## FACT SHEET 2015-2016 (dates subject to change)

### School’s Name
Telecom Ecole de Management / Telecom Business School

### Website

### Address
9, rue Charles Fourier - 91011 EVRY - France

### Fax
+33 1 60 76 42 42

### OFFICE FOR INTERNATIONAL DEVELOPMENT
international@telecom-em.eu

<table>
<thead>
<tr>
<th>Contact Persons</th>
<th>Positions</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Chris WERT</td>
<td>Associate Dean for International Development</td>
<td>+33 1 60 76 47 28 <a href="mailto:chris.wert@telecom-em.eu">chris.wert@telecom-em.eu</a></td>
</tr>
<tr>
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<td>Deputy Director Student Exchange Officer</td>
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</tr>
<tr>
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<td>Summer School &amp; Student Exchange Coordinator</td>
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<tr>
<td>Ms. Nicole VIZET</td>
<td>Erasmus Coordinator &amp; Student Exchange Assistant</td>
<td>+33 1 60 76 43 31 <a href="mailto:nicole.vizet@telecom-em.eu">nicole.vizet@telecom-em.eu</a></td>
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### Event / Programs

<table>
<thead>
<tr>
<th>Event / Programs</th>
<th>Fall Semester September to December 2015</th>
<th>Spring Semester January to June 2016</th>
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<tbody>
<tr>
<td>Deadline for nomination by partner</td>
<td>April 15th</td>
<td>October 15th</td>
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<tr>
<td>Deadline for receiving student applications from partner</td>
<td>April 15, 2015</td>
<td>October 30, 2014</td>
</tr>
<tr>
<td>Arrival dates on campus</td>
<td>Monday 7 and Tuesday 8 September 2015</td>
<td>Monday 18 and Tuesday 19 January 2016</td>
</tr>
<tr>
<td>Orientation for the Bachelor Semester</td>
<td>Wednesday 10 September 2015 to Friday 12 September 2015</td>
<td>Not available in the Spring semester</td>
</tr>
<tr>
<td>Bachelor Semester (B3), taught in English</td>
<td>Monday 15 September 2015 to Friday 19 December 2015</td>
<td>Not available in the Spring semester</td>
</tr>
<tr>
<td>Orientation for the English Track</td>
<td>Wednesday 10 September 2015 to Friday 12 September 2015</td>
<td>Wednesday 20 January 2016 (to be confirmed)</td>
</tr>
<tr>
<td>English Track (M1)</td>
<td>Monday 15 September 2015 to Friday 18 December 2015</td>
<td>Wednesday 20 January 2016 to Friday 10 June 2016</td>
</tr>
<tr>
<td>French Track (M1)</td>
<td>Monday 14 September 2015 to Friday 22 January 2016</td>
<td>Monday 25 January 2016 to Friday 10 June 2016</td>
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</table>
ACADEMIC COMMITTEES: Official transcripts of records are issued after meeting of Academic Committees – 3rd week of March 2015 and first week of July 2015

<table>
<thead>
<tr>
<th>SUMMER SCHOOL</th>
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<thead>
<tr>
<th>SCHOOL VACATIONS</th>
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<tbody>
<tr>
<td>Half Term (except for MSc and 3rd Year Major)</td>
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<tr>
<td>Veteran Day</td>
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<tr>
<td>Christmas</td>
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<tr>
<td>Winter Break</td>
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<tr>
<td>Easter Monday</td>
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<tr>
<td>Spring Break</td>
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<tr>
<td>Extended week end - Feast of the Ascension</td>
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<tr>
<td>Pentecost Monday</td>
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<tr>
<th>APPLICATION PROCEDURE</th>
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<tbody>
<tr>
<td>Application Deadlines</td>
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<tr>
<td>Visa</td>
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<tr>
<td>After examination of your application file, a letter of invitation will be sent to your home university.</td>
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<thead>
<tr>
<th>ACCOMMODATION</th>
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<tbody>
<tr>
<td>On-Campus: all exchange students are accommodated at the MAISEL on campus or in town.</td>
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<tr>
<td>Housing Application Form</td>
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<th>ARRIVAL INFORMATION</th>
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<tr>
<td>➢ Pick-up Assistance</td>
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### CAMPUS FACILITIES

- Wireless connection on the university premises
- Restaurant and cafeteria on campus
- Sports facilities: French medical certificate and insurance required

### ADMINISTRATIVE FORMALITIES UPON ARRIVAL

- **Health Insurance**
  - **Proof of Health Insurance**: compulsory
    - 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**
  - Compulsory

- **Bank account**
  - 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.