



FACT SHEET 2015-2016 (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
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OFFICE FOR INTERNATIONAL DEVELOPMENT international@telecom-em.eu		
Contact Persons	Positions	Contact Details
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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 2015	Spring Semester January to June 2016
Deadline for nomination by partner	April 15th	October 15th
Deadline for receiving student applications from partner	April 15, 2015	October 30, 2014
Arrival dates on campus	Monday 7 and Tuesday 8 September 2015	Monday 18 and Tuesday 19 January 2016
Orientation for the Bachelor Semester	Wednesday 10 September 2015 to Friday 12 September 2015	Not available in the Spring semester
Bachelor Semester (B3), taught in English	Monday 15 September 2015 to Friday 19 December 2015	Not available in the Spring semester
Orientation for the English Track	Wednesday 10 September 2015 to Friday 12 September 2015	Wednesday 20 January 2016 (to be confirmed)
English Track (M1)	Monday 15 September 2015 to Friday 18 December 2015	Wednesday 20 January 2016 to Friday 10 June 2016
French Track (M1)	Monday 14 September 2015 to Friday 22 January 2016	Monday 25 January 2016 to Friday 10 June 2016



ACADEMIC COMMITTEES: Official transcripts of records are issued after meeting of Academic Committees – 3rd week of March 2015 and first week of July 2015

SUMMER SCHOOL

Summer School 2015	http://youtu.be/sk66BBXTvtY	Monday 20 June 2016 to Friday 15 July 2016
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SCHOOL VACATIONS

Half Term (except for MSc and 3 rd Year Major)	Monday 26 October to Sunday 1er November 2015
Veteran Day	Wednesday 11 November 2015
Christmas	Monday 21 December 2015 to Sunday 3 January 2016 included
Winter Break	Monday 29 February to Sunday 6 March 2016 included
Easter Monday	Monday 28 March 2016
Spring Break	Monday 25 April to Sunday 1er May 2016 included
Extended week end - Feast of the Ascension	Thursday 5 to Sunday 6 May 2016 included
Pentecost Monday	Monday 16 May 2016

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/>

Housing Application Form	Accessible from http://www.telecom-em.eu/en/content/applying-our-exchange-program-management (right hand side of the page)
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ARRIVAL INFORMATION

➤ Pick-up Assistance	Contact the students from 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 should bring a copy of their European Social Security Card - Non European students should subscribe to French Social Security (€215).
➤ 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	On the first days of your arrival, contact the International staff who will help you out with the visa procedure.