



FACT SHEET 2016-2017 (dates subject to change)

School's Name	Telecom Ecole de Management / Telecom Business School
Website	http://www.telecom-em.eu/en
Address	9, rue Charles Fourier - 91011 EVRY - France

OFFICE FOR INTERNATIONAL DEVELOPMENT international@telecom-em.eu		
Contact Persons	Positions	Contact Details
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Ms. Isabel-Mary MORGAN	Summer School & Student Exchange Coordinator	+33 1 60 76 42 44 isabel-mary.morgan@telecom-em.eu
Ms. Nicole VIZET	Erasmus Coordinator & Student Exchange Assistant	+33 1 60 76 43 31 nicole.vizet@telecom-em.eu

Event / Programs	Fall Semester September to December 2016	Spring Semester January to June 2017
Deadline for nomination by partner	April 15, 2016	October 15, 2016
Deadline for receiving student applications from partner	April 30, 2016	October 30, 2016
Arrival dates on campus	Monday 05 and Tuesday 06 September 2016	Monday 16 and Tuesday 17 January 2017
Orientation for the Bachelor Semester	Wednesday 07 September 2016 to Friday 09 September 2016	Not available in the Spring semester
Bachelor Semester (B2), taught in English	Monday 12 September 2016 to Friday 16 December 2016	Not available in the Spring semester
Orientation for the English Track	Wednesday 07 September 2016 to Friday 09 September 2016	Wednesday 18 January, 2017 to Friday 20 January 2017
English Track (M1)	Monday 12 September 2016 to Friday 16 December 2016	Monday 23 January 2017 to Friday 11 June 2017
French Track (M1)	Monday 12 September 2016 to Friday 16 December 2016	Monday 23 January 2017 to Friday 11 June 2017

ACADEMIC COMMITTEES: Official transcripts of records are issued after meeting of Academic Committees – 3rd week of March 2016 and first week of July 2016

SCHOOL VACATIONS

Half Term (except for MSc and 3 rd Year Major)	Monday 31 October to Wednesday 2 November 2016
Veteran Day	Friday 11 November 2016
Christmas	Monday 19 December 2016 to Monday 2 January 2017 included
Winter Break	Monday 13 February to Friday 17 February 2017 included
Easter Monday	Monday 17 April 2017
Spring Break	Monday 17 April to Friday 24 April 2017 included
Extended week end - Feast of the Ascension	Thursday 25 to Friday 26 May 2017 included
Pentecost Monday	Monday 05 June 2017

APPLICATION PROCEDURE

Application Form and Required Documents	http://www.telecom-em.eu/en/content/applying-our-exchange-program-management	
Application Deadlines	April 30 th for fall semester	October 30 th for spring semester
Visa	Compulsory for non-European Union citizens - Please request a multi-entry visa if you intend to travel during your exchange semester.	
After examination of your application file, a letter of invitation will be sent to your home university.		

ACCOMMODATION

On-Campus: all exchange students are accommodated at the *MAISEL* on campus or in town.
<http://maisel.it-sudparis.eu/en/>

Exchange students are provided campus accommodation at the University residence managed by the MAISEL.
 Online housing application will be available in November 2016

ARRIVAL INFORMATION

➤ Airport Pick-up Assistance	Contact the students of the WELCOM association: www.welcom-evry.com
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CAMPUS FACILITIES	
	Wireless connection on the university premises Multimedia library: http://www.it-sudparis.eu/biblio/en/ Restaurant and cafeteria on campus Sports facilities: French medical certificate and insurance required

ADMINISTRATIVE FORMALITIES UPON ARRIVAL	
➤ Health Insurance	<input checked="" type="checkbox"/> Proof of Health Insurance: compulsory <ul style="list-style-type: none"> - European Students must bring a copy of their European Health Card - Non European students must subscribe to French Social Security 215€ (Academic year 2015/2016)
➤ Personal liability insurance	<input checked="" type="checkbox"/> Compulsory
➤ Bank account	<input checked="" type="checkbox"/> Optional (possibility to open an account in our partner bank in Evry)
➤ Visa	During the first days of your arrival, contact the International staff who will help you out with the visa procedure.