







<b>Institution</b>	Y SCHOOLS		
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<b>Erasmus Code</b>	F TROYES07		
<b>Erasmus Charter code</b>	FR01-KA103-001824		
<b>PIC number</b>	943279993		

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## Academic Affairs

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## Online nominations and applications

### ONLINE NOMINATIONS

Application periods & deadlines

Students must be nominated by Home Coordinators via the following link

<https://intranet.yschools.fr/international/>

- FALL SEMESTER: **March 1<sup>st</sup> until April 15<sup>th</sup>**
- SPRING SEMESTER: **September 1<sup>st</sup> until October 15<sup>th</sup>**

### ONLINE APPLICATIONS

Application periods & deadlines

**FALL SEMESTER: April 15<sup>th</sup> until May 15<sup>th</sup>**

**+ Course selection: from July 15<sup>th</sup> to July 31<sup>st</sup>** (except for Double Degree students)

**SPRING SEMESTER: October 15<sup>th</sup> until November 15<sup>th</sup>**

**+ Course selection: from January 1<sup>st</sup> to 15<sup>th</sup>** (except for Double Degree students)

## Link for application

Link for application

**Simple exchange students:** [https://intranet.yschools.fr/inscription\\_incomings/](https://intranet.yschools.fr/inscription_incomings/)

**Double Degree students:**  
[https://intranet.yschools.fr/inscription\\_incomings/?doubleDegree](https://intranet.yschools.fr/inscription_incomings/?doubleDegree)

## Documents required

### Compulsory documents to upload for acceptance

- **Passport / ID** (ready for uploading). For ID's, please upload both sides
- Transcripts of records
- **Completed Application Form** (signed by student and coordinator and stamped)
- **Double degree students:** copies of previous diploma and transcripts of current year

### Extra documents (may be uploaded later and at least two weeks arrival)

- European Health card or private insurance
- Arrival form (to be filled in before August 15<sup>th</sup> for Fall / January 15<sup>th</sup> for spring)
- Documents to bring for SECURITÉ SOCIALE (non-European students), and to apply for CAF housing benefit on arrival (see below who is eligible):
  - Birth certificate + **mandatory translation into French**. Both documents must be issued with '**Apostille**', and they will have to be issued no more than 2 months before applying to CAF.

**Visa (on passport), please upload it on our platform as soon as you get it.**

## Visa procedures (non-EU students)

### IMPORTANT FOR ALL NON-EUROPEAN STUDENTS:

*All Non-European students need a visa to come and study in France*

**BEFORE coming to France: compulsory application for a visa**, either on Campus France website [www.campusfrance.org/en](http://www.campusfrance.org/en) (if your country is part of the Campus France/Etudes en France procedure) or directly at the nearest French Consulate (please check on Campus France website). For students who do not live in their home country, visa applications must be submitted at the French consulate of the country of residence.

**ONCE in France, and depending on the visa you received:**

- **Visa 'Etudiant' 'CESEDA R311-3 6°'** also called **VLS-TS** (valid 3 months before extension): this type of visa is given to students who come for an academic year, and sometimes for a semester: **compulsory procedures once in France** to get an extension (with help of International Office): payment of official tax (60 € in 2017/18) and interview with OFII, French Immigration Bureau, in Troyes. **With this type of visa, you may apply to CAF housing benefit and work in France (60% of legal working hours).**
- **Visa 'Long séjour temporaire' 'Dispense temporaire de carte de séjour'** also called **VLS- T**: this type of visa is generally given to students who come and stay for one semester. There is no special procedure to go through once in France, but **students are not entitled to apply for CAF housing benefit and are not allowed to work.**



## Academic Calendar

### ARRIVAL DAYS

- **Fall semester:** late August / early September
- **Spring semester:** late January

A pick-up service from Troyes train station is offered **only on arrival days**; students are taken to their flats by 'ISA' (International Student Association) French students.

### COMPULSORY Orientation days

- **Fall semester:** first week of September
- **Spring semester:** first week of February

### Semester dates

- **Fall semester:** first week of September – last week of January - *exact dates to be announced asap*
- **Spring semester:** first week of February – last week of June - *exact dates to be announced asap*
  - **DESIGN Students:** Some of the DESIGN 2sem courses start in January, so we strongly recommend that students arrive in early January, if the academic calendar of their home university allows it. This way, they will have more courses available to choose from.

### Intensive French classes

**Only for Fall semester and only for registered students (except for BBA4):**  
Placement test will be done during the Orientation days for all registered students

- Level groups: beginner, intermediate and advanced
- **If students want to take French classes (intensive / regular courses), they must register on the application platform and will take a French test on arrival.**



## Deal with paperwork



Concierge service

**NEW !**

**LivinFrance**, the platform for international students in France

**We got you! Our platform is designed to make your installation easier and allow you to fully enjoy your stay here.**

LivinFrance has supported **over 40.000 students** in their project of studying in France. From visa applications to housing, banking, health, and insurances, we have simplified all the procedures, ensuring a stress-free installation and an unforgettable stay in France. <https://livin-france.com/yschool/login>

Before your arrival in Troyes:

- Find accommodation
- Understand how to process your visa application if you need one.
- Open a French bank account (you need it for CAF aid)
- Subscribe to a mobile phone plan
- Subscribe a housing insurance (mandatory in France)

Once you set foot in Troyes:

- Enrol in la CAF (housing allowance from the French state)
- Visa validation (only for non EU)
- Public transportation card subscription
- Subscribe to electricity for your accommodation
- Subscribe a health insurance plan (only for non-EU)



*Campus St. Martin – Design School*

## Arrival information



### Accommodation

**HOUSING PLATFORM**, direct from students to landlords

<https://yschools.studapart.com/en/>

This platform is monitored by a company called **Studapart**, offering student residences, private flats and real estate agencies' services.

#### **Guarantor:**

- **Studapart:** Students willing to choose a private flat will be asked by Studapart to either have a French guarantor, or to register to the "Guarantee of Confidence" with a fee.
- **VISALE:** free service to get a guarantor. Only for EU students and non-EU students holding a 'Visa Etudiant CESEDA R311-3 6', <https://www.visale.fr/#/>, <https://www.campusfrance.org/en/VISALE-free-security-deposit-for-students>

**Home insurance: it will be required to enter your flat, it is mandatory in France.** You will be contacted by E-mail to register for a student offer before your arrival (approx. 60 €/student).

#### **Housing benefit (CAF):**

For European students, and non-European students holding 'Visa Etudiant CESEDA R311-3 6'.

Information for application to CAF can be found at <http://www.caf.fr/>. Applications must be made once in France, with the help of French buddies, at 'Maison des Etudiants', and taken directly to CAF by students.

**NB:** Local tax (approx. one-month rent) will be required by French authorities at the end of the civil year (whatever the length of your stay)

### Expenses

**Compulsory residence permit** for non-European students holding 'Visa Etudiant CESEDA R311-3 6° (60 € in 2023/24).

**Compulsory -- Home insurance:** approx. 60 €

**Optional --** Different Student Unions (BDE, BDS, ISA...) approx. 30 €/ semester

**Compulsory Student Card** (includes access to exams, library, photocopies...) given upon arrival. Re-issues will cost 10€.

- Lunch ticket at school: 4,35€ (2023/24)
- Food: approx. 250 €/ month
- Public transport: approx. 21 €/ month
- "Baguette de pain": approx. 1 €

### CVEC (exchange students are exempted)

**CVEC** (Contribution Vie Etudiante et de Campus):

**Compulsory 95€** (in 22-23) tax **for all fee-paying students.**  
(Exchange students are exempted)

Link : <https://cvec.etudiant.gouv.fr/>

*Payment certificate and specific number will be delivered automatically; they will have to be presented for online registration at Y SCHOOLS.*

## Health insurance requirements



### Health insurance requirements

Exchange students:

**EU students** must bring the **European Health Card (EHIC)**. They can also ask in their country of residence for the "S1" document and make the procedures upon arrival with the CPAM to be covered by the French social security.

**Non-EU students** must take out a **private insurance policy** before departure. Those holding a VLS TS visa will have access to Sécurité Sociale, free of charge.





#### Course details

Available on our Intranet:

<https://open.yschools.fr/>

New list of courses available in July / December of each year. Normal load is 30 ECTS credits per semester.

In the ECTS (European Credit Transfer System) system of study points, a student gets 60 credits per year. Students can choose any of the courses offered at Y SCHOOLS. However, they must fulfil the requirements of their sending institution.

**Language of tuition:** French or English (please select 'Teaching Language')

**Please note that REGISTRATION for Intensive and Regular French classes is compulsory, see below.**

**Online selection:**

*Fall semester: July 15th to 31st / Spring semester: January 1st to 15th*

Double Degree students do not have to select courses, as specialization is chosen when filling online application

<p><b>Language courses</b></p>	<p>Our Language Department offers French as a foreign language courses, intensive and regular. Students interested in French courses <b>must register</b> on our Application platform.</p> <p><b>Fall semester: Placement test early September</b> <b>Spring semester: Placement test early February</b></p> <p><i>Intensive French: only Fall semester</i> <i>Regular French: both semesters</i> <b>→ Compulsory registration on the platform!</b></p> <p>Restricted numbers of students in language courses</p>						
<p><b>Exams</b></p>	<p>Exams are to be taken during or at the end of each semester (final exam, oral exam, report, paperwork...). Students have the possibility to resit exams once (compulsory registration). <b><u>Y SCHOOLS student card must be presented at the beginning of every exam.</u></b> Students arriving 5 minutes late to an exam will not be admitted.</p>						
<p><b>Grading System at Y SCHOOLS</b></p>	<table> <tr> <td>A: 18-20 / EXCELLENT</td><td>D: 12-13,9 SATISFACTORY</td></tr> <tr> <td>B: 16-17,9 / VERY GOOD</td><td>E: 10-11,9 / SUFFICIENT</td></tr> <tr> <td>C: 14-15,9 / GOOD</td><td>F: &lt;10 / FAIL – FA: Absent</td></tr> </table>	A: 18-20 / EXCELLENT	D: 12-13,9 SATISFACTORY	B: 16-17,9 / VERY GOOD	E: 10-11,9 / SUFFICIENT	C: 14-15,9 / GOOD	F: <10 / FAIL – FA: Absent
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C: 14-15,9 / GOOD	F: <10 / FAIL – FA: Absent						
<p><b>Language certifications</b></p> <p><b>TOEFL (English Test)</b></p> <p><b>TFI (French Test)</b></p>	<p><b>Not requested</b></p> <p>However, we rely on our partner institutions to ensure that students coming to study at Y SCHOOLS have a sufficient level of French / English, to cope with an academic environment.</p> <p>For students taking part in our Double Degree Programs, a good command of French/ English is compulsory.</p> <p>Our programs:</p> <ul style="list-style-type: none"> <li>- <b>Programme Grande École (PGE):</b> French and English, depending on the specialization             <ul style="list-style-type: none"> <li>o PGE Tourism – 1<sup>st</sup> semester fully in English</li> </ul> </li> <li>- <b>Bachelor in Business Administration (BBA):</b> fully in English</li> <li>- <b>Bachelor in Tourism Management (BTM):</b> French and English,             <ul style="list-style-type: none"> <li>o BTM3 - 1<sup>st</sup> semester fully in English</li> </ul> </li> <li>- <b>Bachelor en Management (BeM):</b> fully in French</li> <li>- <b>DESIGN:</b> French and English             <ul style="list-style-type: none"> <li>o Courses in English only available in the 1<sup>st</sup> semester</li> </ul> </li> </ul>						

## Further information



<b>Number of students</b>	1800
<b>Inhabitants in Troyes</b>	130 000 (including suburbs)
<b>Staff</b>	65 administrative staff 35 permanent teachers 350 professional teachers
<b>International Mobility (approx.)</b>	250 incoming students per year 250 outgoing students per year 300 students on work placement abroad 200 partner universities
<b>International welcome days</b>	<ol style="list-style-type: none"> <li>1- Organized by International Affairs Department</li> <li>2- Arrival days and pick up service by ISA (International Students Association) at Troyes train station</li> <li>3- Diverse courses offered from several programs (taught in French or in English)</li> <li>4- Focus on practical education within an academic environment: <ul style="list-style-type: none"> <li>- PGE General Management Program</li> <li>- BBA International Business Program</li> <li>- BTM, Event Management/ Luxury Tourism Management Program</li> <li>- Arts and Design Program (for Design students only)</li> </ul> </li> </ol>





#### School Facilities

- Wireless System Network (WIFI)
- Library
- Language Lab
- Restaurant and Cafeteria
- Computer rooms
- Fitness Center
- Student Unions (BDE, ISA, BDS...)
- 3 Campuses in Troyes:
  - Campus Brossolette
  - Campus St Martin
  - Technopole (incubator)
- Other campuses in Metz, Chaumont, Charleville Mézières, Yaoundé and Douala (Cameroon)

#### Useful links

Troyes Tourist Office

<http://en.tourisme-troyes.com/>

TCAT (Troyes bus transport): <http://www.tcat.fr/>

French railways (SNCF): <http://www.voyages-sncf.com/billet-train/horaires>

RATP (Paris transport): <https://www.ratp.fr/en/visite-paris/english/visiting-paris-and-its-surrounding-areas>