PREPARING YOUR ARRIVAL
Dear international student,

We are very pleased to introduce you to NEOMA Business School, one of Europe’s leading business schools and one of France’s elite Grande Ecole institutions. We are looking forward to welcoming you into one of our campuses, either in Reims or in Rouen. We hope this short guide will lead you along the steps to fully prepare your stay with us. We wish you all the best with your preparation for your arrival!

Elisabeth NEU
International Student Service Centre
Rouen campus

Lydie KOPEZUN
International Student Service Centre
Reims campus

Corinne GAGNEUX
International Student Service Centre
Reims campus

NEOMA CONFUCIUS INSTITUTE FOR BUSINESS ROUEN CAMPUS
NEOMA BS is proud to host the 1st Confucius Institute for Business in France, and the 7th in the world, on Rouen campus. The institute provides an extraordinary opportunity to open our campus to the general public who wish to find out more about Chinese culture and to offer our students an additional chance to satisfy their curiosity.
http://confucius.neoma-bs.fr/

NEOMA BS CORPORATE PARTNERS
Nearly 200 companies are our preferred partners and benefit from customised services that enable them to develop and reinforce their “Employer image” with students.
BEFORE YOUR ARRIVAL

The next few months may be a bit hectic, so be sure to take care of these crucial procedures.

### PRE-ARRIVAL PROCEDURES

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Visa Application</td>
<td>As soon as you get your acceptance letter. See local Campus France or French Embassy. Your contact for all Campus France validations (if applicable): Elisabeth NEU - <a href="mailto:elisabeth.neu@neoma-bs.fr">elisabeth.neu@neoma-bs.fr</a></td>
</tr>
<tr>
<td>Step 2</td>
<td>NEOMA BS Online Registration</td>
<td>If not yet done, please register at NEOMA BS as soon as possible. More information on page 6.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Housing Application</td>
<td>Information on the Housing Application will be sent to you shortly after the payment of your first installment. Please check your e-mails regularly for more information.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Arrival Travel Plan</td>
<td>Online questionnaire to be filled out mid July</td>
</tr>
<tr>
<td>Step 5</td>
<td>Course Registration (if applicable)</td>
<td>Your academic program will contact you separately with information on academic content. Please follow all instructions sent by your academic program.</td>
</tr>
</tbody>
</table>

### TENTATIVE ACADEMIC CALENDAR 2015-2016

<table>
<thead>
<tr>
<th>Program</th>
<th>Year</th>
<th>Start of Classes</th>
<th>Fall Break</th>
<th>Semester 1 Exams</th>
<th>Christmas Break</th>
<th>Winter Break</th>
<th>Semester 2 Exams</th>
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<td>Oct 26th - 31st</td>
<td>Nov 16th - 21st</td>
<td>Dec 19th - Jan 2nd</td>
<td>Feb 13th - 20th</td>
<td>March 14th - 18th</td>
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<td>Internship</td>
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<td>CESEM - Reims</td>
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<td>BBA - Rouen</td>
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<td>BSc - Rouen</td>
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<td>MS &amp; MSc - Rouen</td>
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VISAS
(for non-European citizens only)

Please see your local Campus France bureau, French Consulate or French Embassy for information on the exact visa requirements and procedure to follow to obtain your visa to study in France. Students are generally required to provide two documents from us during their visa application: the Acceptance Letter and a Certificate of Accommodation. Acceptance letters have already been sent to you. Your Acceptance Letter will also serve as the Certificate of Accommodation. The letter features a general address on residence that is there to facilitate your visa application, but does not guarantee you a place on residence.

NOTE: different kinds of visas are issued to students studying in France and we have no control over the kind of visa that you will be issued.

WHAT MY VISA REALLY SAYS:

• If your visa indicates "DISPENSE DE CARTE DE SÉJOUR", you will have no particular immigration procedures to attend to once in France.

• If your visa DOES NOT indicate "DISPENSE DE CARTE DE SÉJOUR" on it, you will need to register with the local French Office of Immigration and Integration (OFII) upon arrival in France. In order to comply with this requirement, students will need to do the following once on French soil:

  > Submit the OFII form (issued by the French consulate in your home country) together with a copy of your passport ID page and visa,
  > Undergo 2 medical exams in France that will be scheduled by the OFII,
  > Pay a 58€ tax (2014-2015 rate),
  > Provide a copy of your passport with the residence stamp received at the consulate and the immigration stamp received upon entering France (at the border or at the airport),
  > Provide proof of accommodation (supplied by the school upon arrival),
  > Hand in one ID photo

NEOMA BS will help you with these procedures by giving instructions and support. More information will be provided upon your arrival.

Students cannot miss these medical appointments and cannot leave France (for holidays or other trips) until they have received their OFII stamp at the end of this procedure.
HEALTH INSURANCE / SECURITE SOCIALE

All students attending our school must be insured.

EUROPEAN RESIDENTS (students residing in Europe prior to their studies at NEOMA BS) will be asked to have the European Health Insurance Card (EHIC) valid for their full first year of studies. Upon arrival, we will ask you to fill out an online Social Security form, where you will be asked to upload a copy of the back side of your EHIC, showing the expiry date of the card. Please have a scanned copy of it on hand.

NON-EUROPEAN RESIDENTS,

- If born before the 1st of October 1987, will not be required to register with the French National Health Insurance, but will need to be covered by a private insurance from their home country. Proof of this insurance will be requested upon arrival. If your program requires you to do an internship in France, you are obliged to register with the French National Health Insurance - Couverture Médicale Universelle (CMU) for legal reasons;

- If born after the 1st of October 1987, and staying in France for over 3 months, will have to register for the French National Health Insurance, or sécurité sociale, even if you are already insured by an international insurance plan. The Health Insurance fee is of 213€ (2014-2015 rate), and is compulsory when staying in France for more than 3 months. For legal text, please refer to: http://www.smeno.com/etudiants/1511_social-securite.html.

- students will have to provide a copy of their birth certificate, translated into French by a certified translator (check with the French Embassy in your country for guidance), and issued a maximum of 3 months before arrivals. Please be sure to bring with you the original copy of your birth certificate as well as the translation.

NEOMA Business School will start the registration process for each student before your arrival, so that you may be covered from your first day with us. You will be asked to complete this registration form in the first month following your arrival by filling out the online Social Security Registration and paying the corresponding fee.

HOUSING ALLOWANCE

Students may be eligible for housing allowance from the Caisse d’allocations familiales (CAF) – a national entity, which covers about 20% of the cost of rent.

You are eligible if you are:
- an EU resident, OR
- a Non-European student with a long-stay visa D, with the mention CESEDA (all those who must go through the OFII procedure)

Information about how to apply will be provided after arrivals. Applications will have to be done before the end of your first month on residence or in your privately rented room or apartment. Students will have to hand in a copy of their birth certificate (translated into French by a certified translator, and issued a maximum of 3 months before arrival) with the application.

Students who get a short term visa with the mention “Dispense de titre de séjour” are unfortunately not eligible for the allowance.

IMPORTANT: students who qualify for the housing allowance will only receive it AFTER your stay with us, since the money is sent to the residence or landlord, and wired to students along with the housing deposit within 3 months of your departure from residence. Do not count on this money during your stay with us.
ARRIVALS

Rooms on residence will be available from September 1st onwards for you to move into (except on weekends). Feel free to stop by the HUB to get your student card and welcome pack if you arrive before Sept 10th.

For all students who are on campus by September 10th, your presence is requested at Arrivals on September 10th and Orientation on September 11th. For MSc students joining our Rouen Campus, you will be officially welcomed on September 22nd (full day). More information on Arrivals to come!

Shuttles from the Charles de Gaulle, Orly and Beauvais airports to the Campus will be organised for those who wish to reserve a ride. The cost of the trip will depend on the number of students sharing your shuttle. We will give you an estimate of your ride once we get your travel plan (just before your arrival). Further details about arrivals, travel plans, and shuttles are to come.

During Arrivals, you will be welcomed by members of our international student association, the HUB, and the International Student Service Centre. You will receive your student card, a welcome pack, and have your passport and visa checked for validity.

A Forum will be held on the afternoons of September 10th and September 22nd that will bring a bank, a complementary health insurance company, the public transportation service, and a cell phone company to our campus, to facilitate these procedures for you.

Your first few days with us will be jam-packed with social activities, workshops, and a campus visit, so be ready to meet plenty of other international students and local French students, and to start a new and exciting chapter in your lives!

We highly recommend that you book an open flight until the very last day of the semester or year. Exam dates will be posted one month before exams, and may even take place on Saturdays.
REGISTRATION AT THE SCHOOL

1. ONLINE REGISTRATION

If you have not done so already, you must register online at NEOMA Business School as soon as you receive your personal school login and password. (Check your junk mail for the login information, in case our automatically generated e-mail got sent there.)

> If you do not receive your login information within the next few days, please contact the HUB: hub.reims@neoma-bs.fr / hub.rouen@neoma-bs.fr.

Before you begin the online registration, be aware of the following:
• Our registration website is not compatible with tablets, MACs or iPads. Please use another type of computer to register.
• We suggest that you use the Google Chrome or Mozilla Firefox web browsers to register, for optimal functioning.
• You will be asked to upload a copy of your passport ID page OR European ID card, as well as a profile picture. The files should be in JPG or PNG format. If any of these is not uploaded, you will not be able to terminate your registration.
• Your photo will be checked by the school administration, and will appear on your student card – so make sure you look presentable.
• If you have trouble uploading a copy of your ID or your photo, please reduce the file in size, and try uploading it again.
• You will be asked to provide emergency contact information. It is very important to indicate at least one emergency contact.

To register, log on to http://inscription.myfirst.fr (with the access codes that were e-mailed to you).

2. HOUSING APPLICATION

The online Housing Application will start mid May.
The Housing Booklet, featuring our complete housing offer and application instructions, will soon be sent to you by e-mail. Please note that NO APPLICATION WILL BE ACCEPTED BY E-MAIL; you must go through the online application to register for housing.

NOTE: The Housing Application is a Google Form. We suggest that students in China use VPN to access the application, as you do not have access to Google.

** Once the Housing Application is over, you will receive a confirmation of your housing attribution and payment instructions that will have to be taken care of quickly. **

3. GENERAL ACADEMIC INFORMATION

You will be contacted by your program with information on the academic content of your studies with us.

Accessing Syllabi

Once you have done your online registration, you will be able to access the syllabus catalogue on INSIDE (http://inside.neoma-bs.fr). To view the syllabi, log on to INSIDE, click on MY PROGRAMME > SYLLABUS > and select: 2015/2016 - NEOMA Business School - Your Program - The Semester:

The French Assessment

The head of French language courses will contact you in July about the French Assessment. This test is used to assess your level of French, to help you choose the right French course for you (if you choose to take a French course). You will not be graded on this test, so please do not use any aids when doing it - or the test will lose all meaning.
QUICK RECAP

FOR THE ONLINE REGISTRATION (TO BE DONE ASAP!)

• Scan your passport ID page or EU ID card and a profile photo, and keep these on hand for the online registration.
• Note down your personal school login and password as soon as you receive them, and keep them with you for all upcoming online procedures.
• Once you have received your access information, log on to http://inscription.myfirst.fr and start your online registration!!

FOR NON-EUROPEAN NATIONALS

• As soon as you receive your Acceptance Letter, you can begin your visa procedure! (see your local Campus France office or French Embassy about this).

FOR EVERYONE

• Depending on your situation, you might need a translation of your birth certificate for the French National Health Insurance or for the Housing Allowance. Find out how and where to get it, but do not get the translation done too early! Remember that it can not be issued more than 3 months before your arrival. You might also want to get two copies certified, if you think you might be eligible for the housing allowance.
• Start looking into flights! Now that you have your semester dates, you might be able to find good deals!
• NEXT STEP: Housing Application to be done as soon as your first installment has been paid.. Housing Booklet and link to application soon to come!

« We’re looking forward to meeting you this Fall! In the meantime, make sure to check your e-mails regularly for more information from us. All the best with preparations for your arrival! »

International Student Service Centre

We suggest you PRINT this document and keep it handy. Questions will undoubtedly arise in the upcoming weeks, and most answers can be found here!
NEOMA Business School has set up a range of services dedicated to your professional and personal well-being in order to guide and accompany you throughout your intensive studying experience at the school.

YOUR SERVICES AND INFORMATION CENTRE

A team of advisers is available on the HUB to help you with a diversity of services to make your life and integration easier on our campuses:
• Formalities related to your stay
• Health formalities (student social security, medical care...)
• Administrative formalities (student card, general information, absence justifications...)
• Reception of documents (internship reports, medical certificates...).

Library: Connect, Discover and Innovate
libraryrouen@neoma-bs.fr
High standard education is backed by a cutting-edge technological infrastructure and 100% multimedia educational environment (on-line Moodle platform, CrossKnowledge e-learning modules, etc.)

STUDENT AFFAIRS

A team of dedicated advisers is available on campus, who are dedicated to answering any questions you may have relating to your life on and off campus, in order to make your studying experience as enjoyable and rewarding as possible.

ASSISTING YOUR INTEGRATION IN THE SCHOOL

NEOMA Business School is committed to raising awareness concerning equality of opportunities and care for the disabled. The team will also deal with any sensitive psychological situation and act whenever you feel you may need support.

ENRICH YOUR INDIVIDUAL TRAJECTORY THANKS TO THE PERSONAL DEVELOPMENT UNIT:

All the courses are designed to help you develop your personal qualities, inside and outside the classroom. For instance, seminars and simulations take place off-campus early in October as you enter the programme, and at the end of spring, as you conclude your coursework. A comprehensive package of professional activities contributes to building your Personal Trajectory.

NEOMA ALUMNII, A POWERFUL AND SUPPORTIVE NETWORK

• Over 45,000 Alumni
• Living all over France and throughout the world
• Present in over 90 countries
• Over 300 events per year through 26 professional clubs in Paris, located internationally and nationally thanks to the “Tribes”.

The Association has also created NEOMA Business School Foundation and contributes to trans-generational support.

LIVE AND STUDY IN FRANCE

France is the 4th most popular destination for studying abroad, with over 2,000 international students at NEOMA BS. Nine out of ten international students recommend France as a place to study. French business schools are recognised for their high quality of education and their excellent reputation abroad. It is a leading tourist destination that offers students a good quality of life at a reasonable cost and great extra-curricular activities. In the heart of Europe, just a stone’s throw from Paris, NEOMA Business School is easily accessible by land, air and sea.

TRANSFER TO FRANCE

REIMS CAMPUS, ROUEN CAMPUS: TAKE YOUR PICK!

Overflowing with their unique historic, cultural and economic features, Reims and Rouen both offer a dynamic and vibrant student life. Reims and Rouen campuses provide an active cultural and associative life. Both cities are just one hour away from Paris, Rouen is close to the Normandy coast and Reims is in the Champagne region, just 10 minutes from the town centre thanks to good public transport and infrastructure.