INTERNATIONAL STUDENT
guide

< 2023-2024 >
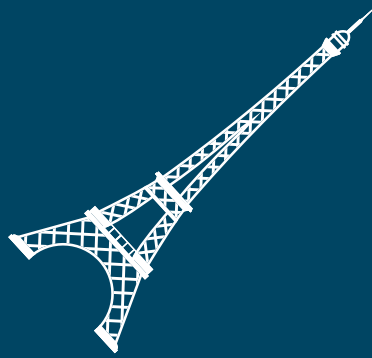
epita.fr/en/

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Academic programs

PROGRAMS OVERVIEW

Welcome to the Department of International Programs of EPITA.

The Department of International Programs of EPITA supports the development of international-ization of higher education on campus in line with the school's global strategy and in coordination with the other departments.

Our mission is to attract a diverse group of students from around the world and educate them for leadership and management in the technolog-ical fields and to transfer the French know-how in Information Technology to our partner institutions worldwide via the joint degree and double degrees Bachelor and Master's programs.

As one of the leading French science and engi-neering schools, EPITA, accredited by the French Ministry of Higher Education and Research *(Ministère de l'Enseignement Supérieur et de la Recherche)*, the CTI *(Commission des Titres d'Ingénieur)* and the CGE *(Conférence des Grandes Ecoles)*, is committed to ensuring that all students have meaningful opportunities for personal growth and professional achievement.

At EPITA, computing and information technol-ogies are considered fundamental subjects and are always placed in the context of students' future managerial roles and positions of respon-sibility. Business studies complement this training to broaden and complete the scientific culture vital to future engineers.

▸ **Bachelor of Science in Computer Science**

▸ **Master of Science in Computer Science**

▸ **Master of Science in Artificial Intelligence Systems**

▸ **Master of Science in Artificial Intelligence for Marketing Strategy**

▸ **Master of Computer Engineering**

▸ **Bootcamps and Entrepreneurship short programs**

▸ **Joint and abroad master's programs**

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

The Bachelor of Science in Computer Science (BSc CS) program allows students to acquire the theoretical and technical foundations that will enable them to become versatile developers (back-end, front-end, full-stack).

After graduation, students will be able to meet all the challenges of application development encountered in French and international companies.

Accredited by the CTI *(Commission des Titres d'Ingénieur),* the program consists of 6 semesters over **3 years**, including two internships and French classes.

Semester 1
During the first semester, the students acquire fundamental developer skills. Right from the beginning, students are confronted with development issues in the various compartments that make up an application: web development, python development and database learning.

Semester 2
The development skills of students are reinforced throughout the second semester, which concludes with a two-month internship in a company.

Semester 3
After working on the common core subjects (python-web-databases), students progressively see other ways of building applications including Java and advanced JavaScript (responsive web processing and best practices). Cross-disciplinary skills are also introduced such as project management and the basics of collaborative work on sources with Git in particular.

Semester 4
Students develop their software industrialization skills with a first introduction to mobile development.

Semester 5
Students consolidate their training in graphical appli-cation development through front-end frameworks and the adoption of the DevOps approach.

To obtain their Bachelor's degree *(Licence)*, students must acquire **180 ECTS** and a **B2 level in French**. Graduates of this program will have the opportunity of pursuing our Master of Science programs.

MASTER OF SCIENCE IN COMPUTER SCIENCE

The Master of Science in Computer Science program enables students to acquire advanced skills in computing technology and computer science and to apply them in the professional fields.

The program spans **18 months** which consists of **12 months of classes** and a **6-month internship.** It is a certified degree that can be delivered only by a member of the CGE *(Conférence des Grandes Écoles).*

The program offers four specializations:

▸ **Data Science & Analytics**

▸ **Software Engineering**

▸ **Innovative Information Systems Management (available for September intake only)**

▸ **Computer Security**

The program includes common courses to all students, followed by specific courses depending on the students' choice of specialization.

To obtain their degree, students must acquire **120 ECTS** and an **A2 level in French.**

MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE SYSTEMS

The Master of Science in Artificial Intelligence Systems program trains experts to meet the current and future needs of any business requiring data scientists. It enhances students' professional skills, including scientific and technological as well as personal and commercial.

The program spans **18 months** which consists of **12 months of classes** and a **6-month internship**. It is a certified degree that can be delivered only by a member of the CGE *(Conférence des Grandes Écoles).*

Students will have the opportunities to apply what they have learned in Action Learning project. Some examples of the project topics are:

▸ **AI in Cybersecurity**

▸ **AI in Marketing**

▸ **AI in Medical System**

▸ **AI in NLP**

▸ **AI in Smart Building: IoT**

To obtain their degree, students must acquire **120 ECTS** and an **A2 level in French.**

MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE FOR MARKETING STRATEGY

The Master of Science in Artificial Intelligence for Marketing Strategy program equips students with AI skills so that they can apply the technology in enhancing an organization's marketing strategies and decision-making processes.

A joint degree with the EM Normandie Business School, the program spans **18 months** which consists of **12 months of classes** and a **6-month internship.** It is a certified degree that can be delivered only by a member of the CGE *(Conférence des Grandes Écoles).*

The program includes a 10-day learning trip to Dublin. Part of the program will be taught at EPITA while the other part will be at EM Normandie Business School in Paris.

To obtain their degree, students must acquire **120 ECTS** and an **A2 level in French.**

Some of the job opportunities are:

‣ **Data Enabler**

‣ **Data Visualization Consultant**

‣ **Operational Researcher**

‣ **Business Intelligence Consultant**

‣ **Data Analyst**

‣ **Big Data Consultant**

‣ **Data Scientist**

‣ **Marketing Strategist**

‣ **Expert in Marketing Research/CRM**

MASTER OF COMPUTER ENGINEERING

The Master of Computer Engineering program prepares students to become computer engineers who can easily find a professional position anywhere in the world.

Accredited by the CTI *(Commission des Titres d'Ingénieurs)*, the program spans **2 years** which consists of **3 semesters of classes** and a **6-month internship**. Graduates of this program are awarded the *"Titre d'Ingénieur"*, a national Master's degree in Engineering. This government-accredited degree is internationally renowned for its quality training which combines the best of engineering and management.

The program offers two tracks: (1) English and (2) French. The classes of the first semester of both tracks are in English. For the second and the third semester, students of the English track will choose the English-taught Global IT Management specialization. Those of the French track will choose one among the following French-taught specializations:

‣ **Embedded & Real-time Systems**

‣ **Information System & Software Engineering**

‣ **Global IT Management** 🇬🇧

‣ **Health Technology**

‣ **Artificial Intelligence & Data Science**

‣ **Multimedia & Information Technology**

‣ **Telecommunications & Networks**

‣ **Image Processing**

‣ **Systems, Network & Security**

‣ **Industry for Future**

‣ **Security & Safety of Embedded Intelligence**

‣ **Quantum**

To obtain their degree, students must acquire **120 ECTS** (European Credits Transfer Systems) and a **B2 level in French.**

🇬🇧 Global IT Management

The Global IT Management specialization prepares students to pursue a career in consulting and management of innovative international projects.

Entirely taught in English, this specialization focuses on:

+ Skills to apply "Design Thinking" in project management,

+ In-depth understanding of the implications of technological decisions and changes in the business world, and

+ Importance of the architecture of companies' information systems in defining the vision and principles of the companies.

FRENCH LANGUAGE CENTER

FRENCH LANGUAGE CENTER IN PARIS
by EPITA

★ ★ ★	formations
★ ★ ★	enseignants
★ ★ ★	accueil
★ ★ ★	locaux
★ ★ ★	gestion

30 juin 2023 - 29 juin 2027

EPITA considers both French and English the key to success in the increasingly globalized world.

Our dynamic and innovative French Language Center - French by EPITA - strives to fire up your enthusiasm for French language and culture by offering you outstanding courses and quality student services.

Established in 2015, French by EPITA is a French language Center for foreigners that is part of EPITA's International Programs' Department.

OUR TEACHING

Our classes are not only practical, but fun, communicative and intercultural. In class, our students get to learn with an active approach combined with games and practical activities. As learning a language and a culture cannot be done exclusively inside a classroom, each semester the students get to do a cultural outing in Paris that is integrated in their French program.

QUALITY COURSES FOR EVERY LEVEL

Awarded *"Label Qualité FLE (Français langue étrangère)"* since 2015 and renewed both in 2019 and 2023, the Centre is the guaranty of high quality courses.

They are designed based on the recommendations of the Common European Framework of Reference for Languages (CEFR) and are accessible for every level from complete beginner to advanced. French by EPITA teachers have years of experience in teaching French and are passionate about the French culture and arts.

French by EPITA already gives French language classes in other schools such as IPSA (Aeronautic and Spatial Engeneering School) or *Ecole Nationale Supérieure d'Architecture de Belleville* (National Architecture School).

LANGUAGE TRAINING FOR BACHELOR AND MASTER'S STUDENTS

EPITA's Bachelor and Master's programs include 5 and 3 semesters of on-campus French classes respectively. Whichever program students pursue, they will have an unlimited access to an e-learning platform.

As students need to certify an A2 level (for MSc students) or a B2 level (for ME and BSc students), the Center also offers a 10-hour preparation course for the TFI *(Test de Français International)*, which is the exam that is organized twice a year at EPITA.

EPITA's communicative and interactional teaching methods are focused on CEFR's five key skills:

▸ **oral and written comprehension**

▸ **written expression**

▸ **oral interaction and oral expression**

DIFFERENT PROGRAMS:

Program	Teaching	Objectives to reach to exit the program
Bachelor of Science	intensive and extensive sessions	B2 level
Master of Science	intensive and extensive sessions + tutoring classes	A2 level
Master of Computer Engineering	intensive and extensive sessions + tutoring classes	B2 level

Tools/gear for French language and culture

In order to guide the students in their learning and discovery process, the Center provides various tools:

▸ A hybrid text book, "Défi", granting access to the espacevirtuel-emdl plaform on which the student will find both the text book and the activity book's digital version, as well as extra digital exercises;

▸ A Rosetta Stone licence: a platform and an app to learn French in autonomy;

▸ A list of websites to complete and practice what has been learnt in class;

▸ Books (grammar, vocabulary,…) that can be borrowed at the International Program's office;

▸ Each month, students receive a cultural newsletter informing them of the events occurring in France.

CONTACT

French by EPITA

▸ **Email:** frenchbyepita@epita.fr

▸ **Tel.:** +33 (0)1.84.07.16.14

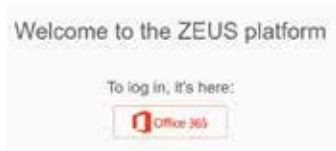▸ **Website:** https://french.epita.fr/

▸ **Instagram:** french.epita

Student life at Epita

ZEUS: ONLINE SCHEDULE

Warning: Zeus is to be checked daily, as classes can be modified (date, time, room)

Website: https://zeus.3ie.fr/

▶ **Log in** with your EPITA credentials:

Welcome to the ZEUS platform

To log in, it's here:

Office 365

▶ You can switch the **language** to English in the upper right corner:

lucile.lefebvre

Week
French

dima
English

▶ **Select your group.**

Groups are listed in the format [Program][Semester number]. For example, if you are in the second semester of the MSc DSA program, select or type "DSA S2", etc.

▼ Programmes Internationaux
  ► French by EPITA
  ▼ Master of Engineering (ME)
    ☑ ME S7 (Harmonization)
    ☐ ME S8
    ☐ ME S9
  ▼ Master of Science - Artificial Intelligence for Marketing Strategy
    ☑ AIMS S1
    ☐ AIMS S2
    ☐ AIMS S3
  ▼ Master of Science - Artificial Intelligence Systems
    ☑ AIS S1
    ☐ AIS S2
    ☐ AIS S3
  ▼ Master of Science - Computer Science
    ☑ S1 (Fundamental)
    ► S2 (Common Core)
    ► S3 (Specialization)
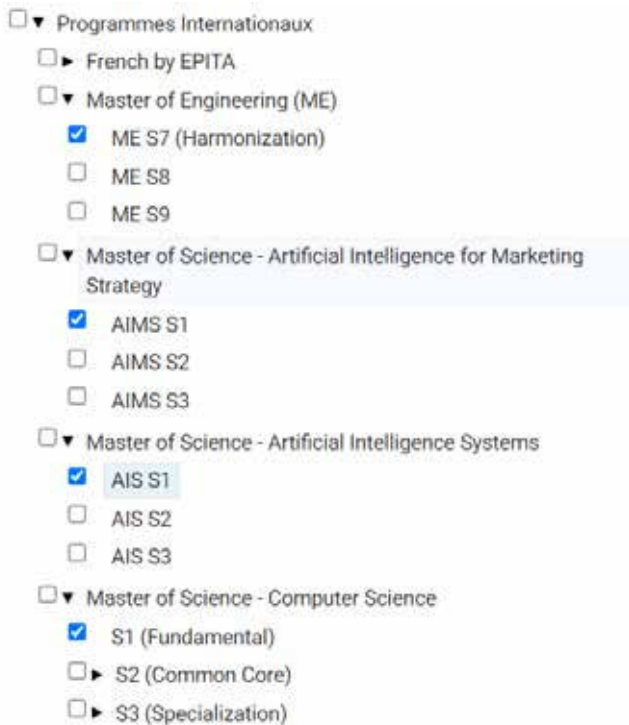
▶ **Select the time frame** to see the schedule:

move from week to week

go back to current date

< > Today | Week 37
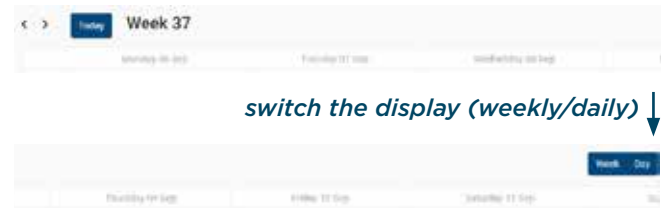
switch the display (weekly/daily)

Week Day

▶ **Click on a course to see the details:**
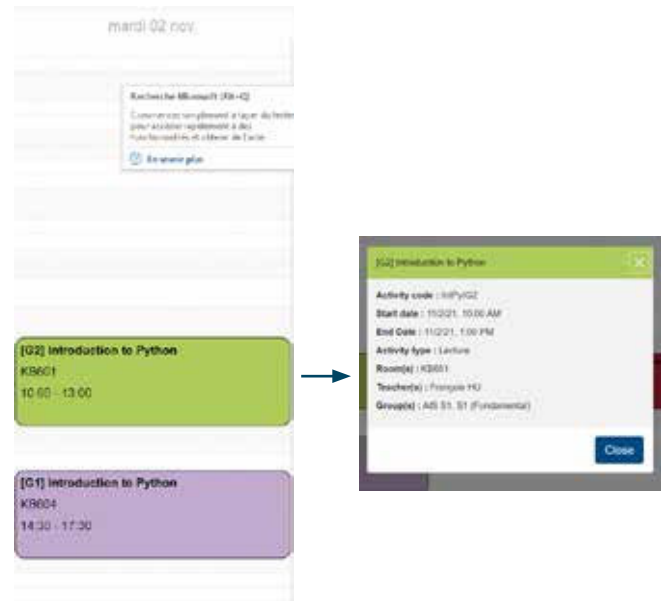
You can also use Zeus to check the availability of classrooms if you need a place to work. Just select the room number to see if classes will take place in it on any given day.

▼ KB
  ☐ Amphi 0
  ☐ Amphi 1
  ☐ Amphi 2
  ☐ Amphi 3
  ☐ Amphi 4
  ☐ Amphi 401
  ☐ Amphi IP13
  ☐ Apprentissage 1
  ☐ Apprentissage 2
  ☐ Apprentissage 3
  ☐ Cisco
  ☐ CREATIVE FABRIQ1 (GISTRE-SRS-TCOM)
  ☐ CREATIVE FABRIQ2 (GITM-MTI-SIGL)
  ☐ Epicentre
  ☐ EpiRoof
  ☐ KB402
  ☐ KB404
  ☐ KB500
  ☐ KB501
  ☐ KB502
  ☐ KB604
  ☑ KB605
  ☐ KB606
  ☐ KB607

RULES AND REGULATIONS - ATTENDANCE

Expectations:

▸ **Participate actively in the school's education program.**

▸ **Cheating and plagiarism will lead to a disciplinary council which can result in an official expulsion from the program.**

▸ **All classes are important. Class punctuality and attendance are mandatory and closely monitored.**

Your attendance at EPITA will be monitored fully online. You will need **to mark your attendance** (either you are present or you have a justified absence) for each class in your program.

Here are the steps to follow to mark your attendance:

1. At the beginning of the class, the teacher will log in to the portal and unlock the session you are attending for you to be able to access it. Please note that you can mark your attendance only if your professor has unlocked the schedule.

2. Once the session is unlocked, each student has to **log in** to https://student.epitamasters.com by using the credentials sent to their EPITA email address.

Note: If you have not received your credentials or you see incorrect mapping of your program or group, please write an email to international.admissions@epitacrm.fr

3. Choose the class you are currently in :

-Click *Attendance* on the left.

- From the course drop down list, select the course you want to mark your attendance.

- You will then see the schedules (classes) for that particular course. Select the right session.

4. Either - **Mark yourself present**

Note: Do not try to mark yourself present if you are not actually present in the class. We will be able to know if you are logging in from somewhere else besides the school.

Or - If you are absent, **upload the justification document within 72 hours after reception of the absence notification on your EPITA email address.**

▸ The International Programs Office will then receive a notification for this document after being uploaded and will decide whether to accept it or not to justify your absence. This depends if the given document is part of the accepted reasons for absences.

As a reminder, justified absences are:

- OFII appointment
- Prefecture appointment
- Health related reasons with medical justification (Doctor's note)

If you did not follow this process or you uploaded an invalid document, you will be marked absent with no justification. No emails will be taken into account to justify an absence.

Notes:

- Your teachers are monitoring the attendance through this platform. They will be able to access your stats which might affect your grades (participation mark).

-If ever you encounter any issues with the system, please raise this issue to the following address: international.admissions@epitacrm.fr

▸ If you are **absent 40% of a class or more** you will **not be able to write the final exam** and will have to retake it as a **resit exam** next semester

▸ Being **late**: professors have the right **not to accept you** in class and mark you absent if you are late.

STUDENT REGISTRATION

Fill-in your registration form by providing all necessary information. Read it carefully, sign and return it to the International Programs Department office.

Should any information be changed, please make sure to update your information (phone number, address) to the International Programs Department.

TUITION FEES PAYMENT MODE

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Your tuition fees are broken down as follows:

1st payment* done before arrival, and all following semesters payments are to be done in March and September.

	Year 1	Year 2	Year 3
September	*6 000€	6 000€	6 000€
March	4 400€	3 900€	3 900€

MSc CS

Your tuition fees are broken down as follows:

▸ 1st payment* done before arrival

▸ 2nd payment beginning of your specialization semester (before March 31st for Fall intake, and September 30th for Spring intake)

	Semester 1	Semester 2
Fall intake	*6 000€	6 900€
Spring intake	*7 000€	6 800€

MSc AIS

Your tuition fees are broken down as follows:

▸ 1st payment* done before arrival

▸ 2nd payment (before March 31st for Fall intake, and September 30th for Spring intake)

▸ 3rd payment (before September 30th for Fall intake, and March 31st for Spring intake)

	Semester 1	Semester 2	Semester 3
Fall intake	*6 000€	6 000€	6 000€
Spring intake	*6 000€	6 000€	6 000€

MSc AIMS

Your tuition fees are broken down as follows:

▸ 1st payment* done before arrival

▸ 2nd payment (before March 31st for Fall intake, and September 30th for Spring intake)

▸ 3rd payment (before September 30th for Fall intake, and March 31st for Spring intake)

	Semester 1	Semester 2	Semester 3
Fall intake	*6 000€	7 400€	6 000€
Spring intake	*6 000€	7 400€	6 000€

ME

Your tuition fees are broken down as follows:

▸ 1st payment* done before arrival

▸ 2nd payment before March 31st

▸ 3rd payment before September 30th

▸ 4th payment before March 31st

	Year 1	Year 2
September	*6 000€	5 000€
March	5 000€	6 000€

TUITION FEES PAYMENT METHOD

Payments can only be made through **Flywire**. No other means of payment will be accepted.

You can make the payments via bank transfer, credit card or debit card from most countries, while saving on bank fees and exchange rates.

1. To make your bank transfer, please go to **https://student.epitamasters.com**

2. All your payments and their due dates are displayed in your personal student account (paid and due).

Select the pending amount due.

3. When paying, you will be redirected to the Flywire platform to proceed with your payment.

If you are paying from a French bank account, please select France as the country. If paying from your home country bank account, please select your home country.

The payment status can be tracked from within the student portal as well as from the Flywire website.

4. Once the payment has been successfully made, you shall receive the receipt of payment both from EPITA and Flywire.

⚠️ **An automatic penalty fees will apply in case of late payment. A 1% penalty fee will automatically be added to the due amount.**

For any queries regarding payment, please do not hesitate to contact **international-programs@epita.fr**

CVEC STUDENT FEE

The CVEC is the Student and Campus Life Contribution. It is mandatory for all students in France to pay this annual amount of 100€.

Please make sure to watch the video (to be sent by the International Programs office), as a user guide on how to pay the mandatory CVEC.

After finalizing this process, you will get a proof of payment. Please make sure to provide it to the International Programs Department when requested to finalize your enrollment at EPITA.

This proof of payment will be required for other mandatory administrative procedures.

EPITA GRADING SYSTEM (ECTS, MODULES, ENAC)

ECTS: European Credits Transfer System

Module: Semesters are divided in modules. In each module, classes are grouped by theme (technical, management...). You need to validate the overall modules to pass the semester.

BACHELORS AND MASTERS

How to resit exams:

As per the European system and ECTS, even if you get 15 on the resit exam you will not get more than 10.

That is why you need to repeat the least grade to get a higher weighted average.

For this process, you will have to resit these exams with the new students next semester.

You will be contacted by the International Programs administration to provide you with the list of classes you have to resit, and the exact date and process.

For questions, please send an email to **international-programs@epita.fr**

FOR ALL INTERNATIONAL STUDENTS

The International Programs Department may contact you to participate in different communication events.

Your participation in these events (organization, video, testimony and so on...) will be graded.

STUDENT ACCOUNT

You should receive your student email address and your password by email

Your EPITA email address = login

Password = for all EPITA related applications

This should be used for everything related to EPITA accounts: student email address, Wi-Fi connection, etcetera.

WI-FI ACCESS

Wi-Fi network name: **Ionis Portal**.

Login: EPITA email address

Password: EPITA email password

DOWNLOAD MICROSOFT PRODUCTS

As an EPITA student, you have access to the Ionis Microsoft online application portal where you can download Microsoft applications through the school.

To access this portal, please follow the following link:

http://onthehub.int.ionis

by using your student email as credentials.

Attention: this should be done on campus when you are connected to the Ionis portal network.

STUDENT CARD

Your student card is also an access card to the campus. Doors can only be opened with this student access card, so please make sure to carry it with you all the time. It can be asked from you inside the campus and during exams.

STUDENT LIFE

You have access to EPITA clubs and associations (sports, arts, music, computer games, cards, ...)

EPIWORLD is the international student's association:

http://www.epiworld.org

https://www.facebook.com/epiworld?fref=ts

Do not hesitate to contact them if you are interested!

GYM SUBSCRIPTION FACILITIES

Forest Hill Sports Center: 150€ per academic year (EPITA student price)

If you are interested and would like to enroll:

▶ **Fill the Forest Hill form (in your Welcome pack)**

▶ **Student card copy**

▶ **Passport copy**

▶ **Passport sized picture**

▶ **150€ in cash (exact amount)**

Bring these to the International Programs office and we will proceed with your registration (approximately 2 weeks wait).

Transporta-
tion in Paris

TRANSPORTATION CARD REGISTRATION

DIFFERENT OPTIONS:

SIMPLE TICKETS

Single tickets are valid only for one way in one type of transportation (bus, RER, Metro, Tramway).
A 10 tickets pack cost 14.50€.

For a single one-way trip on all RER networks in Paris, metro, tramway, funicular, bus and T Zen.

Ticket t+	
Individual ticket	**2,10€**
10 tickets pack	**19,10€**
10 ticket packs (reduced rate)	**8,45€**

For a single bus ride, without connection.

Access ticket on board	
Sold individually only on-board buses	**2,10€**

NOMINATIVE TRANSPORTATION CARD

You will be able to enroll for the Imagine R transportation card online after getting your bank account open.

The imagine R pass is valid for unlimited trips in the Ile-de-France region.

It also grants full, unrestricted access to all public transport in the Ile-de-France region during the weekend and summer holidays (available for 1 year).

Under 26 years old student's price: 350€ per year (equivalent 38€ per month + 8€ enrollment fees for the first month)

You can choose your preferred method of payment: either in full or in 9 automatic monthly payments of 38€, at no extra charge.

You can begin your Imagine R subscription in one of five dates: September 1st, October 1st, November 1st, December 1st or January 1st.

▶ For Spring students, it is more advantageous to pay the yearly subscription from January than to pay monthly passes until September.

26 years old + prices:

Zones	Navigo Weekly	Navigo Monthly	TOTAL ANNUAL COST
Toutes zones	30€	84,10€	925,10€
2 à 3	27,45€	76,70€	843,70€
3 à 4	26,60€	74,90€	821,70€
4 à 5	26,10€	72,90€	801,90€

➔ **Check for the zones:**

http://www.navigo.fr/wp-content/uploads/2018/04/REGION_GF_MEP_RATP_V2018-01.pdf

SUBSCRIPTION PROCEDURE

Create your account and fill-in the needed details on:

http://www.navigo.fr/je-gere-ma-carte/

➔ **For under 26 years old students:**
click on *"Souscription Navigo Imagine R"*

➔ **For 26 years old +:**
click on *"Souscription Navigo annuel"*

Documents required to finalize your enrollment:

▶ A **passport sized picture** will be required for your first subscription.

▶ A **school certificate** (in your welcome pack), to get the student price.

▶ **Bank details** (IBAN – BIC) to be paid directly from your account every month (nothing for you to do, it will be automatic)

⚠ **Make sure to tick the box *«Formation continue»* and NOT *«Apprenti»* when subscribing to ImagineR.**

If everything is filled correctly, the average delay to receive your card is between 10 and 21 working days.

TRANSPORTATION SUBSIDY AT VAL DE MARNE

The Val de Marne Department reimburses 50% of the Imagine R card for under 26 years old students living in the area. You can check the application dates for reimbursements via this link :

https://www.valdemarne.fr/a-votre-service/deplacement/transports/remboursement-de-la-carte-imagine-r

▶ If you are more than 26 years old student, you can benefit a 75% transportation reduction by adhering to the complementary health care service offered by the CPAM. The copy of the form is included in your Welcome Pack. For more information, please refer to the CPAM section of this booklet.

Mandatory admini-strative procedures
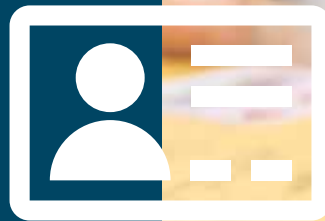
VISA RELATED INFORMATION

STUDENT VISA

You have been granted a student visa for your study period in France.

This visa will only be considered as valid after going through the OFII process, which will validate your student visa as a final step.

OFII *(OFFICE FRANÇAIS DE L'IMMIGRATION ET DE L'INTEGRATION)*

1. Go to

https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/

2. Click *"je valide mon VLS-TS"*

3. Enter your visa number

4. Pay a 60€ fiscal stamp to complete the procedure (you will be able to pay with any foreign credit card)

5. Download the PDF document titled *"Confirmation de la validation de l'enregistrement de votre visa long séjour valant titre de séjour"*

▸ This attestation, along with your visa, constitutes your residence permit (it replaces the OFII stamp provided before). **You should keep it in your passport and will need to present it when traveling abroad.**

UNDER 18 YEARS OLD VISA PROCESS

For under 18 years old student visa, you should not go through the OFII process, as the prefecture will validate your visa.

Go to your local prefecture with your visa and passport. They will give you an appointment date and a list of all the documents you will have to bring that day.

VISA RENEWAL PROCESS

WHEN?

Your long stay visa will expire after a year. You should start the procedure to renew your visa between 2 to 3 months before it expires, as it takes time to go through the overall process. Below are the steps to complete.

Fall students: If you are going abroad in the summer and your visa expires in September, make sure to come back 2 weeks before the expiry of your visa.

HOW ?

1. Gather your documents

All the supporting documents requested must be provided in digital format. You must ensure that they are readable and translated to French if they are written in a foreign language. Upload your documents in any of these formats: .jpg, .pdf, .png, bcp, .tiff, and make sure not to exceed 10MB per file.

A. CIVIL STATUS
▸ Copy of your valid residence permit (your VISA + OFII proof of validation)

▸ Copy of your passport.

▸ Extract of your birth certificate indicating filiation or full copy of your birth certificate (translated by a sworn translator).

▸ Recent ID photo (E-Photo). You can go to a photo booth (in metro stations, at Okabé mall, among others) and choose the e-photo format for a driving license or look for an approved photographer. The 22-digit number of your photo board will be required in your application. If you are doing the application from outside of France, make sure to get the e-photo here before leaving.

B. PROOF OF RESIDENCE (less than 3 months old)
▸ If you are a tenant: bill to your name (electricity, gas, water, landline telephone, or Internet service) OR rental lease agreement less than 6 months old OR rent receipt.

▸ If you are staying with an individual: dated and signed statement from the host, copy of his/her identity card or residence card, deed of ownership (or the host's statement of residence tax or copy of the rental lease agreement or the host's electricity, gas, water, landline telephone or internet service bill).

C. PURPOSE OF STAY
▸ School certificate and attendance certificate (downloadable from the student portal)

▸ Transcripts from EPITA

D. FINANCIAL RESOURCES
In case you would benefit from multiple resources, please attach the proof of each one.

▸ If you are supported by a third party, attach the following documents: - A certificate from the bank of the third party that shows a programmed regular transfer to your account. - A sworn statement of a bank transfer of at least 615€/month and a copy of the ID of the third party.

▸ If you hold a scholarship, attach a scholarship certificate: - If you have a scholarship in your country of origin: a scholarship certificate issued by the paying agency. - If you have a scholarship from the French government or if you are a beneficiary of a European program: a proof of this situation.

▸ If you are an employee (student job), provide your last three pay slips.

▸ If you don't receive money regularly, you will be required to show on your latest bank statement an amount equivalent to 615€ monthly for the next 12 months (=7380€ on your latest bank statement).

2. Log in to this website:

https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/espace-personnel/connexion-inscription

This is where you validated your visa when you arrived in France so you should already have an account.

Once logged in, click on "I would like to apply or renew my residence permit" / *"je demande ou renouvelle un titre de séjour"*.

Fill out all the necessary information and upload all your documents.

If you encounter an issue on the website, please contact this number: 0806 001 620 (free). There might be a lot of people trying to call the number: be persistent!

3. You will receive a confirmation of deposit. The sole purpose of this document is to certify that an application has been submitted. It does not provide any proof of legal residence. Remember to check your spam!

4. Once your request is approved, you'll receive either:

➔ a certificate of a favorable decision / *Attestation de décision favorable* (ADF). The ADF is issued once the prefect has made the decision to grant a residence permit and the process of manufacturing the permit has begun. The ADF is valid only with the residence permit or visa (VLS-TS) previously held, even if it has expired. Together they allow you to travel and to enter the Schengen area, and work part-time just like previously.

➔ a certificate of extension of instruction / *Attestation de prolongation d'instruction* (ADP). This happens if your visa expires before your file is processed by the prefecture. The ADP is also valid only with the residence permit (residence permit or VLS-TS) previously held (even if it has expired), and offers the same rights as the ADF.

5. Once your card is ready to be collected, you will receive a text message from the prefecture, with a date and time of appointment to come give your fingerprints and pick up your new residency permit.

6. Before going to the prefecture to collect your card, you must pay a tax of 75€. This payment is made by purchasing a fiscal stamp here:

https://timbres.impots.gouv.fr/pages/achat/choixTimbres.jsp

When you collect your residence permit, verify that the information is correct. If there are any mistakes, refuse to collect the residence permit and ask for a new one.

VISA RENEWAL PROCESS TIMELINE

1 Gather your documents

2 Apply to the VISA portal

2-3 MONTHS BEFORE VISA EXPIRATION DATE

3 Deposit confirmation

4 Decision notification

5 Receive a convocation by text message

6 Pay the fiscal stamp & collect your *Titre de Séjour*

WORKING IN FRANCE ON A STUDENT VISA

On your student visa you can work 60% of the full time (full time is 35h per week).

Please note that we do not advise students to work during their studies as classes are taking all your time, and schedule can be changed daily which does not let room for a student job. It does not allow you to skip any classes.

OPENING A FRENCH BANK ACCOUNT

You'll need a French bank account for the following:

▶ Enroll and pay your transportation card monthly

▶ Enroll and get reimbursement from the French universal health system (social security)

▶ Pay your rent and tuition fees by bank transfer

▶ Get the CAF financial help (housing subsidy from French government)

▶ Any other subscription (phone, internet....)

Bring the following documents for your appointment at the bank (original documents):

▶ Passport

▶ Visa

▶ Enrollment certificate from EPITA

▶ Housing proof (rental contract or Registration Letter)

If you are living at a relative place: *"Attestation d'hébergement"* = Attestation saying that you live there (less than 3-month-old) + proof of housing from that person + copy of his/her ID.

Be careful: Never give original documents away. The bank will make copies! The cheaper option for your mandatory housing insurance is to subscribe through your bank and add it to your contract.
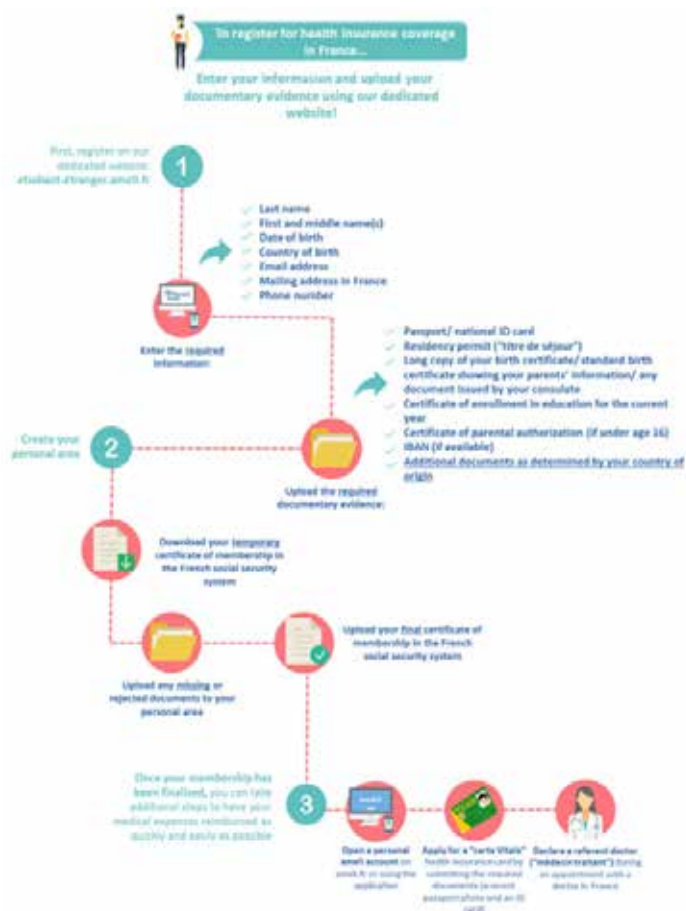
OPENING A FRENCH BANK ACCOUNT (UNDER 18 YEARS OLD

If you are under 18 years old, you need a written consent from your parents to open a bank account.

MANAGING YOUR HEALTH IN FRANCE

SOCIAL SECURITY REGISTRATION

As a foreign student, you need to register online to benefit from mandatory and free healthcare system (CPAM or *Caisse primaire d'assurance maladie*). The procedure can be found online:

https://www.ameli.fr/val-de-marne/assure/droits-demarches/etudes-stages/etudiant/french-social-security-registration-process-foreign-students

Link to the registration page:
http://etudiant-etranger.ameli.fr

Make sure to download your social security attestation as soon as the process is over.

This attestation will show your temporary social security number and is a proof of your coverage in case you need to seek any medical care.

CHOOSING A REFERRING DOCTOR

WHY?

Your referring doctor is the first person you go to for any health issues from whom you will receive coordinated follow-up and personalized preventive care. **Without a referring doctor, you will have your medical expenses reimbursed at a lower rate.**

You can access the list of referring doctors and make appointments through this website: **http://annuairesante.ameli.fr/**

Before going to see a specialist, go to your general practitioner, who will refer you to a specialist. This is the procedure to get the maximum reimbursement (70%) from the social security.

If you are a citizen of the EU/EEA or Switzerland holding a European health insurance card or provisional replacement certificate, you are not concerned by the choice of referring doctor.

HOW?

Once you have chosen your referring doctor, you will need to inform your local health insurance fund (CPAM) about it.

During an appointment, you and your doctor should fill in and sign* the form called *"Déclaration de choix du médecin traitant"* (provided in your Welcome pack) and send it by post to the CPAM of your city of residence.

*Students under age 18 need the agreement and signature of an adult with parental rights.

After the validation of your documents by the social security administration, you will get the definitive attestation.

AMELI ACCOUNT & CARTE VITALE

Once you have uploaded all 6 documents (including birth certificate, IBAN, OFII) you'll be able to create an account on ameli.fr.

It will allow you to apply for the *carte vitale* and follow your reimbursments, etc.

If you have questions or you encounter technical difficulties, you can speak with an English speaking operator at this phone number: **+33 9 74 75 36 46**

The *carte vitale* is the card you will give to every doctor/ medical center. This card is the means to transfer your information to the social security about your medical appointments/medicines that you are taking, for them to reimburse you afterwards.

HOW TO MANAGE YOUR HEALTH INSURANCE EXPENSES PRIOR OF GETTING THE CARTE VITALE

The doctor will give you a *"feuille de soin"*. You will fill in your personal information, and the doctor will fill the other part. Make sure to send this document to your social security center by post.

They will reimburse based on this document. After getting your *carte vitale*, the social security will directly reimburse you without the need to send anything.

GETTING MEDICINES FROM THE PHARMACY

When buying medicines from the pharmacy, they will give you a document that you will also send to the social security if you still have not received your *carte vitale*.

After receiving your *carte vitale*, you will only have to give it to the pharmacy when needed, and the social security will know what to reimburse you.

If ever you do change your address, call 3646 to inform the social security of your new address.

OPTION ADDITIONAL HEALTH COVERAGE – MUTUELLE

Since the social security reiumburses up to 70% of your health expenses, you still have the opportunity to enroll for an additional health coverage called *"mutuelle"*, which will cover the remaining 30% of your medical expenses.

The complementary health insurance is not mandatory, but recommended, especially if you know you will have major health expenses (you need glasses/contacts/ hearing aid, you have a medical condition that need regular medical monitoring...).

There are many different mutuelles:

‣ traditional student healthcare *mutuelles* (CPAM, LMDE, Heyme, ...)
‣ Insurance companies
‣ Banks

It's up to you to research different options and find one that best suits your personal needs.

‣ You can use comparing tools online by giving some information on your background (for example: lecomparateurassurance.com)

- Ask the *mutuelles* for a quotation and compare the offers. Check that the *mutuelle* you choose offers a civil liability valid for both your private and student life. That way, you'll be covered on your place of study and the place of your internship.
- Complete the subscription process

Once you will be working full time in France, you will have access to a *mutuelle* with your company.

HEALTH SERVICES IN FRANCE

During your stay in France, you may need medical help. It is important for you to know what to do if you find yourself in this situation, which is to contact the service that corresponds to your needs.

FINDING A DOCTOR / HOSPITAL

The first thing to do is to determine the severity of symptoms. No need to go to the hospital for basic care. You will wait for hours for nothing and will pay higher costs.

To find a doctor, you can check on the following website:
http://ameli-direct.ameli.fr/

Beware, the website is only in French.

It can be hard to get a quick appointment. Hence, you can check on the web and make an appointment online with any other doctor in a geographical area of your choice and in a specific area of expertise:

https://www.rdvmedicaux.com/index.aspx
https://www.doctolib.fr/

It is recommended to see first a general practitioner who can guide you if need to go to the hospital or to a specialist. In case of emergencies, you can go to the emergency services of hospitals. The sign is:

FIND A PSYCHOLOGIST

If you are prescribed to see a psychologist by your general doctor, you can get 8 free sessions per year here: **https://monpsy.sante.gouv.fr/annuaire**

- Some services made for you :

Night Line : A listening service for students, by students

Nightline is the only listening service of its kind solely dedicated to students. Their student volunteers provide a supportive space for young people to speak their minds in an anonymous, confidential manner. Students can talk about everything and anything. The volunteers are trained on how to carry out active listening and how to adopt a neutral point of view.

Night Line English website information:

https://www.student-support.info/

You can call the English speaking night line, in case you need to talk to someone between 9pm and 2:30am between Thursday to Monday.

https://www.nightline.fr/en/mon-soutien-psy-gratuit

HOME VISITS

If the patient is too sick to move, a doctor can make a home visit. The cost is slightly higher than an appointment in the doctor's cabinet.

SUNDAY AND NIGHTTIME CALLS

In all big towns, and some smaller ones too, doctors and chemists remain on duty. You can call the helpline *"SOS Médecins"* and they will find you a doctor who can make a visit to your place.

Tel: 36 24 (0,15€/mn) / 01 47 07 77 77 (free)

FIND A CHEMIST/PHARMACY

As Paris is a big city, some **chemists** are open 24/7.

On this website you can check for pharmacies open day or night around you: **https://monpharmacien-idf.fr/**

On weekends or at night, you can also find a chemist near your place since some of them are duty pharmacies or *pharmacies de garde.* They open according to an established schedule. To check the list of the duty pharmacies please check the following website: **http://www.3237.fr/** or call the **3237**

EMERGENCY TELEPHONE NUMBERS

Call 15: this is the national emergency number for medical aid. It will get you the SAMU service, with an ambulance (Medical Emergency Aid Service). Be prepared to indicate exactly where you are located, and the circumstances of the incident.

Call 18: this is the national number for fire and accident / *"Sapeurs Pompiers"*: they generally take care of fire, auto accidents and emergency medical situations.

Call 17: this is the national number for police.

Call 112: this is the standard European emergency number that you can call through your mobile phones wherever you are in Europe.

If you need help, the International Programs Team remains available anytime:
international-programs@epita.fr

Student housing

STUDENT HOUSING AND RULES (EPITA HOUSING)

▸ Minimum 6 months stay in the same accommodation

▸ Pay your rent before the 5th of the current month

▸ Rent payment

If you are paying your rent to EPITA, the payment should be made by bank transfer to the IBAN of EPITA and the rent payment proof uploaded to the **https://student.epitamasters.com**

Please check the tuition fees payment method for further details on the payment process.

If your rent is due to a private owner, please check with your landlord for the applicable means of payment.

▸ Respect and quietness

▸ Each student is required to respect the housing rules and regulations set by EPITA.

HOUSING INSURANCE

All students are required by the law to have a housing insurance.

You must subscribe to the insurance through your bank or to an online student housing insurance.

Once you have been admitted to a housing managed by EPITA's International Programs, please send us the copy of this insurance contract by email to: **international-programs@epita.fr**

CHECK-OUT PROCEDURE

▸ 1 month in advance with an official notice letter.

▸ Ask for an appointment a week before your departure, for your check-out appointment.

▸ Clean your room before leaving. If the room is deteriorated, with broken furniture and needs major cleaning, the maintenance and repair costs will be deducted from your deposit.

▸ If you booked a room managed by EPITA, your booking fee will act as a caution deposit, and be refunded after you vacated your room.

▸ If you book a room/ studio from a private landlord through a website (Studapart for example), you will be charged with booking fees which will not be refunded. These fees are not to be considered as

deposits, which consist of another payment as for the first rent payment and which will be refunded after your contract ends.

PENALTIES AND SANCTIONS (EPITA HOUSING)

▸ **UNPAID RENT:** 10% additional penalty after the due date (5th of each month)

▸ **LOST KEYS:** refund from your deposit

▸ **DETERIORATIONS:** reimbursement from your deposit

▸ **CLEANLINESS:** notification and expulsion

▸ **ABUSIVE BEHAVIOR:** expulsion and termination of tenancy

CAF

To apply, you will need:

▸ French bank account details (RIB)

▸ Your rental agreement

▸ Passport information page

▸ Birth certificate translated in French by a sworn translator

▸ Outside the European Union: copy of your valid residency permit *("titre de séjour")*

You can submit your documentation electronically on www.caf.fr through your *"Mon compte"*

My account area or using the mobile app *CAF-Mon compte*.

Make sure to upload all the necessary documents as much as possible at once, as every time you will upload something new the process will start all over again for this administration to check on your documents and the procedure will be delayed.

After opening your account, make sure to make a request for housing aid *(faire une demande d'aide au logement)*.

Opening an account is not enough for getting CAF subsidies: your monthly allowance will be calculated from the date of your *"demande d'aide au logement"*

You can contact **international-programs@epita.fr** to take an appointment if you do need any assistance in this process.

General information

FRENCH INSTITUTIONS

OFII

The French Office of Immigration and Integration is an administrative public institution under the supervision of the Ministry of the Interior.

PRÉFECTURE

The prefecture is a French Institution that deals with the visa and residence permit process. You should contact this organization for your visa renewal. You depend in the prefecture from your department (to be found with the postcode of your city, e.g: if your postcode starts with 94 you depend on the Val-de-Marne prefecture which is in Créteil), you shall find all the necessary documents for your visa renewal on this prefecture website.

SÉCURITÉ SOCIALE

Social security is the French health coverage administration. It is mandatory for every person living in France to be covered by the social security, students as well.

For international student, social security enrollment procedure is explained in this guide. It is mandatory for you to register as soon as possible as all other administrations will ask you for your proof of coverage.

CAF

The CAF which stands for *Caisse d'allocation familiale* is a French government institution that manages the subsidies that low-income families can receive to help in their daily expenses. It also aids foreign students in their rental expenses by subsidizing a part of their monthly rents.

EMBASSY

You can find the embassy of your country in Paris in case you need to address an issue directly to your embassy. You can check online for your embassy address on:

https://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/representations-etrangeres-en-france/

EPITA CAMPUS

MAIN CAMPUS OF LE KREMLIN-BICÊTRE

14-16 rue Voltaire
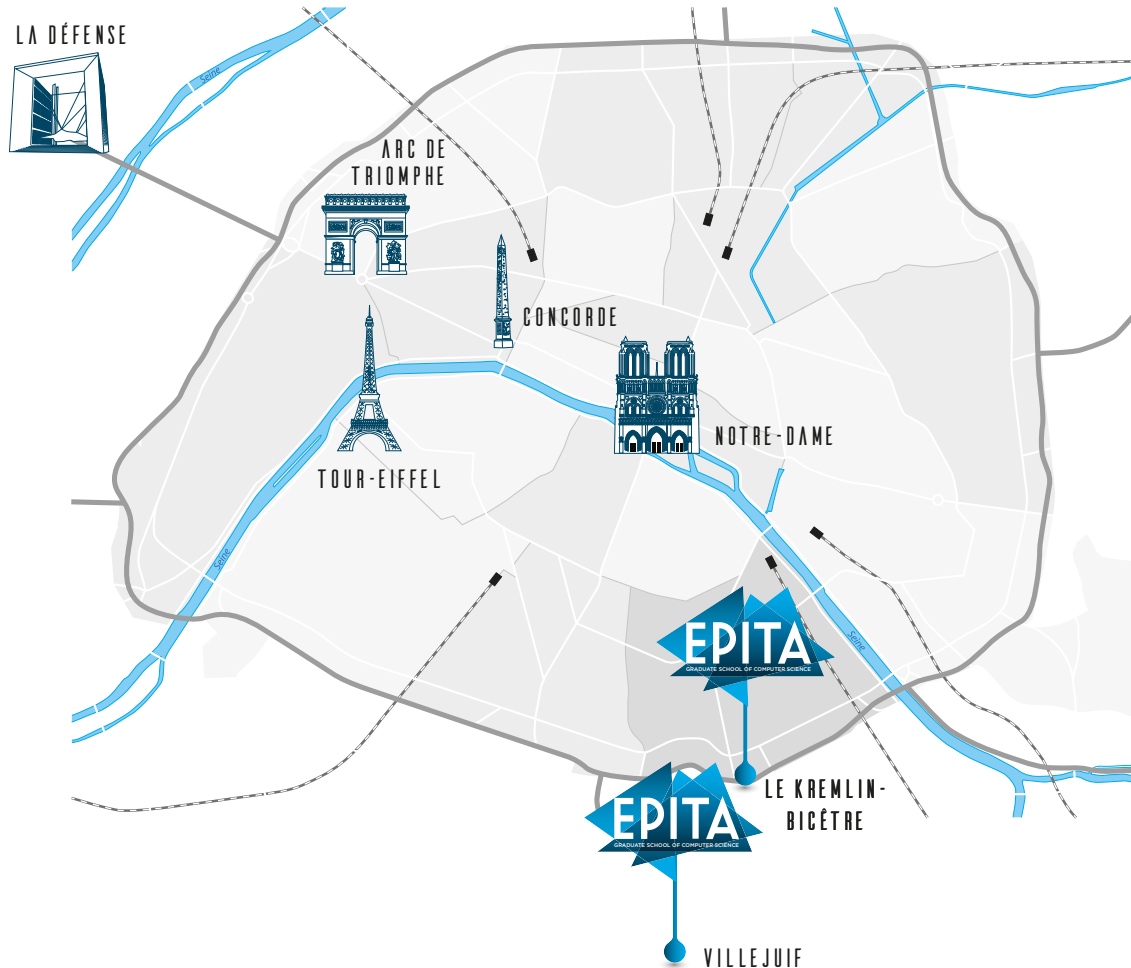94276 LE KREMLIN BICÊTRE

(M) (7) Porte d'Italie

(BUS) 47 125 131 185 Roger Salengro
186 Pierre Brossolette

Office hours:

▸ Monday: 10am - 12pm
▸ Tuesday: 3pm - 5pm
▸ Wednesday: 10am - 12pm
▸ Thursday: 3pm - 5pm
▸ Friday: 10am - 12pm

If ever you want to meet with an administrative staff apart from these office hours, send an email to request an appointment (please precise the nature of your request in your email) to:

international-programs@epita.fr

YOUR CONTACTS

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Voltaire building 6th floor
14-16 rue Voltaire
94270 Le Kremlin-Bicêtre
FRANCE
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