



STUDENT EXCHANGE PROGRAM

International Coordinator Guide

GENERAL INFORMATION

APPLICATION PROCESS

Online Nomination and Application

Nomination by home university - Coordinators to contact incoming@esc-amiens.com for login and password in order to nominate students. Coordinators will then receive student logins for online application.

Nomination <http://eportfolio.esc-amiens.com/international/coordinator/>

Application <http://eportfolio.esc-amiens.com/international/candidatures-in/>

Documents to be submitted with Application Forms

Once students have submitted the online application, print it, then Coordinator MUST sign form.

Documents to send by EMAIL before deadline:

- *Printed copy of application form
- *A CV in English
- *A cover letter in your teaching language of choice
- *A photocopy of your passport or identity card
- *Language test certificates (if you have any)
- *Original or certified copies of university transcripts
- *A color .jpeg image of an ID photo

More details can be found on our information sheet at <http://www.esc-amiens.com/international/erasmus-international-students/>.

APPLICATION DEADLINES

Students should apply to ESC Amiens as soon as possible for study in fall or spring semesters.

A minimum of 1 month is expected for students to receive approval from ESC Amiens and make travel arrangements. The deadlines may be extended slightly if the student does not require university student housing.

Fall Semester Only OR

Fall & Spring Semesters

Nominations: **15 May**

Applications: **31 May**

Spring Semester Only

Nominations: **31 October**

Applications: **15 November**

LANGUAGE REQUIREMENT

Programs in English: B2, TOEFL ITP 550, TOEFL IBT 80, TOEIC 700, IELTS 6, BULATS 70, Cambridge 170

Programs in French: B2

Exchange students can show other evidence of academic language competence (such as a statement from a current professor or advisor).

ESC Amiens OFFICE OF INTERNATIONALIZATION

<http://www.esc-amiens.com/international>

CONTACT INFORMATION

Craig MacDonald

Director, International Partnerships

craig.macdonald@esc-amiens.com

+33 3 22 82 23 32

Brigitte Baumgarten

Incoming Coordinator

brigitte.baumgarten@esc-amiens.com

+33 3 22 82 23 49

Xiao-Feng Chen

Incoming Coordinator Asia

xiao-feng.chen@esc-amiens.com

+33 3 22 82 23 44

EMERGENCY CONTACT AFTER BUSINESS HOURS

security@esc-amiens.com

An emergency telephone number is available 24/7 for international students



ACADEMICS

The Academic Director with the assistance of the Office of Internationalization manages program and course offerings for international students.

See <http://www.esc-amiens.com/international/overview-of-academic-programs/>

ACADEMIC CALENDAR

The Academic Calendar is available online at <http://www.esc-amiens.com/international/erasmus-international-students/>. The Academic Calendar is updated annually in the spring.

The webpage above also contains a list of [course descriptions](#). Not all courses are offered each academic semester.

The [Exchange Student Guide](#) found on this webpage as well outlines regulations that relate to academic affairs at ESC Amiens.

TIMETABLE

The Timetable is the schedule of courses offered during the academic year. See <http://www.esc-amiens.com/international/erasmus-international-students/>. A final timetable of course offerings for the Fall semester is available in June, for the Spring semester in November.

Courses are generally conducted as modules of one week, consisting of 18 hours of class time for Bachelor courses and 15 hours for MBA courses.

COURSE RESTRICTIONS

Some courses require prerequisites and these are indicated in the course descriptions.

Exceptions may be made for exchange students. This is the prerogative of the professor.

COURSE LOAD

A full course load per semester is maximum 36 credits. International students are expected to take a minimum of 6 credits per semester.

Public Holidays	1 November 11 November	Easter Monday 1 May 8 May Ascension end of May
Fall break	End October / beginning November	
Spring break	Mid-April	

THE ACADEMIC YEAR

FALL SEMESTER

INTERNATIONAL WELCOME:

Second week of September

ORIENTATION ALL NEW STUDENTS & French as second language intensive course (FSL):

Second week of September

CLASSES:

Third week of September to week before Christmas

EXAM PERIOD:

Generally several weeks following end of each module

SPRING SEMESTER

CLASSES:

First week of January to third week of June (flexible based on required credits of home university)

EXAM PERIOD:

A final exam week is held in June

ACCOMMODATIONS & LIVING COSTS

UNIVERSITY HOUSING

There are a variety of housing options including single and double rooms in traditional residences and apartment style living. CROUS (Regional Centre for School and University Life) student residences or similar student accommodation costs between €250 - €530 per month, subject to availability.

Security deposits are generally required.

To apply for student housing, an accommodation form is available on our website.

Send a completed scanned copy to: incoming@esc-amiens.com

Please see Accommodation Guide on our website for further details.

OFF-CAMPUS

Off-campus housing prices in Amiens range from €350-600 a month for shared apartments or houses or a one-bedroom apartment. Incoming students are responsible for making their own arrangements to live off campus.

All students are required to have a multi-risk and personal liability insurance (assurance multirisque habitation) to cover their lodging. ESC Amiens will assist students through this process upon arrival.

Some accommodations may request full rental payment in advance for the entire duration of the stay.

MEALS

In addition to the many snack shops in the district, the University Restaurants are accessible to ESC students, the closest being across the street from the campus. Your ESC Amiens student card serves as a “pay as you go” credit card or a “top up” credit card, and is accepted in the University restaurants. €3.50 per meal. A free mobile app called “Crous Mobile” is updated weekly with the student restaurant menus. Students should budget €100-€200 per month.



TRANSPORTATION

Most places are within walking distance of campus. Local taxi service is between 10€ and 15€ per ride. Transportation from or to CDG International Airport is around 30€ one way. The rail system offers student discounts, and easy booking via their app at oui.sncf.



MEDICAL INSURANCE

All international students outside of Europe must register for a French Social Security number to assure coverage of your health care expenses at <https://etudiant-etranger.ameli.fr/#/>. Registration is mandatory and free of charge and will entitle you to reimbursement of your health care expenses. To be reimbursed for your health care expenses at the highest possible rate, you can take out supplementary health care coverage or coverage from a mutual fund (“mutuelle”). Erasmus+ students benefit from their European Health Insurance Card (EHIC).

Programs, fees, and dates are subject to change

Estimated Living Costs €600-€800 per month including rent

TUITION & NON-TUITION FEES

International exchange students do not pay the ESC Amiens tuition fees. International exchange students are also not required to pay auxiliary fees, such as the Student Association fee and the breakage security deposit.

All students must subscribe to the “Student and Campus Life Contribution” (CVEC) which provides various types of assistance during their studies. This coverage is €90 per year (2018) and can be paid at <https://cvec.etudiant.gouv.fr> (French only).

A complete list of estimated living costs and fees can be found at <http://www.esc-amiens.com/international/tuition-costs-and-financing-options/>

