INTERNATIONAL

STUDENT GUIDE

2026-2027

www.isg.fr

EDITORIAL

Founded in 1967, ISG was one of the first business schools in Paris to offer an International Bachelor taught in English in Paris.

ISG has over 30 000 alumni, including 2 500 from international programmes, working in top positions in some of the largest multinational firms in over 60 countries.

I wish to thank all participants from our partner universities for choosing our institution. Through the engagement in various learning activities including classroom lectures, company visits and excursion trips, friendships are established which will last for a lifetime. It is a truly rewarding learning experience for students and I hope all participants will have an enjoyable and memorable stay with us.

We have designed this student guide for you, and I truly hope you will find all the information you may need to have an amazing stay in Paris.

May you need any advice, information or help, be sure the international team is here for you on the Lota campus.

Welcome to the ISG family and have a wonderful semester in Paris!

Juliette Leroy

Director of International Relations

ISG is a member of:

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REGISTRATION

Academic Registration

Before leaving your university, you will have prepared a Learning Agreement with your university and will have chosen your classes with their consent. You will have filled out an online document choosing your classes. At the end of the semester ISG will give you a school transcript when final grades have been processed (approx. 4 weeks after the official end of the semester) to validate the credits in your home university. A full academic charge for one semester is 30 ECTS. Any changes made to your learning agreement at the beginning of your semester must also be validated by your home university. There is no add and/or drop week at ISG.

ISG Student Association

The school has different student associations, the largest one being the BDE (Bureau des Elèves), who organizes parties and make sure student life remains lively at school. There is an international section of the BDE who organizes trips and events for the international students; you will most probably meet the students from this association especially at the beginning of your mobility. Then there are also sections for sport, art, humanitarian work…We encourage all exchange students to get involved in the various associations – it really is the best way to make friends and experience student life in France!

ISG Email

An ISG email will be provided to each student following the model name.surname@isg.fr. The email address will be used for all ISG communication during the length of your studies.
To make sure you receive all important information and communication, we suggest making a transfer to your own personal email. Once you are connected to the ISG email:

- Click on "Options" on the top right
- To the right, click on "transférer votre courrier électronique"
- Write your own personal email in "transférer votre courrier électronique"
- Click on "Démarrer le transfert"

If you encounter any problems, please contact: sivline.te@isg.fr

A presentation will be made during orientation to connect to your ISG email and student platform.

Student card

When you are fully registered, ISG will issue a student card for the academic year. You will receive this card at the start of the semester during orientation. The card is very important for you as in France you can benefit from many discounts when showing proof of being a student. This is usually called "tarif réduit étudiant" and it exists for the movies, in many museums and exhibitions.
Your student card is also your access card to the school buildings, **so be careful not to lose it!!**

With your ISG student card, you can have low-cost meals from the Dauphine University food services (CROUS).
Address: 2 boulevard Lannes 75016 Paris
Access: Metro line 2 – Porte Dauphine
Open hours (restaurant): Monday to Friday from 11:20am to 2:15pm
Open hours (cafeteria): Monday to Friday from 8am to 5:30pm

ACADEMIC INFORMATION

Orientation

There will be an orientation day each semester before the first day of class. You will receive the dates in with your admission letter. This orientation is **mandatory** for all exchange students. Please plan your travels in consequence.

Courses

During your application, you will also have to select the courses that you will follow at ISG. If you are staying one year, you will be able to select your courses for the Fall semester before arriving and the courses for the Spring semester at the end of the Fall semester.

A full course load at ISG is 30 ECTS, the minimum workload authorised is 20 ECTS.

A French language course is mandatory for all exchange students. Credits can be transferred back to your home institution if required by them.

Exams

Students will be graded through a mid-term, a final exam and their participation in class. Some teachers may also include grades of projects. Details can be found in the syllabus, and teachers will give out the information during the first class of the semester.

Grades

The grading system at ISG is based on the European Credit Transfer System (ECTS).

ISG uses a numerical grading system on a scale of 0 to 20. The minimum passing grade for all courses is 10/20 and therefore students earn credit for the course in which they obtain a grade of 10/20 or higher. There is no equivalence with letter grading.

PREPARING YOUR ARRIVAL

Checklist

Below is a checklist to help you prepare your arrival and make sure that you have any documents you may require during your mobility. ISG only requires a copy of the **mandatory** documents.

Documents	**European Countries**	**Non-European Countries**
European Health Insurance Card (**mandatory**)	X	
Medical Insurance (**mandatory**)		X
Civil Liability Insurance (**mandatory**)	X	X
Repatriation Insurance (**mandatory**)	X	X
Proof of financial resources (in French)		X
Visa for more than 3 month stays (**mandatory**)		X
Vaccination Book, or proof that you are up-to-date with vaccines	X	X
Prescriptions, if you're taking a special treatment	X	X
Official birth certificates (+ official translation in French)	X	X

Most of these documents are necessary to get the French Resident Permit. Only original copies will be accepted, and you should also bring duplicates of all documents just in case.

Health Insurance

Insurance for Non-European Students

Students coming from non-European countries* and studying in France for over 3 months must subscribe to the French health 'social security' system. You must subscribe online with the following documents:

- Copy of visa
- Birth certificate (officially translated into French)
- IBAN of a French bank account

Subscription is free of charge: https://etudiant-etranger.ameli.fr/#/

**except Georgian and American students: they will only have to provide their private health insurance certificate in English.*

Insurance for European Students

Students from the European Union must arrive in Paris with a "European Health Insurance Card" For those without an EHIC, you must have a private health insurance certificate in English and will also need to subscribe to the French 'social security' system.

This card insures minimal coverage during your stay in France. It is strongly recommended to subscribe to an additional coverage (medical, hospitalization, repatriation, civil liability, legal coverage).

Visa

If you are a native of an EEA State (Member States + Switzerland, Norway, Iceland and Liechtenstein), no entry visa is required. You need a valid passport/ID card for the duration of your stay in France.

Non-European students

You are required to obtain a student visa before your arrival in France. You must request the visa form at the French consular services in your country of residence at least 3 months before your departure, you need a valid passport and apply for a visa **"valant titre de séjour" (VLS-TS)**.

The documents required for the visa application vary depending on your country of origin, for more information please contact the nearest French consulate in your country of residence. We are not authorized to give any information regarding immigration procedures.

We will request a copy of your visa before the start of the semester. We will not allow students to begin the courses without a copy of this document.

The main documents required for the Visa application will be:
Passport: valid at least 6 months after you leave France
Letter of admission: sent by ISG
Proof of sufficient income to live in France during your exchange: minimum monthly income of 615€. In case you possess a scholarship, a certificate of the amount and the duration will be asked.

For further information:

- http://www.diplomatie.gouv.fr/fr/venir-en-france/etudier-en-france/demarches-administratives/article/visas-etudiants
- https://www.campusfrance.org/en/student-long-stay-visa

To check if you need a visa: http://www.diplomatie.gouv.fr

Important:
Please note that with a tourist visa you cannot study in France and it is impossible to change this into a student visa! It is also impossible to extend a visa when you are in France, consequently, you will have to return to home country and apply for another visa.

OFII

Students coming from outside the EU may have obtained a long term visa (VLS-TS) and will need to validate their visa within 3 months after arriving in France.

You will need to do this online through the following website :
https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/

You will be asked for the following information:

- A valid email address
- The long-term visa number
- Arrival date in France
- Bank card to pay the 50€ tax fee

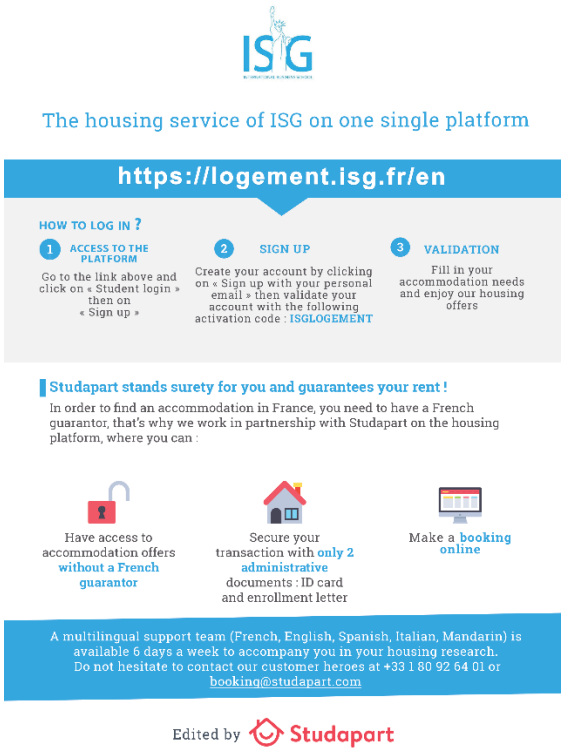
At the end of the procedure, you will receive the confirmation of registration of the visa in a PDF document sent by email. The certificate must be saved, printed and kept during the entire stay in France.

Housing

Finding a place to stay in Paris can sometimes be quite difficult so we strongly recommend that you start looking before you leave your country. Housing will cost you at least between 900 and 1200 Euro/month for a student (first months are more expensive because of agency fees, deposits…) and home insurance is mandatory (around 100€ a year).
https://www.numbeo.com/cost-of-living/

ISG does not have on or off campus housing however we work with a housing platform where you can find rentals, flat shares and homestay offers.
More information on the following link: http://logement.isg.fr

We will also send a housing guide to you during the admission period.



Housing Insurance

Most host families, residences and owners require students to take out a comprehensive housing insurance policy. You can ask information in several insurance companies upon arrival.

Living Costs

The minimum monthly budget in Paris would be around 1200€. Fortunately, the student status gives right to many discounts in transportation, libraries, sports, cinemas, museums, university cafeterias etc.

Please check out the following website to get an idea of costs in France:
https://www.numbeo.com/cost-of-living/in/Paris

Housing subsidy

Students are allowed to request a housing subsidy from the CAF this organization will decide if you are eligible.

You must have your housing contract and a French bank account before starting the procedure.

Private rentals:

https://www.caf.fr/sites/default/files/medias/771/logement/2022/etudiants_en_anglais/TutoALE2022_demande_SecteurLocatifPrive_EN.pdf

CROUS residences:

https://www.caf.fr/sites/default/files/medias/771/logement/2022/etudiants_en_anglais/TutoALE2022_LogementCrous_EN.pdf

Student residences:

https://www.caf.fr/sites/default/files/medias/771/logement/2022/etudiants_en_anglais/TutoALE2022_LogementHorsCrous_EN.pdf

General Information :

- Flyer_ConnexionEtudiantEtranger_EN.pdf (caf.fr)

ARRIVING IN PARIS

Getting to Paris

You will most certainly arrive in one of the two main Paris airports: Roissy Charles de Gaulle or Orly. In order to get information about the airports and how to reach the city, please go to the following website: Aéroports de Paris
If you have heavy luggage with you, we recommend you take a cab or a bus because the RER and metro can sometimes be difficult with big suitcases.

If you want to come by RER from Roissy Charles de Gaulle, you'll find the itinerary here.
If you want to come by taxi, it will cost between 56 and 65€ to Paris from Roissy Charles de Gaulle and 36 to 45€ from Orly, depending on where you want to go in Paris.

Transportation in Paris (More information www.ratp.fr)

Metro

The "Métro" in Paris has been in existence since 1898, and although it is one of the oldest subway systems, you will find that it is an efficient way of transport. The system has 16 metro lines that reaches 308 metro stations. Trains run between 5:30am and 1:15am during the week and up to 2:15am on Fridays, Saturdays and bank holidays. You will be able to get a free map of the metro at any station.

Tickets can be purchased at booths in the metro stations. There are various options depending on the use and frequency: https://www.iledefrance-mobilites.fr/en/tickets-fares/list?p=student-or-intern-under-26

Navigo liberté+	1.60€ for a single trip	RER in Paris, metro, bus & tram. You pay by bank transfer the following month	https://www.iledefrance-mobilites.fr/en/tickets-fares/detail/liberte-plus
Navigo Day Ticket	12€ /day all zones (1-5)	Unlimited travel in Ile de France with all zones on all modes of transport except Orlyval	https://www.iledefrance-mobilites.fr/en/tickets-fares/detail/navigo-day-ticket
Navigo Weekly Ticket	31.60€ all zones (1-5)	Monday to Sunday, unlimited travel in Ile de France in selected zones	https://www.iledefrance-mobilites.fr/en/tickets-fares/detail/navigo-weekly-ticket
Imagine R Student Ticket	374.40€ / year all zones (1-5)	Annual ticket for students under 26 with unlimited travel throughout l'Ile de France	https://www.iledefrance-mobilites.fr/en/tickets-fares/detail/imagine-r-student-ticket

Please note that should you purchase a ticket, make sure that you always carry it with you even after you have entered the train since you may be asked to present it once you exit from the train. If you get caught without possessing a ticket, you will have to pay a fine. Make sure that you also validate your ticket, otherwise you risk getting a fine.

Did not validate a pass/ticket in tram or bus	5€ to be paid directly to the ticket inspector
Did not validate a pass/ticket in an RER or metro	35€ to be paid directly to the ticket inspector
Reduced price is not justified	35€ to be paid directly to the ticket inspector
No pass/ticket	50€ to be paid directly to the ticket inspector
Use of someone else's pass/ticket	50€ to be paid directly to the ticket inspector

RER

The RER (Réseau Express Régional) is a high speed subway system which runs from the city to the suburbs. There are five lines (A, B, C, D, E) which connect to the metro lines. The key junction stations for the RER are Châtelet/Les Halles, Nation, Etoile and Auber. Be careful not to confuse Charles de Gaulle – Etoile (where the Arc de Triomphe is located) with Charles de Gaulle - Roissy (the main airport of Paris).

When you use the RER, you will note that there are fixed signs over the platforms indicating the destinations, times and names of the trains, the sign will also indicate whether the train is short (train court) or long (train long), this is important when it arrives, if it is a short train, you might be 100 meters behind.

A word of caution: in the places outside of Paris, stations in the evenings are normally deserted and can be unsafe for a single traveler.

Bus

Should you decide to use the bus in Paris, it is advisable to consult the various bus routes inside the metro, at bus stops or on your transport map.

Bank Account

We recommend students to open a bank account in France, especially for those staying more than one semester, you will also need a bank account to receive the housing subsidy.
You can open your account in any bank, but you will find below 2 banks close to ISG:

- Société Générale, 172 avenue Victor Hugo
- BNP Paribas, 39 avenue Victor Hugo

Telephones

If you are arriving from an EU country, you may not want to get a French sim card as roaming is free. But please check the conditions and terms of your home operator before arriving.

For students who want to get a sim card, you can buy this in the city (phone stores, electronic shops, supermarkets, tobacco stores, newspaper kiosks, major train stations) or at the airport (prices may be higher at the airport)

There are 4 main operators in France : Orange, SFR, Bougyes Telecom, Free Mobile

To get a prepaid sim, you will need

- An unlocked phone
- Valid ID/passport
- Email
- Address in France (in some cases)

You can check out the prices on the following link:

https://www.paristouristinformation.fr/best-french-sim-card-for-tourists/

PRACTICAL INFORMATION

Useful apps

Transport	**Activities/Information**
RATP	Toogoodtogo
City Mapper	The Fork
Google Maps	Billet Reduc
SNCF	Deliveroo
Uber	Fever
Freenow	Doctolib
Blablacar	Allocine
	MagicFridge
Housing	Tourpal
PAP	Meetup
Leclubcolette	Flush
TalktalkBnB	
CAF Mon compte	**Useful apps**
Whoomies	Wordreference
	XE Currency
	Camscanner
	Myinternship Abroad
	Aroundme

Useful phone numbers

SOS Helpline (crisis line in English 3pm-11pm)	01 46 21 46 46
Anti-poison centre	01 40 05 48 48
Drug crisis hotline (free)	08 00 23 13 13
Emergency medical assistance	**15**
European emergency number	**112**
Fire department	**18**
Lost objects (RATP)	3246
Rape crisis hotline (free)	08 00 05 95 95
SOS doctor	3624
SOS dentist	01 43 37 51 00
Police department	**17**
Information	118 218

Hospitals & pharmacies

If you wish to see a doctor in your native language, please contact your embassy.

English speaking hospitals

Hopital Franco-Britannique, 4 rue Kleber, 92300 Levallois / 01 47 59 59 59
Hopital Américan, 63 boulevard Victor Hugo, 92200 Neuilly sur Seine / 01 46 41 25 25

French public hospitals

Bichat – Claude Bernard, 46 rue Henri-Huchard, 75018 Paris / 01 40 25 80 80
Georges Pompidou, 20 rue Leblanc, 75015 Paris / 01 56 09 20 00
Pitié-Salpêtrière, 47-83 boulevard de l'Hopital, 75013 Paris / 01 42 16 00 00

English speaking doctors

Centre COSEM : 9 rue Boudreau, 75009 Paris / 01 55 56 62 51 (with or without appointments)

Pharmacies

British & American Pharmacy, 1 rue Auber, 75009 Paris / 01 42 65 88 29 – open 7/7 (8am-8pm)
Grande Pharmacie Daumesnil, 6 place Félix Eboué, 75012 Paris / 01 43 43 19 03 – open 7/7 (8:30am-9pm)
Grande Pharmacie de la Nation, 13 place de la Nation, 75011 Paris / 01 43 73 87 52 – open 6/7 (8:30am – 8:30pm)
Les Champs-Elysées, 84 avenue des Champs-Elysées, 75008 Paris / 01 45 62 02 41 – open 7/7 (9am – 8pm)

Public Holidays in France

Jour de l'An	New Year's Day	1st of January
Lundi de Pâques	Easter Monday	6th of April 2026
Fête du Travail	Labor Day	1st of May
Armistice	Victory Day	8th of May
Jeudi de l'Ascension	Ascension Thursday	14th of May 2026
Lundi de Pentecôte	Whit Monday	25th of May 2026
Fête Nationale	National Day / Bastille Day	14th of July
Assomption	Assumption	15th of August
La Toussaint	All Saint's Day	1st of November
Armistice	Armistice Day – End of WW1	11th of November
Noël	Christmas	25th of December

Time Zone

France is on a GMT+1 time zone. The clocks change twice a year. When the Summer period begins, the clocks go forward one hour (29th of March 2026) and when the Winter period begins, the clocks go backward one hour (25th of October 2026)

Currency

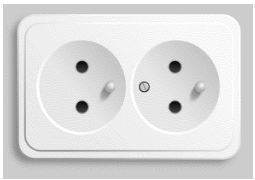
The currency is France is the euro (€). There are bank notes of 5, 10, 20, 50, 100, and 200 euros, and coins of 1, 2, 5, 10, 20 and 50 cent along with 1 and 2 euros.

Smoking in France

Smoking in France is prohibited in public places (schools, railway stations, metro stations, airports, government buildings, offices, restaurants, clubs, cafes etc). As for e-cigarettes, they are prohibited in school buildings, in public transport and in offices.

Electricity

Around the world, electrical plugs and sockets are male and female, in France, plugs and outlets are both, meaning that they have prongs and receptacles.
Make sure your buy an adaptor to use your appliances in France.



Lexicon

Hello	Bonjour
Good morning / Good afternoon	Bonjour
Good evening	Bonsoir
Hi / Bye	Salut
Goodbye	Au revoir
See you later	A tout à l'heure
See you soon	A bientôt
See you tomorrow	A demain
Yes	Oui
Non	No
Please	S'il te / vous plaît
Thank you	Merci
No thank you	Non merci
Sorry	Pardon
I am sorry	Je suis désolé(e)
My name is	Je m'appelle

I don't understand	Je ne comprends pas
I only speak a little French	Je parle un petit peu Français
Can I ask a question?	Je peux vous poser une question?
Congratulations	Félicitations
Well done	Bravo
Enjoy your meal	Bon appétit
Merry Christmas	Joyeux Noël
Happy New Year	Bonne année

STUDENT LIFE

Cultural life

Most national monuments and museums are free to Europeans between the ages of 18 and 25. You will just need to present an official document with your date of birth at the entrance.
To check what activities are happening in Paris, you can check out the following websites:

- en.parisinfo.com
- sortiraparis.fr

There are many places to visit in Paris during your semester at ISG. Why not visit the Louvre Museum, go up the Eiffel Tower, walk around the numerous districts which all have a different history.

For an evening out, why not discover one of the many plays or events taking place.

- kiosqueculture.com

Travelling

Why not take the opportunity to discover France and Europe during your semester in Paris. There are various low-cost transportation services:

- Train with SNCF Connect
- Bus with Blablacar
- Flights with EasyJet, Vueling, amongst many more…

BEFORE LEAVING

A few months before leaving Paris, you will need to complete a few procedures.

Housing

Préavis (departure notice): you will need to inform your residence or landlord before you leave, depending on the contract, this needs to be done 1 to 3 months before.

Etat des lieux (inventory): before leaving your housing, you will need to do an inventory with your landlord or residence, if anything is missing or has been deteriorated, they can retain part of your deposit.

Caution (deposit): make sure to ask for your deposit, the landlord/residence have 1 to 2 months to give it back.

Housing subsidy, bank, contracts

You will need to cancel your subscriptions or contracts, including electricity, internet, phone, insurance etc.
Concerning the housing subsidy and bank, you will need to contact them and give them your new contacts, either in France or back home.