoming academic exchanges

incoming.master@em-lyon.com

Outgoing academic exchanges

Céline DARMAILLACQ & Jessica DONATI

internationalmobility@em-lyon.com

Shanghai Mobility

Rona GUO guo@em-lyon.com

The IT Helpdesk

<https://mysupport.em-lyon.com/>

Wellness center

Nurse: infirmierie@em-lyon.com

Psychologist: psychologue@em-lyon.com

The Student Association for International Student (BDI)

Facebook Group [here](#) and [here](#)

