



Dear Partner,

This letter is addressed to the students who have been nominated by your university to come on an exchange program to the EM Strasbourg Business School for one or two semesters starting in September 2014.

The letter contains information on the following:

1. How to apply to EM Strasbourg and the application deadline;
2. How to find your way around our website (this information will change in the next months due to our website upgrade);
3. Housing options.

Applications for the autumn semester or for the entire 2014-15 academic year are now open.

### **1. HOW TO APPLY TO EM STRASBOURG AND THE APPLICATION DEADLINE**

Students should carefully look over the EM Strasbourg Business School [website](#) and read our **Booklet for International Students** before filling out the online application form as they may be interested in finding out more about our different exchange programs.

Students should send the following documents to the EM Strasbourg Business School:

- **Registration form** to be found online:

<http://moveonline.u-strasbg.fr/move/moveonline/incoming/welcome.php>

Students should print out the filled in application form, attach a passport-sized picture and have the form signed and stamped by the exchange coordinator at their home university. They should then send the scanned form to at: [sri-incoming@em-strasbourg.eu](mailto:sri-incoming@em-strasbourg.eu).

- **Proof of social insurance** (only for students coming from the European Union countries (EHIC Card) or from Quebec (RAMQ document) ) – this is to be sent by email with the registration form to: [sri-incoming@em-strasbourg.eu](mailto:sri-incoming@em-strasbourg.eu).

Students wishing to start their exchange program at the EM Strasbourg Business School in September 2014 (for one semester or for the entire academic year 2014/2015) must send us their registration forms by the deadline of **31<sup>st</sup> of May 2014**.

*NB: Please note that all students coming from countries outside of the European Union must pay the mandatory French social/health insurance of 211€ for one semester or for the entire academic year (this is the 2013 figure, the exact 2014 figure will be available in June). Students will be able to pay this fee upon their arrival at the EM Strasbourg Business School.*

## **2. HOW TO FIND YOUR WAY AROUND OUR WEBSITE:**

*This information might change in the next months due to our website upgrade.*

Please go to the [English version](#) of our [website](#), click on the “Grande Ecole Programme”, then on “Exchange Students”. On that page you will find information on different exchange opportunities, as well as the following links in the right-hand column:

### **1. Administrative formalities**

In this part you will find:

- Important information on the additional documents to send to the EM Strasbourg Business School and the documents to bring to the orientation/registration session in Strasbourg;
- Information about documents to bring for the OFII (immigration) procedure;
- Information on social security (compulsory for non-European students). This will be paid upon students' arrival in Strasbourg; no payments should be advanced or sent before then.

Students should contact their consulates/embassies to inform them of their arrival once in France.

### **2. Studies**

On the main page of “Studies”, students will be able to see the different options they have for their exchange at EM Strasbourg (Simple Exchange, Bachelor in European Management, Dual Degree), as well as an explanation of the ECTS system.

In the right-hand column, students have access to the course lists:

- Courses full list: list of courses with descriptions. Please select your semester and click on the courses for course descriptions;

*NB: This list includes courses taught in both English and French. You may determine the teaching language by the language of the course description. For example, if a course is described in English, it means it is taught in English.*

- Courses in English: lists only the courses taught in English.

### **3. Settling in Strasbourg**

In this section, you will find information about:

- Your provisional budget;
- Housing and housing subsidies: you can fill out the online dorm application (during the application period (June 9<sup>th</sup> to June 12<sup>th</sup>) there);
- Scholarships;
- Travel Information.

### **4. Student life**

This section provides information on student associations at EM Strasbourg, especially the **BDI (Bureau De l'International)** and the cultural life in Strasbourg.

### **3. HOUSING OPTIONS**

#### **University housing:**

In order to make the period of application equal to everyone, **applications for university housing will be accepted between June 9<sup>th</sup> and June 12<sup>th</sup>** via an online application form. We will send further information about the application procedure one or two weeks before the start of applications. We will aim to inform all students who apply for university accommodation if they are allocated a room in a university residence or not by **June 17<sup>th</sup>**.

Students will be given a deadline to cancel any allocated housing in case they decide to rent privately. **After that deadline, students will be committed to the dorms they have applied for.**

Photographs of dorm rooms and facilities and dorm regulations are available online and students are strongly recommended to carefully check these before committing to a room.

We would like to emphasize that a commitment by the student obliges them to pay the full amount of rent for the entire period of their rental agreement:

1<sup>st</sup> semester: September to/including December

2<sup>nd</sup> semester: January to/including April

***NB: Students' applications for university housing are processed on a first come, first served basis.***

#### **Private housing:**

Should students decide to rent privately, we would like to emphasize that they would do so on a personal basis. **The EM Strasbourg Business School is not involved in or responsible for housing arrangements made outside of the university dorms.** We only provide easier access to housing information for students looking for housing outside of the university setting.

Students will receive information regarding private student residences and lists of French students who would like to share rooms/appartments with international students. Students will also be able to sign up for a Facebook group dedicated to the search of private housing in Strasbourg.

We hope that this information is useful. However, if you have any questions or need clarification about any of the above, please do not hesitate to contact us at: [sri-incoming@em-strasbourg.eu](mailto:sri-incoming@em-strasbourg.eu).

Sincerely Yours,

The International Office