



International Students Guide Toulon Campus



TABLE OF CONTENTS

<i>I – THE CITY OF TOULON</i>	<i>Page 3</i>
<i>II – ABOUT KEDGE BS</i>	<i>Page 4</i>
<i>III – SCHOOL PRATICAL INFORMATION</i>	<i>Page 5</i>
<i>IV – ACADEMIC INFORMATION</i>	<i>Page 6</i>
<i>V – CREDITS & EUROPEAN GRADING SYSTEM</i>	<i>Page 7</i>
<i>VI – VISA INFORMATION</i>	<i>Page 8</i>
<i>VII - HOUSING</i>	<i>Page 10</i>
<i>VIII – HOW TO GET TO KEDGE BS TOULON?</i> <i>Pick up assistance</i>	<i>Page 13</i>
<i>IX – HEALTH & OTHER INSURANCES</i>	<i>Page 14</i>
<i>X – BANKING INFORMATION</i>	<i>Page 15</i>
<i>XI – CAMPUS FACILITIES</i>	<i>Page 16</i>
<i>XII – MISCELLANEOUS</i>	<i>Page 18</i>
<i>XIII – CHECK LIST BEFORE LEAVING TOULON</i>	<i>Page 20</i>
<i>CONTACT</i>	<i>Page 21</i>

I - THE CITY OF TOULON

➤ *Why France?* 🇫🇷😊

Imagine: studying in a country that is ideal to explore Europe: here you are always in the centre, a country, which is ranked as the most visited in the world, a country where more than 20% of the budget is invested in education, a country that invented “savoir vivre” – the art of living well . Ideal place to live, study and travel where you can get a synergy of life-long experiences, knowledge, memorable adventures and little pleasant moments every day! Still don't know where it is? Still doubting? Come and enjoy the amazing variety of landscapes, the medieval attractiveness of castles and the remarkable taste of la cuisine française.

The department of the Var is located in the south of France at the edge of the Mediterranean Sea. It is part of the PACA region. With 432 kilometres of shoreline, 300 days of sun per year, an average temperature of 22 degrees in July and 7 degrees in January, the Var is a department where life is pleasant. With a population of more than 800 000 inhabitants this department is the fastest growing one in France. Its main activities are wine making and horticulture. The Var is number one for cut flowers. The department is also the main honey producer. The Var is the most important tourist department.

Office de Tourisme de Toulon place Raimu - 83000 Toulon tel. 04 94 18 53

www.toulontourisme.com

Toulon is a city in southern France and a large military harbour on the Mediterranean coast, with a major French naval base.

Toulon is an important centre for naval construction, fishing, wine making, and the manufacture of aeronautical equipment, armaments....

The military port of Toulon is the major naval centre on France's Mediterranean coast, home of the French Navy aircrafts carrier 'Charles de Gaulle' and her battle group. The French Mediterranean Fleet is based in Toulon (source : Wikipedia).

To start with...Toulon is the Sunshine city of France: here there are 290 sunny days a year, more than anywhere else in France.

The Provence-Alpes-Côte d'Azur region has always attracted large number of artists, and writers, from Van Gogh to Picasso, Marcel Pagnol, Auguste Renoir and Francis Scott Fitzgerald. This historic region was a major crossroads for different civilizations, is worth the journey in themselves : Avignon and its Palais des Papes; Arles and Orange where the spirit of ancient Rome can still be felt; the dazzling 18th-century jewel that is Aix-en-Provence; and the legendary Saint-Tropez... The Provençale “art de vivre”, is firstly the simplicity of its decor materials : tiles, walls that are dyed with natural pigments, wrought iron, etc. It is also the goodness of the earth that generously offers olives, lavender, clay, etc. As for the local cuisine, heady notes of garlic and olive oil.

➤ *National Holidays in France*

January 1, Easter Monday, May 1, May 8, Ascension Thursday, Whit Monday, 14 July, 15 August, 1 November, 11 November, 25 December.



II - ABOUT KEDGE BUSINESS SCHOOL



Euromed Management becomes KEDGE Business School

KEDGE Business School is committed to creating new modes of teaching and personal development, connecting and strengthening its global community network and promoting responsible management practices. This approach is encapsulated by our brand signature :

CREATE, SHARE, CARE

CREATE: Changing the way we educate and conduct research to develop creative and innovative peoples' talent

The reference here is to educational innovations that break with traditional learning structures by using devices such as temporary campuses or digital learning; by encouraging research (based on a twofold increase in budgets); and by nurturing entrepreneurship.

SHARE: Interconnecting all our audiences in a learning experience carried out on a planetary basis and rooted in principles of solidarity, while changing our organizations and the territories where we operate

The goal here is to nurture all talents regardless of people's origins, via existing programmes and ones run in emerging regions such as Asia, while linking them to the KEDGE Business School community.

CARE: Having a long-term, planetary vision is a distinct advantage for top-performing decision-makers today. As is their ability to advance the cause of social responsibility.

This mission is marked by its significant CSR positioning, encapsulated in a Care & Personal Development Centre that will make personal development a distinctive advantage for KEDGE Business School, alongside students' social commitment (Validated CSR skills base, Overseas internships in the charity sector).

III - SCHOOL PRACTICAL INFORMATION

➤ PRE-DEPARTURE CHECKLIST

Before leaving your home country and your family, you must complete several formalities. Here are below a non-exhaustive list of we expect from you:

Your Pre-Arrival Checklist :

- Organize your travel arrangements : valide passport / ID card, student visa (if applicable), air ticket, medical insurance (coverage in case of repatriation) and arrange a temporary accommodation if needed
- Organize your accommodation for the duration of your stay and check with landowner/residence all of the documents that will be required the day of your arrival
- For non-European students, apply for your immigration documents- short-term or long-term visa- via [Campus France](#) (or, depending on your nationality, to the closest French Embassy in your country)
- Pay for the French student health insurance plan (contact Françoise Jegou) (except for European and Canadian students from QUEBEC)
- If you are a student coming from an university in Europe or holding the European citizenship, check that your European health insurance card will cover for the whole duration of your stay at KEDGE Business School.
- If you are an Erasmus student, send your learning agreement to KEDGE BS academic coordinator
- Bring some cash to cover living costs on arrival in France (about 500€)
- Make soft and hard copies of all important documents (visa, ID card/passport)
- Select your courses online through Campus Virtuel
- Apply for your accommodation thanks to the instructions sent by the Housing Office.
- Contact Welcome Association for a pick-up assistance :
<https://www.facebook.com/groups/1503322029967985/>

➤ Documents to bring with you.

- Valid passport with student Visa (for non-European students), several copies of your birth certificate or marriage certificate, translated into French and certified as identical with the original, all having been issued within the last 3 months
- your bank details (name and address of the bank, account, IBAN, BIC... numbers)

Note : Be sure that your passport (or Identity Card for EU nationals) is valid at least three (3) months longer than your stay in France.

BE PREPARED FOR A CULTURAL TRANSITION!

[The official French Tourist Office](#)
[Provence tourist office website](#)
[Toulon city](#)
[Toulon tourism](#)

IV - ACADEMIC INFORMATION

For students coming from Partner Universities

Prior to their arrival, exchange students from partner institutions must determine with their academic coordinator in their home institution the number and type of courses (undergraduate/graduate levels) they need to take while at KEDGE Business School.

Exchange students are offered to take classes at the Bachelor or Master levels, depending on the number of credits that you have validated at your home institution.

KEDGE DESIGN SCHOOL :

This program is available to undergraduate and graduate students. It offers courses taught in French and partly in English from L1 to M1.

M.SC INNOVATION & DESIGN THINKING :

This program is available to graduate students. Most of courses are taught in English.

M. SC INGENIEUR D'AFFAIRES :

This program is available to undergraduate and graduate students. It offers courses taught in French at level L3, some courses are taught in English at level M1 and in English and French at level M2.

Course load: each course represents 30 hours per semester and counts for 5 ECTS (European Credit Transfer System). Regular students usually take 6 courses per semester (except languages), that is 30 ECTS per term. Exchange students can take the number of courses they want, according to their home institution requirements.

COURSE DESCRIPTIONS are available on www.campusvirtuel.net

click on Net Planning (Public Area) at the bottom of the column on the left side. You do not need to enter any login/password to consult these syllabi.

Select course planning, then the academic year 2014/2015, Semestre 1 or Semestre 2, Toulon, Ecole supérieure de Commerce et Technologie, L3 or M1 or M2.

COURSE REGISTRATION

Once the complete application form has been received and reviewed by KEDGE Business School, students may then receive an official admission letter from our school.

They will then receive **by email a personal login & password** on the email address that they have indicated in their online application form and this will allow them to connect with their Student portal and complete their personal information.

These login & password give the students to access all online resources (*class schedule, marks, course selection...*).

LANGUAGE COURSES : FRENCH AS A FOREIGN LANGUAGE (FLE)

All international students may take a French Language class. Courses are free of charge.

V- CREDITS & EUROPEAN GRADING SYSTEM

ECTS (**European Credit Transfer System**) is the system used throughout Europe for the assessment of academic achievement. The general application of this system is part of the Bologna process. 60 ECTS credits represent the workload of a year of study (30 credits per semester). Credits are awarded when the course and all required examinations have been successfully completed. ECTS credits are transferable. Original transcripts of grades on which all the academic credits and grades earned at the host institution are being sent to the home institution at the end of the semester.

ECTS Grade	% of successful students achieving the grade	Definition	Grade /20
A	10 %	Excellent	17 ≥
B	25 %	Very good	15-16
C	30 %	Good	13-14
D	25 %	Satisfactory	11-12
E	10 %	Sufficient	10
FX	-	Fail – some more work required before the credit can be awarded	7-9
F	-	Fail - considerable further work is required	< 7

US Grade	Equivalency Grade/20
A+	18 ≥
A	15 ≥
A-	14 ≥
B+	13 ≥
B	12 ≥
B-	11 ≥
C	10 ≥
F	< 10
I	Incomplete

VI – VISA INFORMATION

BEFORE DEPARTURE

We advise all students who need a visa to make an early contact with Campus France or the French consulate in the home country (see instructions here below). Check the list of documents to be submitted and note whether these documents need to be translated or certified. Submit only one file and make sure it is complete in every way.

Please consult the following website regarding immigration rules:

[CAMPUS FRANCE](#)

Extended-stay visa (more than 90 days)

Students coming from the following countries for a stay of at least 3 months in France must apply for a French student visa through an online application via Campus France: Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Comores, Congo Brazzaville, Côte d'Ivoire, Egypt, Gabon, Guinea, India, Indonesia, Iran, Japan, Lebanon, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, South Korea, Taiwan, Tunisia, Turkey, USA, Vietnam.

Students have to create an account on Campus France website and will receive an access code to keep carefully for their visa process and follow up. Neither Campus France nor any other organisation, individual or entity will have any role in the visa-granting process which is the sole responsibility of the French consular service.

Students coming from other non-European countries, have to contact their closest French consulate or Embassy in order to determine whether they need to apply for a visa and what type of visa they are required to apply for, for their studies in France.

Documents usually required when applying for a visa:

- Proof of enrolment at KEDGE Business School (sent after completing your Incoming Student KEDGE BS Application form)
- Proof of financial resources
- Proof of a bank account to which funds will be transferred
- Proof of travel & repatriation insurance
- Copy of passport whose period of validity encompasses the entire length of the visa period

Short-stay visas (less than 90 days)

Please visit the Campus France website:

[CAMPUS FRANCE - Short Stay Visas](#)

When the student arrives in France, there is no need to apply for a residence permit with a short-stay visa.

Also, note that the temporary visa cannot be renewed and cannot be transformed into a long stay visa while in France.

HOW TO GET A RESIDENCE PERMIT

Once in France, non-European students holding an “**Extended-stay student visa**” (which is at the end of the process equivalent to a residence permit) must send by post within the 2 months of arrival several documents to the immigration office, called OFII which is located:

OFII

141 Avenue Marcel Castié, 83000 Toulon

+33 (0)4.94.92.58.80

61 Boulevard Rabatau, 13008 Marseille

+33 (0)4.91.32.53.60

[OFII website](#)

International students holding an “**Extended-stay student visa**” (visa Long Séjour" VLS/TS), with the following statement on their visa: “**Dispense temporaire de carte de séjour**” do not have to proceed to any registration process nor residence permit application

VII – HOUSING



International students are advised to book an accommodation at least 3 months before coming to France and to investigate the different options of on and off-campus accommodation via <http://www.kedgebs.com/fr/vie-etudiante/campus/se-loger-sur-le-campus-de-toulon>

On-Campus housing :

Spaces in residence are limited and we cannot guarantee that all incoming students will be living on-campus. We recommend that students also look into off-campus accommodation.

The Hall of residence on the campus (Hébergement) :

Shared room with twin beds with a sink, desk & cupboard

Showers, WC & communal kitchen are shared with other students on the same floor

There is a washing machine & cleaning service

Internet access is available at the hall for a monthly fee of about 15 €.

RENT : 320.00 € per month and per student **(for 2015/2016)**

DEPOSIT : 250.00 € **(for 2015/2016)**

All students requesting accommodation will be required to pay a reservation deposit of 250 € and 3 months rent in advance: 960.00 € ; **TOTAL 1 210.00 € (for 2015/2016).**

Please pay by bank draft quoting your student ID number and specifying that the sum is for the reservation of a double room in the 'hébergement'. A room will be allocated only when pre-payment has been received.

What do I need to bring for my accommodation on the Campus ?

Pillow, blanket, quilt (duvet) cover, bed linen

Private housing:

Studea Key Largo / Toulon :

<http://www.nexity-studea.com/residences-etudiantes/toulon/83/studea-key-largo,309624.html>

Carré Vérane / Toulon : <http://lesbellesannees.com/6/residences-pour-etudiants/location-toulon>

Studéa / Toulon Mayol :

<http://www.nexity-studea.com/residences-etudiantes/toulon/83/studea-toulon-mayol,469117.html>

Résidence Laura Lisa / La Garde : <http://www.cardinalcampus.fr/residence-laura-lisa-la-garde,14.html>

Cardinal Campus Alfred Nobel / Toulon :

<http://www.cardinalcampus.fr/residence-alfred-nobel-toulon,15.html>

Résidence le Beau Lieu / La Garde : <http://www.residencehotel-lebeaulieu.com/>

Résidence les Asphodèles / La Garde : <http://www.residences-campus.com/>

http://ext.toulon.fr/pdf/logements_etudiants_priv%C3%A9s.pdf

Hotel Triotel / La Valette : <http://www.hotel-triotel.com/>

Vocabulary about housing advertisement

- **Part. (Particulier):** means that the landlord is not represented by a real-estate office. Students will be dealing directly with him/her.
- **T1/Studio:** a one-bedroom apartment with a separate kitchen.
Prices between 400-500€.
- **T2:** A two-bedroom apartment with a separate kitchen.
Prices between 550-750€.
- **Ch.n.ind:** a room in the occupant's house. The room is generally furnished & students have access to a bathroom & toilet.
Prices between 350-400€.
- **Ch.Indép:** a room in the landlord's house but with a separate entrance.
Prices between 350-500€.
- **T3-T4:** three-four bedroom apartments that students can share.
Prices around 400€ per student.

Housing Insurance (Mandatory)

Upon arrival, all students are legally required to buy an insurance for their room/apartment (*against flooding, fire or natural disaster as well as theft*).

This document is necessary to check-in at residence the first day and will be required by any other residences or landlords in general.

Banks may offer this kind of insurance when opening a bank account. Please contact for further information about the cost and guarantees.

Your rent expense may be significantly reduced through French government housing allowances: the "*Aide Personnalisée au Logement*" (APL). The precise amount of the monthly assistance varies according to the student's income, the type of housing, and the amount of the rent.

Vocabulary about housing advertisement

- **Part. (Particulier):** means that the landlord is not represented by a real-estate office. Students will be dealing directly with him/her.
- **T1/Studio:** a one-bedroom apartment with a separate kitchen.
- **T2:** A two-bedroom apartment with a separate kitchen.
- **Ch.n.ind:** a room in the occupant's house. The room is generally furnished & students have access to a bathroom & toilet.
- **Ch.Indép:** a room in the landlord's house but with a separate entrance.
- **T3-T4:** three-four bedroom apartments that students can share.

Leaving the apartment/room

Students usually **have to inform the residence/landlords 3 months in advance** of the date they will leave their apartment/room, one month in advance for a furnished apartment/room (Check your housing contract!)

Deposit

Students are required to pay a deposit. When leaving, the landlord has to give back this deposit within 2 months unless the apartment/room is returned with damage.

Welcome : Our student association “welcome” will respond to any of your questions, concerning housing, integration, transport. “Welcome” invites you to join facebook page specially created for you <https://www.facebook.com/groups/1503322029967985/>

VIII – HOW TO GET TO KEDGE BS TOULON ?

➤ **From the airport**

You will be landing either to Marignane city at the Marseille-Provence Airport or to Nice airport or to Toulon-Hyères airport

- **Marseille airport :**

The easiest way to get to town (*to the Saint-Charles train station*) is to take the shuttle airport:

<http://www.marseille-airport.com/access-car-parks/access/shuttle-buses/marseille>

It leaves every 20 minutes from 5:10am to 00:10am and costs about 8,50 € one way and takes 30 minutes. Once at Saint-Charles train station, buy a ticket to TOULON (about 13.00€ € with TER).

- **Nice airport :**

The easiest way to get to the train station is to take the shuttle airport:

<http://en.nice.aeroport.fr/Passengers/DIRECTIONS-PARKING/Getting-to-the-airport/Buses-Shuttles/Nice-Cote-d-Azur-public-transport-network>

It costs about 6.00 € one way. Once at Nice train station, buy a ticket to TOULON (about 27.00 € with TER).

- **Toulon-Hyères airport :**

This is the closest airport to travel to the Campus. Contact the association 'Welcome'.

➤ **Pick-up assistance**

One of Welcome student's purposes consists in welcoming international students of KEDGE Business school Toulon each semester.

They provide with a free pick-up service.

<https://www.facebook.com/groups/1503322029967985/>
francoise.jegou@kedgebs.com

IX - HEALTH & OTHER INSURANCES

Health insurance:

By law, all students being less than 28 years old on October 1st of the current academic year and coming to study in France for more than 3 months are **required** to purchase the French Student Health insurance through their French higher Education Institution (i.e: KEDGE Business School) before the classes start. **The registration fee is €215 (for 2015.16)**. This registration is **COMPULSORY** for the students in order to be given their student ID card and to be admitted in class.

SOME EXCEPTIONS :

- Students from Quebec

Students from Quebec are required to come with their signed and stamped **SE-401-Q-106** form in order to be covered by the French Health Insurance ("Sécurité Sociale Française"). In this case, Quebec students are not required to subscribe to the French National Health Insurance.

- Students holding a European Health Insurance card

Students from the European Union must provide with their **European Health Insurance Card** in order to be covered by the French National Health Insurance. In this case, E.U. students are not required to subscribe to the French National Health Insurance.

- Students being more than 28 or studying less than 3 months

Students being more than 28 years old on October 1st of the current academic year or studying in France for less than 3 months will not be able to register with the French Student Health Insurance but will have to give a proof of private health insurance coverage upon their arrival in order to be admitted in classes and be given their Student ID card.

GUARANTEES

In the event of sickness, the **French Health Security** "Sécurité Sociale Française" - <http://www.ameli.fr> refunds a certain percentage of the expenditure based on set charges called "tarifs de base (TB)" or "tarifs conventionnés (TC)". The coverage is sufficient for a very basic visit at the General Doctor, but might not be sufficient to cover higher expenses such as hospitalization, change of glasses, dental / eye surgeries, etc... **We therefore highly recommend students to subscribe for a complementary health coverage (complémentaire santé) in order to benefit from a better coverage.**

Student health insurance companies : two options :

➤ La Mutuelle Des Etudiants (LMDE)

<http://www.lmde.com/>

➤ La Mutuelle Etudiante MEP

<http://www.mep.fr/>

Housing Insurance (Mandatory)

Upon arrival, all students are legally required to buy an insurance for their room/apartment (*against flooding, fire or natural disaster as well as theft*).

This document is necessary to check-in at Estudines residence the first day and will be required by any other residences or landlords in general.

Banks may offer this kind of insurance when opening a bank account. Please contact for further information about the cost and guarantees.

Car Insurance

To drive a car in France, students must have a valid driving licence & insurance. To hire a car, students must be over 21 years old, and have 2 years of driving experience minimum.

X – BANKING INFORMATION

You will need to open a bank account once you are in France and are entitled to do so if staying for more than three months.

Documents usually required in order to open a bank account :

- Valid passport
- “Carte de séjour étudiant” (a student residency permit if from outside EU/EEA)
- Certificate of attendance at KEDGE BS student (in French : attestation de scolarité) (we will provide this paper to you)
- Proof of address (e.g. telephone bill, electricity bill, rent receipt, housing certificate (“certificat d’hébergement”).
- Banks are normally open Monday to Friday from 09:00 until 16:00. Some banks are open on Saturday in which case they are closed on Monday.

In case you are accommodated at a private flat :

- copy of identity papers of your landowner
- proof of your landowner address
- copy of your contract

The Bank nearest to the Campus is :

Société Marseillaise de Crédit 1041, avenue Draguignan, La Garde, Tel 04 94 01 71 30

Banks

- **Crédit Agricole- La Garde – 33 pl. de la République – La Garde – tel : 04 94 14.74.50**
- **Crédit Lyonnais – Hyères – 4 av. Joseph Clotis – Hyères – tel. 0820 824 934**

CONTACT ‘WELCOME’ FOR FURTHER INFORMATION

XI – CAMPUS FACILITIES

THE HUB (Library)

The role of our HUB is to welcome and inform students, to facilitate communication and provide information.

The HUB provides students with a comfortable, elegant, functional and recreational atmosphere, conducive to team building, creativity and innovation

The Hub offers an access to 20 databases (*companies data, reviews, market studies, etc.*), 1 E-learning platform (*>300 e-learning modules with CrossKnowledge*) and a digital library (*15 000 ebooks with ScholarVox by Cyberlibris*)

Open hours are from Monday to Friday from 8:30am to 5.30pm.

Our Wellness Center

The Wellness team is a volunteer rescuers team working at KEDGE Business School.

The Wellness staff members listen to you, in the strictest confidence, support you and accompany you if you experience any difficulties (personal, family, health, financial integration issues...).

This wellness centre is one of the first created in France and is composed of several professional members (psychologist, doctors...) who are all ready to help you.

For any assistance or further information, please contact: wellnessmarseille@kedgebs.com

Student Associations

An active extra-curricular calendar is one of the hallmarks of KEDGE Business School. Students participate in the daily life of the School, develop projects and become involved in activities such as marketing, the Stock Exchange, international activities, sports, and student offices and functions. KEDGE BS's student associations are organized through a Confederation of Associations, which consists of a President from each association. Its role is to set policy and administrate the activities of associations.

The main student associations are:

Bureau Des Elèves (*BDE - Students Union*)

Elected by the school's students, the members of the BDE represent the students in the school's administrative departments, programmes and faculty, as well as external organisations and corporate partners. Additionally it organizes numerous events and takes part in various projects.

Bureau Des Sports (*BDS - Sports Office*)

This office is responsible for organizing sports activities for students for a wide variety of sports at various levels. The association allows students to participate in a variety of sports, at every level, and organises events.

Marketing Méditerranée (*Junior Enterprise*)

"Junior Enterprise" is a concept which is specific to business schools in France and other European countries. Students set up an association which functions as a real company offering services to businesses. "Meuh Meuh", as this association is popularly referred to, is regularly ranked the best "Junior Enterprise" in France. Marketing Méditerranée has been awarded "Best Junior-Enterprise Prize" five times now and is the most rewarded Junior-Enterprise in Europe. This association has been active in the school for over 26 years and allows students to offer their services to companies for market studies in communication, business start-ups, finance, marketing, international business and industrial marketing. Students thus gain corporate experience by acting as prospectors (selling the association's services to companies), market researchers (administering questionnaires or conducting qualitative interviews) or project leaders (taking overall responsibility for studies). They also take part in organising well-known local, national, and international events, such as CAP CREATION (a forum for entrepreneurs), and « Les Nouveaux Virtuoses », a concert for young pianists.

Welcome :

One of Welcome student's purposes consists in welcoming international students of KEDGE Business school Toulon each semester.

Pitchouns :

OTHER SERVICES

E-MAIL: Each student will be given an e-mail I.D. and username & password. It is the student's responsibility to check their email account regularly.

VIRTUAL CAMPUS: Students can consult their class schedule online, their marks, complete their personal information...via their Virtual Campus network.

TV SETS: Important information may also spread over the televisions located throughout the school.

STUDENT CARD: Each student will be given with a KEDGE BS student card during the Orientation programme subject to the payment of the French Health insurance (unless they are exempted- see exemptions page 15).

A VENDING MACHINE for **photocopying cards** located in the Library (HUB).

VENDING MACHINES (Drinks, sandwiches, etc...) at the cafeteria.

A CAFETERIA

XII – MISCELLANEOUS

THE CAF (Caisse d'Allocations Familiales)

It is an allowance given by the French Government to help students staying more than 6 months in France, financing a part of their rent.

This allowance is only granted to European and international students who have applied to the CAF, and are covered by the French health insurance plan. Students start to receive the financial aid from the CAF from their 2nd month onwards or from the day the students received their OFII stamp.

The complete file must to be sent to the CAF directly by mail at the address indicated on the application form.

Documents required by the CA when applying:

- Application form to be downloaded at: www.caf.fr
- Certificate of enrolment at KEDGE BS (in French: "**Attestation de scolarité**"). You will get this document once your Netfile completed and the French health insurance paid (if applicable).
- a "R.I.B." (means Relevé d'Identité Bancaire). RIB is a document that indicates all the bank account details (account number, agency code...). Please ask your French bank to provide one.
- European citizens must provide a copy of their identity card. Non-European students must provide a copy of their passport and of their residency permit (see page 13).
- Copy of your birth certificate translated into French.

Very Important: One page of this document must be filled out & signed by the residence manager or the apartment's landlord.

Be aware that sometimes the CAF directly pay the grant to the owner/residence manager and then students only pay the remaining rent. Sometimes, students have to pay the whole rent and then the CAF reimburses students. The decision is made by the CAF, students do not choose.

EMERGENCY NUMBERS & USEFUL ADDRESS

- Emergency Rooms / Ambulances (the SAMU) **15**
- Police **17**
- Firemen **18**
- Emergency medical service (SOS médecins) **36.24**
- Doctors : centre Médical Impérial - Zac de Valgora – 124 rue Ambroise Paré - 83160 LA VALETTE DU VAR : **04.94.14.07.33**

• **Transport**

Bus /boats : www.reseaumistral.com

Appel Bus / tel: 04 94 03 87 02 (www.reseaumistral.com) from 7:00 AM to 7:00 PM / Monday to Friday

Taxi Radio Toulonnais / 04 94 93 51 51

• **Foreign student affairs :**

Campus France : www.campusfrance.org/en/

Edufrance - <http://www.edufrance.fr>

• **Embassies & Consulates in Marseille**

The Consulate of United States of America:

12 Boulevard Paul Peytral - 13006 Marseille ☎+33 (0) 4 91 54 92 00 Fax +33 (0) 4 91 55 09 47

Métro : Estrangin Préfecture

Website : <http://french.france.usembassy.gov/>

The Chinese Consulate: 20 Boulevard Carmagnole - 13006 Marseille ☎+33 (0) 491 32 00 00 Fax: +33 (0) 491 32 00 08 Website : <http://marseille.china-consulate.org/chn/>

The Mexican Consulate:

2 Rue Corneille 13001 Marseille

☎+33 (0) 4.91.54 70 50

Fax : +33 (0)4 91 33 24 63

Please consult the following website to find your consulate in Marseille: <http://www.consulats-marseille.org/-CONSULATS> or www.pagesjaunes.fr

- **Official :**

Alliance Française - <http://www.alliancefr.org/> : French language, culture and services around the world

Ministry of Foreign Affairs - <http://www.diplomatie.gouv.fr/> : Among other things, provides a directory of organizations teaching French as a foreign language in France

Practical

Chambre de Commerce et d'Industrie du Var <http://www.var.cci.f>

- **Tourism :**

Office de tourisme de Toulon : <http://www.toulontourisme.com/>

Tourisme in France : <http://www.tourisme.fr/>

BE PREPARED FOR A CULTURAL TRANSITION!

www.franceguide.com

(The official French Tourist Office)

<http://www.provenceweb.fr/e/var/toulon/toulon.htm>

www.decouverte-paca.fr

OTHER USEFUL ADRESSE

EDF (electricity company) : 54 boulevard de Strasbourg, 83000 Toulon / 09 69 32 15 15

XII – CHECK LIST BEFORE LEAVING TOULON

- ☑ Inform the housing department at KEDGE Business School and your landlord of your departure date. Send/ give your letter of **notice of departure** 1 month before your departure date to your landlord/ residence
- ☑ Organise an appointment with your landlord/residence for your **inventory of fixtures**.
- ☑ **Deposit:** note that all the lessors have a legal delay of 2 months to refund it to you.
- ☑ **Close your various accounts:** electricity account, gas account, housing insurance, CAF (we advise you to close your bank account a few months after your departure. The Welcome association will help you to do so).
- ☑ Exchange students: check with your home institution if any **certificate** needs to be signed by KEDGE BS before your departure

Campus of Toulon KEDGE BUSINESS SCHOOL & KEDGE DESIGN SCHOOL

Contact

Mrs Françoise JEGOU
International Student Office
Administrative Coordinator, Toulon Campus
Tel : (33) 494 91 82 62
francoise.jegou@kedgebs.com



WELCOME ASSOCIATION :
<https://www.facebook.com/groups/150332202996798>

The mailing address:

KEDGE BUSINESS SCHOOL
Campus la Tourrache
450 avenue François Arago
CS 90262
83078 Toulon Cedex 9



Access Map :

Campus de la Grande Tourrache
450, avenue François Arago
ZI de Toulon Est
83130 LA GARDE



*We are very much looking forward to welcoming you in Toulon.
In the meantime, we remain at your disposal for any further
information or assistance you may need.*

The International Student Office

