



## Academic Year 2011/2012

Full name of the institution	<b>Ecole Supérieure de Commerce International/</b> <i>Graduate School of International Business</i>
Erasmus ID code	<b>F AV-FONT01</b> EUC-No: 28574-IC-1-2007-1-FR-ERASMUS-EUCX1
Website address	www.esci-paris.eu
Postal address	<b>50 rue de la Maison Rouge – Lognes</b> <b>77437 Marne-la-Vallée cedex 2</b> <b>France</b>
President	Mrs Véronique Laporte
Director	Mr Guillaume Krafft

<b>International Office</b>	
Head of International Relations	<b>Mr Marc de Kervenoaël</b>
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<b>Application Procedure in brief</b>	
Student nominations have to be sent to Gesche Landais	Please inform us about the selected student's <ul style="list-style-type: none"> <li>- Name</li> <li>- Date and place of birth</li> <li>- Gender</li> <li>- e-mail address</li> <li>- exchange period</li> </ul>
Application deadlines	<ul style="list-style-type: none"> <li>- <b>June 30<sup>th</sup></b> Autumn semester or whole academic year</li> <li>- <b>November 30<sup>th</sup></b> Summer semester</li> </ul>
Required documents	<ul style="list-style-type: none"> <li>- <b>Application Form</b> signed by the student and the sending institution</li> <li>- <b>3 photographs</b></li> <li>- <b>Curriculum vitae in French</b></li> <li>- <b>Transcripts of records</b></li> <li>- <b>Proof of a sufficient level of French</b></li> <li>- <b>Photocopy of ID-card or passport</b></li> <li>- <b>Learning Agreement <b>BEFORE</b> arrival</b></li> <li>- <b>Proof of medical insurance that will cover you for the entire study period in France <b>BEFORE</b> arrival</b></li> </ul>
Submission of documents	The Application documents have to be sent by post.
Certificate of Admission	Students will be contacted by e-mail. They will receive an ' <b>Attestation de Scolarité</b> ' by post at their home address after their application has been accepted.
Student Visa	A Non European or Non EEA Student has to request a student visa after beginning the procedure of enrolment at ESCI and before arrival in France. All information at <a href="http://www.diplomatie.gouv.fr">www.diplomatie.gouv.fr</a> – quel visa choisir ?

<b>Useful Information</b>	
Programme, Course Outline, Student Guide, Partners, ECTS, etc.	On the website <a href="http://www.esci-paris.eu">www.esci-paris.eu</a>
Semester Dates	<p><b>End September – End of January (including examination period)</b> i.e. 4 months</p> <p><b>February – End of May (including examination period)</b> i.e. 4 months</p> <p>Guest students must join ESCI during the first week of classes at the latest; otherwise students will not be accepted.</p>
Language of instruction	<b>French.</b> Few courses are taught in English
'French as a Foreign Language'	During the semester
Course schedules	Available after student's arrival
Class Attendance	All students are expected to attend regularly at all classes of the courses in which they are enrolled.
Learning Agreements	<p>To prepare his/her study period at ESCI the Erasmus student has to write down a study programme in accordance with the Departmental and Erasmus Coordinator at his/her home institution.</p> <p>The Erasmus student will have three weeks at ESCI to make his/her definitive choice and send the modifications back to his/her home institution for approval.</p>
Certificate of Attendance	The Erasmus students have to come to the IRO at ESCI at the end of their study period to obtain a Certificate of Attendance. ESCI will not sign a document which exceeds the Academic Calendar.
Transcript of Records	The IRO will send the Transcript of Records to the student's home address and send a copy to the IRO

	of his/her home institution.
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Tuition fees	No tuition fees for exchange students
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Accommodation	We recommend that you have your accommodation sorted out before your arrival. You can find useful information at: <a href="http://www.adele.org/">http://www.adele.org/</a>
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Internship	We can not guarantee a work placement for a student but we help students to find a company.
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<b>Contact us</b>	
<b>Gesche Landais</b> International Relations Contact	<a href="mailto:gesche.landais@esci.fr">gesche.landais@esci.fr</a> <a href="mailto:glandais@hemail.fr">glandais@hemail.fr</a> Tel.: 0033 1 72 84 61 52 Fax: 0033 1 72 84 61 55