

STUDENT HANDBOOK

Academic year 2024-2025

Face the future with confidence!

#exploreyourfuture

LA ROCHELLE CAMPUS



CONTENTS

THE ESSENTIALS

Key steps	P.3
Visa - Residence permit - CVEC fee	P.4
Accommodation	P.6
Health	P.11

FINANCES

Living costs	P.13
Opening a bank account	P.13

ARRIVING IN FRANCE

Getting to La Rochelle	P.14
------------------------	------

LOCAL TRANSPORT

Getting around La Rochelle	P.16
Getting to Excelia	P.18

LA ROCHELLE

Climate	P.19
Major events	P.19
Leisure & Entertainment	P.20

STUDENT LIFE

Practical info and activities	P.21
Student card	P.22

USEFUL INFORMATION

P.23

KEY CONTACTS

P.24

MAP OF LA ROCHELLE CAMPUS

P.26

THE ESSENTIALS

KEY STEPS

FROM
YOUR HOME
COUNTRY



Book
ACCOMMODATION

1



Organise home
insurance
through
SMERRA

2

WHEN
I ARRIVED IN
FRANCE



Validate your **VISA**
on **administration-
etrangers-en-france.
interieur.gouv.fr** within
3 months of your arrival
in France

3



Register on **AMELI**
website to benefit from free
medical cover in France:
etudiant-etranger.ameli.fr

6



Open a
**BANK
ACCOUNT**

5



Upload your visa
AND proof of
visa validation
onto Excelia's
WEBGAIA

4



If you are renting
accommodation for 5
months or more, you
can apply for housing
benefit on the **CAF**
website: **caf.fr**

7



Organise
**ADDITIONAL
HEALTH INSURANCE**
(known as
complémentaire)

8



THE ESSENTIALS

VISA - RESIDENCE PERMIT - CVEC FEE

STUDYING IN FRANCE

Once your long-stay student visa has been issued and you are on French soil, you have 3 months to validate your visa online, on the following website:

administration-etrangers-en-france.interieur.gouv.fr/

This compulsory process is quick and easy, and it will ensure your stay complies with French law. You will need the following to hand:

- a valid email address
- the information contained on your visa
- your address in France
- a valid credit card to pay the €50 tax stamp

If you decide to continue your studies at Excelia beyond the year specified on your visa, you will need to apply online for a residence permit (*titre de séjour*).

If you have any questions about residence permits, please contact Claire FRESNAIS (see page 5).

CVEC FEE

CVEC (Contribution de Vie Étudiante et de Campus) is a financial contribution to student and campus life,

and all students enrolled in higher education are required to pay this fee each year. For the 2024-2025 academic year, the fee is €103. To pay the fee, go to the following website: **cvec.etudiant.gouv.fr**

(in the top right-hand corner, you will find an English version of the page). To finalise your registration, you will be asked to provide proof of your CVEC payment. However, students on an academic exchange, refugees, and asylum seekers **DO NOT HAVE TO PAY** the CVEC fee.



WORKING IN FRANCE AS A FOREIGN STUDENT

Students with a VLS-TS visa are authorised to work in France for up to 60% of the legal working week, without having to apply for a work permit. This equates to 964 hours per year. In addition, with this visa, you can travel within the European Union for a maximum of 90 days during your stay.

NOTE: If you want to carry out a work placement (of more than 90 days) in a European Union member country, you will need to apply for a visa from the relevant consular authority.

TO EXTEND YOUR RIGHT TO STAY IN FRANCE AS A STUDENT

If you decide to continue your studies at Excelia beyond the year specified on your visa, you will need to apply for a **residence permit** 3 months before your long-stay student visa expires. Residence permit renewals are also done online via the same website:

administration-etrangers-en-france.interieur.gouv.fr

For any questions or help, please contact **Claire FRESNAIS** : fresnaisc@excelia-group.com



THE ESSENTIALS

ACCOMMODATION

EXCELIA'S ACCOMMODATION PLATFORM

On the school's accommodation platform, you will find many ads for accommodation in La Rochelle and 40 other cities throughout France.

Simply go to: [excelia-group.studapart.com](https://www.excelia-group.studapart.com) or visit **XL Connect**.

Room in a private house: €450 per month (approx.)
Choosing to live with a host family gives you the opportunity to discover the French way of life and improve your language skills.

Apartments: €500 - €600 per month (approx.)
The cost of furnished accommodation in La Rochelle varies according to the area, proximity to public transport, the quality of the accommodation, and whether or not service charges are included in the rent.

To be able to rent accommodation:

- you will need to show your proof of acceptance letter from Excelia
- if you do not have a French guarantor, you can take out the 'Studapart guarantee' against unpaid rent - this is available on the accommodation platform; a fee is charged for this service

SECURITY DEPOSIT

As a rule, this amounts to 1 or 2 months' rent, paid as a guarantee in case of damage. If there is no damage, after the outgoing inventory of fixtures and fittings, the deposit will be returned in full within a maximum period of 2 months.

BEFORE MOVING INTO YOUR ACCOMMODATION

1. You must sign a **rental agreement**.
2. You need to take out **home insurance**; you can organise this through any bank or insurance company.
3. On the day you receive the keys, make sure you carry out an **incoming inventory of fixtures and fittings** with the owner: both parties need to sign this document.

BEFORE LEAVING YOUR ACCOMMODATION

1. **At least 1 month before your departure:** you need to send a notice of departure as a signed-for registered letter to both the property owner and your insurance company.
2. **Two weeks before your departure:** you need to contact the owner to arrange a time and a date for the outgoing inventory and for returning the keys. Make sure you leave your accommodation in good condition; take a reading of all the meters (electricity, gas and water) and arrange to have the supply cut off.
3. **On the day of your departure:** you need to sign the outgoing inventory and return the keys.
4. **Within two months of your departure:** the owner must return your security deposit in full if no damage was noted on the outgoing inventory, or in part if damage was noted. The owner must justify any expenses incurred for repairing the damage.

OTHER INFORMATION

HOME INSURANCE

This insurance is compulsory. It covers any damage (water, fire, etc.) to your property and to any other property. It can be taken out via an insurance company, a bank or through a student mutual fund (known as a *mutuelle*).



ADIL

If you encounter any problems with the owner of your accommodation, the ADIL can provide you with legal assistance.
49 avenue Aristide Briand, 17000 La Rochelle
Tel: +33 (0) 5 46 34 41 36
Email: contact@adil17.org
Website: adil17.org

HOUSING ALLOWANCE (known as **APL**)

This financial assistance is administered by the French benefits/welfare office called the *Caisse d'allocations familiales (Caf)* for individuals and families on low incomes. As a foreign student, you may be eligible for housing benefit, provided that...

- you are an EU citizen or hold either a VLS-TS visa or a French residence permit
- you are staying in France for at least 10 months i.e. a full academic year (as it takes a very long time to process applications and receive benefits)

Documents required for housing allowance applications

- **Details of your bank account in France**, known as your *relevé d'identité bancaire (RIB)*
- A copy of your **birth certificate** in English or in French
- Proof of enrolment, known as a **certificat de scolarité**

PLUS...

- **For EU citizens:** a copy of your European Health Insurance Card
- **For non-EU citizens:** a copy of your visa and proof of validation of your visa or a copy of your residence permit, and a copy of proof of French Social Security cover with your Social Security number on it

To apply for housing allowance, go to: **caf.fr**

If you need help with your application or have any questions, please contact the team at the International Office.



THE CROUS

CROUS is a government agency that manages university catering (known as *Restaurants Universitaires - RU*), student accommodation, and grants.

For more info: **messervices.etudiant.gouv.fr**

CROUS accommodation: Excelia has a partnership agreement with the CROUS. For more information, contact **Émilie BARADUC:** baraduce@excelia-group.com

If you prefer, you can contact the CROUS directly via their website: **Crous Poitiers - logement (crous-poitiers.fr)**

CROUS catering: To eat in a CROUS university restaurant, you need an **Izly account**. This is an online payment system. You credit your account with money and then use Izly to pay for your food. All students who have a CVEC receipt will automatically **receive an email from Izly** to activate their user account.

Exchange students (who do not pay the CVEC fee), need to contact the International Office to create an Izly account.

You will need to install the Izly application on your smartphone to pay for your meals... it's very easy to do!

For more info: izly.fr

EQUIPPING YOUR HOME ON A BUDGET

• **Hyper U hypermarket, Beaulieu shopping centre**

Take bus Illico 4, get off at bus stop: **Espace Commercial**
For crockery, household linen, food, clothes, electrical goods, etc.

Open Monday to Saturday: 8:30 am - 9 pm

• **La Belle Affaire recycling centre**

Take bus Illico 1b (direction ZA Aytré), get off at bus stop: **Belle Aire**

Recycled items for sale at affordable prices: crockery, clothes, books, bicycles, electronic equipment, etc.

Open Wednesday to Saturday: 9:30 am - 12 pm and 2 pm - 5 pm

ELECTRICITY AND GAS

For most rentals, water is already included in the rent. However, for electricity and gas, you will need to sign a contract with the relevant providers.

For an electricity/gas contract, you will need to provide:

- the number that appears on your electricity counter and the name of the previous occupant (ask your property owner for this information)
- your RIB if you intend paying by direct debit

ENGIE (electricity and gas supplier)

Tel: +33 (0) 9 69 39 99 93

Website: particuliers.engie.fr

INTERNET AND TELEPHONE

There are many operators and providers offering different internet and phone packages (limited and unlimited packages with international options).

Telephone operator stores in La Rochelle:

FREE

10 rue Saint-Sauveur
17000 La Rochelle
Tel.: 1044

SFR

19 rue du Temple
17000 La Rochelle
Tel.: +33(0)5 16 19 48 79

ORANGE

Centre Commercial
de Beaulieu
17138 Puilboreau

*Book online for an
in-store appointment*



To take out a contract, you will need to provide:

- your RIB
- a photocopy of your passport and visa
- proof of address (photocopy of your tenancy agreement or a utility bill)

It is easier and less expensive to only take out a mobile phone subscription that includes a strong 4G connection. You can then share your phone's Wi-Fi with your computer to connect to the Internet.

THE ESSENTIALS

HEALTH

INSURANCE

European Health Insurance Card (EHIC)

Students from the EU, the EEA, and Switzerland need to apply for a EHIC **BEFORE** leaving their home country, and bring it with them, making sure that it is valid for the entire duration of their stay in France.

Health Insurance

All French and all international students are covered by the general social security system in France. It is free of charge.

To register, go to: etudiant-etranger.ameli.fr

This health insurance plan **DOES NOT APPLY** to:

- EU, EEA, and Swiss students, who should already have a European Health Insurance Card (EHIC)
- students from Quebec, who should have an SE 401-Q-106 form
- students who are staying for less than 3 months and who must therefore organise personal health insurance either in their home country or in France

HOW THE FRENCH HEALTH SYSTEM WORKS

Medical consultations

When going to the doctor's, in order to be reimbursed, you must present either your **Carte Vitale** health card (or the letter proving you are registered with the CPAM) or your European Health Insurance Card. Social Security will reimburse you 70% of a doctor's consultation fee. You are responsible for the remaining 30%. You can choose to take out additional health insurance (often referred to as a *complémentaire* or *mutuelle*) that will cover the remaining amount. We strongly recommend that you take out a basic additional health insurance contract (known as a *contrat de base*), which will provide you with 100% cover in the case of hospitalisation.

For more info: smerra.fr

Contact: smerra17@uitsem.com

To book medical appointments online go to Doctolib: doctolib.fr

Emergency appointments: **SOS Médecin**, 35 rue Nicolas Denys La Pallice, 17000 La Rochelle

For home visits, Tel: +33 (0) 9 72 57 99 88

For surgery appointments, Tel: +33 (0) 9 72 57 99 66

Appointments can also be made online: sosmedecins-larochelle.com



HOSPITAL STAYS

If you have to be admitted to a hospital in France, it can be very expensive. On average, a day in hospital costs €1,000. Depending on the type of care needed, the French Social Security will reimburse 70% of this amount, i.e. €700. If you do not have additional health insurance, you will have to pay the remaining €300 per day. However, if you take out a basic additional health insurance contract (*contrat de base*), which costs approx. €5 per month, you will be reimbursed 100% in the event of a hospital stay.

BUYING MEDICATION

Medication is sold in pharmacies. Certain products require a doctor's prescription in order for the medication to be dispensed and for you to be reimbursed. Pharmacies are open from Monday to Saturday, usually from 9 am to 7 pm. Outside of these hours (nights and weekends), certain pharmacies remain open. Details of these out-of-hours pharmacies are posted on the door of all pharmacies in the city.

UNIVERSITY MEDICAL SERVICES

In the event of a health problem, whether physical or emotional, we recommend that you first contact Maryse LE JEUNE, the **school nurse**, who will assist you and, if necessary, refer you to another health care professional. She can also make an appointment for you at the University Medical Centre (*Service de Santé Universitaire - SSU*).

FREE Medical Services for Excelia students

Excelia Nurse's office

Couzeilles Building
(ground floor, right of the *Kiosque*)
Maryse LE JEUNE, our school nurse,
is on hand for any medical problems
Tuesday: 1:00 pm - 8:00 pm
Wednesday: 9:00 am - 2:00 pm
Thursday: 9:00 am - 2:00 pm
lejeunem@excelia-group.com
Tel: +33 (0) 5 16 19 63 28

University Medical Centre

42 avenue Albert Einstein
(next to the *Technoforum building*)
*Book an appointment by phone
before going there!*
Monday and Wednesday:
9:00 am - 12:30 pm and 1:30 pm - 5:00 pm
Tuesday and Thursday:
9:00 am - 12:30 pm and 1:30 pm - 5:15 pm
Friday:
9:00 am - 12:30 pm and 1:30 pm - 3:00 pm
Email: secretariat-sdsu@univ-lr.fr
Tel: +33 (0) 5 46 45 84 46

FINANCES

LIVING COSTS

RENT AND UTILITY COSTS

Rent: €500 - €600 per month
Water, electricity, gas: approx. €100 per month

TRANSPORT

Bus pass (Under 26s): €100 per year
Bike hire subscription: €20 per year (for holders of a Yélo bus pass)

FOOD

Crous University Restaurant: €3.30 for a 3-course meal
(€1 for grant holders)
On-site cafeteria (snacks and meals): between €1 and €5.50

OPENING A BANK ACCOUNT

If you are staying in France for more than 3 months,
you can open a bank account.

BNP PARIBAS

39 rue de la Scierie, 17000 La Rochelle
Tel: +33 (0) 5 46 28 13 36

CRÉDIT MUTUEL

32 rue Dupaty, 17000 La Rochelle
Tel: +33 (0) 5 46 41 27 13

CIC

9 place de Verdun, 17000 La Rochelle
Tel: +33 (0) 8 20 50 21 43

SOCIÉTÉ GÉNÉRALE

12 rue du Palais, 17000 La Rochelle
Tel: +33 (0) 5 46 51 57 00

It is very simple to open an account! Just book an appointment with the bank of your choice and provide the following documents:

- A piece of ID
- Proof of address (photocopy of your tenancy agreement or a utility bill)
- Proof of enrolment at the school (*certificat de scolarité*)

If you lose your bank card or if it is stolen, contact your bank as soon as possible to cancel the card. If the bank is closed, call the number for loss or theft which you will find in your bank contract or online. Recontact the bank the following day to confirm your card has been cancelled. Make sure you complete and sign any documents the bank sends you, before returning them.

For more information about funding your studies:

[excelia-group.com/student-services/international-students/fees-funding](https://www.excelia-group.com/student-services/international-students/fees-funding) 13

ARRIVING IN FRANCE

GETTING TO LA ROCHELLE

ARRIVING BY PLANE - PARIS

The majority of you will arrive in France at one of the capital's main airports: *Roissy Charles de Gaulle* or *Orly*. From these airports, you can take a train to La Rochelle. For more information about the airports and their services: parisaeroport.fr/en

ARRIVING BY PLANE - LA ROCHELLE

Some of you will arrive by plane at *La Rochelle - Île de Ré* airport, which is situated about 5 km from the city centre.

From here, you can take a local bus to *Place de Verdun* (main bus station) in the city centre.

Buses from the airport leave every 10-15 mins, from Monday to Saturday.

A bus ticket costs €1.50 and is valid for ONE HOUR (so you can change buses!)

TRAVELLING TO LA ROCHELLE - CAR SHARE

BlaBlaCar is a car share service which enables you to travel more economically. To find a suitable journey, sign up on the internet site: blablacar.fr or download the application onto your smartphone.



TRAVELLING BY TRAIN FROM PARIS TO LA ROCHELLE

High-speed trains operate several times a day between Paris and La Rochelle. The journey takes about 3 hours. You need to book in advance: sncf-connect.com

Trains to La Rochelle leave from Montparnasse station in Paris

To get to Montparnasse station from either airport, you can take the RER, then the Metro, or several metro lines. For more info: ratp.fr

TRAVELLING BY CAR TO LA ROCHELLE

If you are coming to La Rochelle by car, pay close attention to the speed limits in France (km/h):



Motorways



Dual
carriageways



Main roads



Built-up
areas

LOCAL TRANSPORT

GETTING AROUND LA ROCHELLE

Download the **Yélo App** to help you get around La Rochelle using public transport. It has all the information you need... bus routes, timetables, rental bike docking stations, etc.

BUS

ILLICO 3 and ILLICO 4 buses go to/from the university campus area **every 10 minutes from 5:30 am to 9:30 pm**.

On Thursday, Friday and Saturday evenings, these buses also operate to/from the Minimes, **every 30 minutes from 10:15 pm to 1:00 am**.

Cost of bus pass (Under 26s): **€100 per year**

For bus routes and timetables: yelo.agglo-larochelle.fr/accueil

BIKES

You can rent a bike, from any docking station, 24/7.

Subscription cost:

- Yélo card holder: **€20 per year**
- Non-card holder: **€50 per year**

SEA TRANSPORTATION: LE PASSEUR

This shuttle boat links the **Historic Port** with the city's **Médiathèque** (in the *Ville en Bois* area), in less than 5 minutes.

Drop off/pick up points:

- **Historic Port** (near the *Tour de la Chaîne* tower) ;
- **Médiathèque** (Avenue Michel Crépeau).

Passeur ticket: **€1.50**



GOOD TO KNOW

SEA TRANSPORTATION: **LE PASSEUR** and the **BUS DE MER** (see next page) are both free for Yélo card holders!



SEA TRANSPORTATION: BUS DE MER (SEA BUS)

The Sea Bus provides a link between the Historic Port and the Minimes pleasure port.

Drop off/pick up points:

- **Historic Port** (near the *Tour de la Chaîne* tower)
- **Minimes pleasure port** (Pontoon 7)

Sea bus ticket: **€3**

YÉLO - NIGHT TRANSPORT

Yélo provides night transport from 9:00 pm until 6:00 am on Thursdays, Fridays, Saturdays, and public holidays. You can pre-book up to 7 days before your journey, online, by phone or using the YÉLO App.

Whether you are travelling alone or in a group, the fare is the same:

- Zone 1 fare: **€8**
- Zone 2 fare: **€10**
- Zone 3 fare: **€12**

For more info: yelo-larochelle.fr/services/yelolanuit

Tel: +33 (0) 5 46 55 59 91, at least 20 minutes before required, specifying the pick-up and drop off points.

GETTING TO ILE DE RÉ

- The **TRANSDEV Nouvelle-Aquitaine**, coach company runs daily services to Ile de Ré from the La Rochelle's SNCF station (bus stops are behind the station) and from *Place de Verdun*. For more info: iledere.com/s-informer/se-deplacer-sur-l-ile-de-re/horaires-de-bus-et-navettes
- From April to September (approx.), you can take the FREE **RespiRé** electric shuttle buses... even with your bike! They run between the Belvédère carpark on the mainland and the Sablonceaux carpark on the Ile de Ré.

See link for calendar and times: calameo.com/iledere/read/000003949eaf0a74d3fe7

LOCAL TRANSPORT

GETTING TO EXCELIA

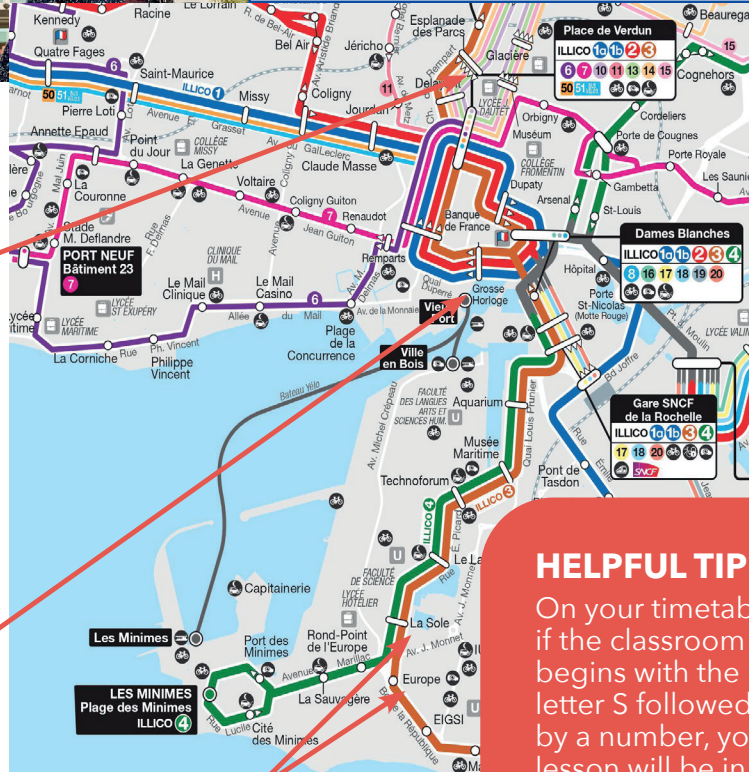
Excelia's La Rochelle campus has 2 buildings: one on Rue de Coureilles and the other on Rue de La Sole. It takes about 5 minutes to walk from one building to the other.



Getting to Excelia by bus

Take ILLICO Line 3 and get off at bus stop **Europe**

Take ILLICO Line 4 and get off at bus stop **La Sole**



Main bus station
(town centre):
Place de Verdun

Historic Port bus stop
(town centre):
Grose Horloge

Bus stops for Excelia:
La Sole and **Europe**

HELPFUL TIP

On your timetable, if the classroom begins with the letter S followed by a number, your lesson will be in the La Sole building. Letters A and C refer to rooms in the Coureilles building.

LA ROCHELLE

CLIMATE

In La Rochelle, the winters are mild, and the summers are sunny and temperate. If you are coming to La Rochelle in autumn or during the winter, you should bring warm waterproof clothing.



 **SPRING** - 20th March
20°C

 **SUMMER** - 21st June
20°C - 27°C

 **AUTUMN** - 22nd September
15°C - 20°C

 **WINTER** - 21st December
3°C - 10°C



MAJOR EVENTS

JUNE

Sunny Side of the Doc
Notes en Vert Festival

JULY

Francofolies (French music festival)
International Film Festival

SEPTEMBER

Festival of TV Fiction
Grand Pavois Boat Show

OCTOBER

La Rochelle Jazz Festival

NOVEMBER

International Adventure Film & Book Festival
La Rochelle Marathon

For more information about things to see and do: larochelle-tourisme.com

LA ROCHELLE

LEISURE & ENTERTAINMENT



PLACES TO VISIT

La Rochelle Towers

Full price: €11
Under 26s: Free entry

The Aquarium

Full price: €18
Students: €16

Natural History Museum

Full price: €8
Students: Free entry

Note: Free admission for everyone on the first Sunday of the month (except July and August)

Maritime Museum

Full price: €8
Students: Free entry

CINEMAS

MEGA CGR La Rochelle Minimes

avenue Henri Becquerel

CGR La Rochelle Dragon

8 cours des Dames

ESCAPE GAMES

Escape Yourself

114 rue des Gonthières,
Tel: +33 (0) 5 16 85 37 93

Le Temple

12 rue Alfred Kastler,
Tel: +33 (0) 5 86 58 01 42

STUDENT DISCOUNT CARD

With this special student card you can benefit from preferential rates (or sometimes even free entry!) for more than **200 music, theatre, and dance shows.**

To get your free card, head to the *Maison de l'Étudiant*. You will need to show your student card and provide a passport photo to enable them to create your card.

Contact Jérôme GRIGNON:
Tel: +33 (0) 5 16 49 67 73

For more info:

univ-larochelle.fr/vie-etudiante/culture/passculture/



BOWLING

Avenue Michel Crépeau
Tel: +33 (0) 5 46 45 40 40
Student deal: €13 for 3 games
(Tues, Weds, Thurs) 13 €

STUDENT LIFE

PRACTICAL INFO AND ACTIVITIES

EATING

Excelia has 2 main cafeterias offering a wide range of sandwiches, salads, hot meals, desserts and drinks:

- In the **Coureilles building**

open Monday to Friday from 7:30 am to 7:00 pm

- In **La Sole building**

open Monday to Friday from 10:00 am to 2:30 pm

Allow €4.50 - €7 for lunch.

University catering: There are 5 catering options on the La Rochelle campus (see campus map).

On the following website, you can find the exact addresses as well as current menus: crous-poitiers.fr/restauration/carte-des-restaurants

The closest university restaurant (known as RU) to Excelia is the *Republique*. A full RU meal (starter + main course + dessert) costs €3.30 (€1 for grant holders). Note: Cash payments are not accepted.

So, don't forget to create an IZLY account, then download the application or ask for a plastic card at the reception desk.

For more info: crous-poitiers.fr/se-restaurer/payer-son-repas/

SPORTS & LEISURE

Excelia's Sports Office (Bureau des sports - BDS) offers a range of activities from sports to the arts. BDS membership is €30 per year. To use the SUAPSE (university sports service) facilities, you first need to pay the Excelia BDS membership fee. You then pay the SUAPSE membership fee of €20 per year.

Contact the BDS: bds@excelia-group.com

For more information about SUAPSE: univ-larochelle.fr/en/student-life/sport/

XL LIBRARY (MEDIA LIBRARY)

Excelia's media library gives you access to all types of documents (books, articles, press releases, etc.). It is also a great place to go for revision or for **group work** in private cubicles. These little rooms are available by prior reservation with the librarians (24 hours' notice required). You can borrow up to 8 items for 3 weeks.

For more information about XL Library services and conditions of use, go to library.excelia-group.com.

STUDENT LIFE

STUDENT CARD

You need your student card for many different purposes:

- to register your presence at lessons
- to use the photocopying and scanning machines located in the corridors of both buildings (at the start of the academic year, your card is credited with €25; to top it up, go to XL Connect > Démarches > Informatique > Services d'impression, copie et numérisation.



OBTAINING YOUR STUDENT CARD

Once your enrolment has been finalised, the admin team for your programme will provide you with a student card at the start of the academic year.

- If you lose the card, you will be charged €10 for the issuing of a new one
- If your card is stolen, you will be asked to provide supporting documents from the police confirming that the theft has been reported; a new card will then be provided free of charge

DON'T FORGET! Your student card allows you to benefit from a whole range of reductions... transport, cinema, daily newspapers, museums, and even concert tickets!

USEFUL INFORMATION

POSTAL SERVICE

La Poste is a postal service for sending letters and parcels. A letter posted in France will arrive in another French town within 48 hours.

For letters and parcels which are urgent, there are other companies available (Chronopost, DHL, etc). For important letters, it is best to use a recorded delivery with signature by the recipient. This is known as a *Lettre recommandée avec accusé de réception*.

For postage costs, go to **laposte.fr** or visit your nearest *La Poste* office.

SWORN TRANSLATORS

Chinois - Français

Han ZHUAN

Email: zh200@yahoo.fr

Yanhua SUN

Email: contact@sun-translate.fr

Russian - French

Roman SOSENKO

Tel: +33 (0) 6 86 96 91 28

Express Traduction

Tel: +33 (0) 9 70 46 50 06

Polish - French

Mirka WIELGOMAS

Tel: +33 (0) 6 32 16 79 90

English - French

French - English

Christine GOURON

Tel: +33 (0) 2 47 27 64 00

All language combinations

Barbier Traductions

barbier-traductions.com

EMERGENCY NUMBERS

112

**European
Emergency
number**

17

**Police
Law
enforcement**

18

**Fire service
Fire/Accidents**

15

**Medical
emergencies
Paramedics
(SAMU)**



USEFUL INFORMATION

In France, shops are generally closed on **Sundays!**

KEY CONTACTS

FOR GENERAL QUESTIONS...

International Office

(visas and residence permits)

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MAP OF LA ROCHELLE CAMPUS

GOOD TO KNOW

If you need official passport photos, there is a photo booth on the ground floor of Monoprix, 36 rue du Palais.



FOOD

Grocery shops near the campus

- Carrefour Market (Aytré): rue Nicolas Gargot
- Carrefour City (Minimes): 33 rue de la Scierie



Foreign food shops

- Exocity: Asian products Beaulieu retail park (Puilboreau)
- Aux Saveurs d'Asie: Asian products 14 rue des Dames
- Exotic Market: general grocery and traditional products from Réunion, Madagascar, the West Indies and Africa 12 rue Léonce Vieljeux



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NEW AQUITAINE REGION

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Les Minimes
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CENTRE-VAL DE LOIRE REGION

Tours Campus
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37200 Tours

Orleans Campus
17 boulevard de Châteaudun
45000 Orleans

PARIS REGION

Paris Campus
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to a responsible approach**

