

Paris Campus





Dear Student,

On behalf of all the staff and faculty at Schiller International University, I am proud to welcome you to the Schiller Paris Campus. Located in the 8th district of Paris next to the Arc de Triomphe and the Champs-Élysées, the Paris campus offers a fantastic vantage point from which to enjoy the City of Lights! The mission of Schiller University is to prepare students for future leadership roles in an international setting, and Paris is an ideal place to realize this mission.

The Paris campus is equipped with state-of-the-art classrooms, touch screens as well as a library and a student lounge. Our staff provides robust support when it comes to a wide range of areas including academics, enrollment, and employability. We treat our students as individuals and accompany them all throughout their student experience.

This handbook is designed to provide an overview of our policies, regulations, and procedures as well as practical information to help you navigate Paris. As a campus director, I hope to create a vibrant community of experts, scholars, and students which makes for a truly diverse environment where cross-cultural exchanges are a part of daily life, and where we can all grow personally and intellectually. I hope you will join me in this endeavor! Welcome aboard and see you soon!

Matthew Andrews
Campus Director - Paris

WELCOME TO SCHILLER INTERNATIONAL UNIVERSITY

The Paris campus of SIU is located in the 8th arrondissement. Paris campus resources **include a student study area, a student lounge and other facilities.**

As an independent, international and American university in Paris, SIU offers students a multicultural environment with faculty members who

encourage diversity, leadership and global understanding.

Studying in Paris is a great opportunity for students to be immersed in **one of the most important political, diplomatic, economic and cultural capitals in the world.**



Emergency Services

Students are encouraged to take precautions to safeguard their persons and their valuables. **The University is not responsible for lost, damaged or stolen items left unattended.**



Campus Security

The University is not responsible for lost, damaged or stolen items left unattended in the campus or outside.

17 ☎

Police

18 ☎

Fire

15 ☎

Ambulance

CAMPUS LIBRARY

The local library of the Paris Campus **holds a collection of more than 4,700 documents**. Your librarian will help you to find the documents you need for your studies. Please schedule an appointment for any question on information resources during the office hours. The library department (or “digital library”) on your Blackboard provides you with many digital resources including lists of useful open access sources and the four campus library catalogs online. It also gives access to LIRN (Library and Information Resources Network), which enables you to search among thousands of full text printable documents from **more than 120 databases**.



The Library Hours

Library: from 10:00 to 17:00 Monday to Friday.

Librarian's office: from 10:00 to 18:00 Mondays and Tuesdays, and on Thursdays from 13:30 to 17:30.

LIBRARIES & BOOKSHOPS IN PARIS



Libraries and Bookshops in Paris

BEFORE ARRIVAL

Student Visa

In order to enter France as a student, non EU-candidates must go to the French consulate of their country and present all required documents including an admissions letter from Schiller International University

to apply for the student visa. For complete information on how to apply for a student visa from your country, go [HERE](#). Students can also contact their own embassy in France.



France Visas
Find Out More Here

Please note that students who come to France on a short-stay (tourist) visa, cannot change this to a long-stay visa while in France. **Get your student visa before arriving in France (for non-EU citizens)!**

In Paris



Once students have arrived in France and within 3 months, they are required to **validate their student visa by completing the registration process at the French Office** of Immigration and Integration (OFII). The procedure is entirely online:

Click Here

You must renew your visa and get a "titre de séjour" 3 months prior to the expiration date of your visa. To do so, you must connect to the Prefecture website to book an appointment to renew your visa and get a "titre de séjour étudiant" which will be valid for 1 year.

GUIDE TO PARIS

Student Identity (ID) CARD

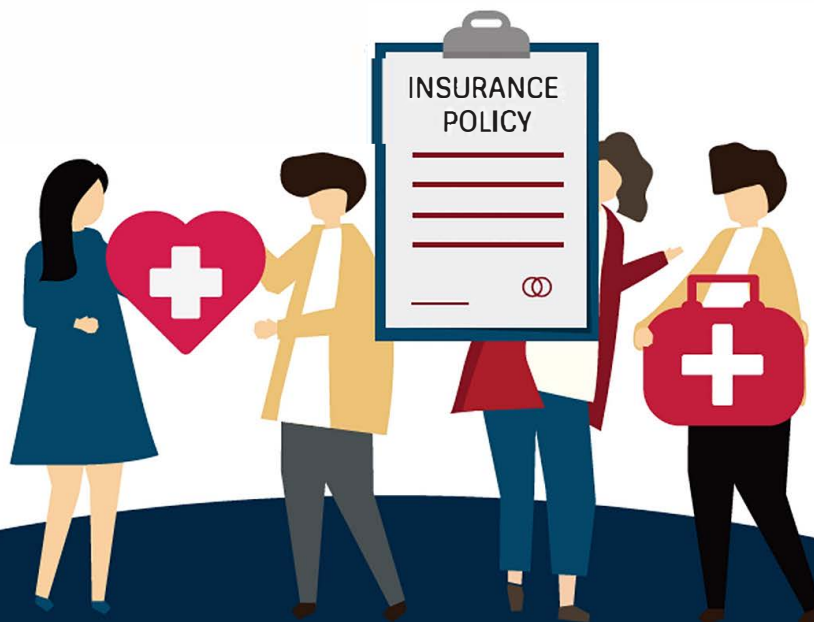
All students are advised to request a student ID Card at the time of registration. The student should have this card available for presentation upon request by members of the Schiller International University Administration.

A student ID card allows holders to qualify for discounts for entry into museums and other Cultural Centers.



Insurance

In order to obtain your residence permit ("Titre de Séjour"), you must produce proof that you are either **covered by the French Social Security system or that you have arranged for individual medical coverage**. This is called "couverture sociale". The documentation required is a certificate from the insurance company which sets forth: the company's name and the fact it is an insurance company ("raison sociale"); your name and civil status ("état civil"); the duration of the insurance policy; the risks covered (your insurance policy must cover at least doctor and hospital bills).



BANKING

Students staying in France for more than 3 months are advised to open a bank account. Students staying for less than 3 months may open an account at a savings bank (Caisse d'Épargne) or at the Post Office (La Poste).

The savings banks have a large network of branches and most post offices have a banking service. Savings bank and post office accounts are managed in exactly the same way as accounts at commercial banks.

To open a bank account, students need to show the 3 following documents:

- Valid passport
- Titre de Séjour
- Student card or enrollment certificate
- Proof of address: telephone or electricity bill, rent receipt, "certificat d'hébergement" (official document stating that you are staying with a private resident which can be obtained by your French host from the local townhall "mairie"), etc.
- Approximately 10 days after opening the account, students receive a checkbook and/or a credit card. Checkbooks are usually free of charge. Credit cards, which are valid for two years, cost between € 15, 24 to 30, 50 per year, depending on the bank and the type of card.

Credit Cards

With any valid credit card, you can withdraw cash from any automated teller machine (ATM) at any bank, savings bank or post office (not necessarily the bank where you have your account). **ATMs are open 24 hours a day** and take several types of credit card (Visa, Eurocard, etc.).

Most shops accept payment by credit card for purchases above a minimum amount (usually € 15). There is usually a minimum purchase amount for checks as well. Each shop has its own policy, there are no fixed rules.

If you have an international credit

card, it is valid in most European countries, including France.

You can also use your credit card to make phone calls from **selected public telephone booths**.

If your credit card is lost or stolen, **call the 24-hour telephone number (given to you when you receive your card and indicated on all ATMs)** to make a stop-payment order.

This will normally prevent anyone from using your card. However, you should confirm the stop payment order in writing at your bank.

POSTAL SERVICE

The main function of the French Post Office (La Poste) is to convey letters (however La Poste also provides banking services, and you can open an account there). Letters for destinations within France usually arrive the next day, for EU countries 2-4 days and for USA up to 7 days.

In many post offices, you will find automatic stamp machines, and photocopiers.



Postcodes

An essential part of all addresses in France is the five-digit postcode that identifies the commune. The postcode immediately precedes the name of the town or village, on the last line of the address for all mail within France.

The first 2 digits of the postcode indicate the number of the department; and the last 3 digits identify the commune (for example, 56470 is the postcode for the town of La Trinité-sur-Mer in department number 56, i.e. Le Morbihan). For large cities with arrondissements -districts- like Paris, the last 2 digits of the postcode indicate the arrondissement; for example: 75006 PARIS means "Paris, 6ème arrondissement". Post offices are usually open from 8 am to 7pm Monday to Friday and from 8am to 12pm on Saturday.

Exact hours may vary from office to office. In Paris, the post office on Rue du Louvre (2ème arrondissement) is open 7/24.



Office Hours: Monday to Friday 8:00 to 19:00
Saturday 8:00-12:00



POLICE

Lost and Stolen Property

All thefts and major losses should be reported to the police as soon as possible. Each of Paris' twenty districts (arrondissements) has three or four police stations (commissariats); train stations also have one. You should go to the one which has jurisdiction over the area where the theft or loss occurred unless you were robbed in the subway.

In that case, you can go to any police station. The police will give you a "récépissé de déclaration de perte ou de vol" (receipt for declaration of loss or theft).

If you have **lost your passport**, identification documents and other papers as well as personal effects, you will receive separate receipts, one for your papers

(pieces d'identité) and one for your valuables.

The report must be made in person.

The police will not accept a report by telephone or from someone else on your behalf. Most police stations have English-speaking personnel; if you have difficulty making yourself understood in English, call the Embassy's Office of American Services to obtain a translator to help you.

While it is unlikely that the thieves will be arrested as a result, **it is important that you report this to the police.** The police receipt is helpful and sometimes necessary in applying for the replacement of airlines tickets, EURAIL passes, passports, traveler's checks, etc. It is also useful for supporting insurance claims.

EMERGENCIES

In extreme cases which require immediate hospitalization or are life threatening, **see the emergency numbers listed on the right hand side of this page.**

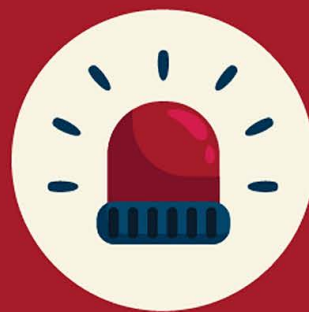
For transportation to the American Hospital, call the hospital at **01 46 41 25 25.**

Health Care

Students are required to carry their own health and accident insurance (“couverture sociale”) or be covered by the French Social Security system. Coverage is required from the date of their departure from their country of residence until their return.

EU/EEA students with a European Health Insurance Card (EHIC) are entitled to access medical care in France and receive reimbursements equivalent to those provided by the French Social Security system (up to 70% of standard medical costs). Non-EU students staying in France for more than 3 months must register for French Social Security upon arrival, which gives them access to the public healthcare system at no cost. All patients usually pay for medical consultations and prescriptions upfront, then receive partial reimbursement through the French Social Security system. A complementary health insurance policy (mutuelle) is recommended to cover the remaining expenses.

If students undergo medical treatment in France, they will receive a prescription and may also be given a feuille de soins (treatment form) if the doctor does not use the Carte Vitale. A general practitioner’s consultation typically costs around €26.50 to €30. Specialist consultations vary, generally ranging from €50 to €80 or more, depending on the doctor’s fees and classification. Medications no longer carry vignettes; instead, students must keep the pharmacy receipt and prescription. If not processed electronically, claims should be submitted to the local CPAM (Caisse Primaire d’Assurance Maladie), along with supporting documents. Reimbursements may take a few days to several weeks depending on the method of submission.



SAMU

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Police

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Fire & accident

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European SOS

 **112**

SOS – all service

 **114**

HOUSING GUIDE



The Paris Study Center does not have a student residence. However SIU Paris has partnerships with two housing agencies:

Les Estudines

The Social Hub

Atome

Spotahome

TRANSPORTATION



Metro - Bus - RER

The usual means of transportation within Paris is the Metro. Its network covers the whole of Paris and it usually has very good and reliable service. Students can buy their tickets at every metro station. [CLICK HERE FOR MORE INFORMATION](#)

TAXI

Taxi stands are found on numerous major roads and at stations. Taxi charges are based on area, time, and pieces of luggage. **Most journeys in central Paris average € 10-20, whereas taxi rides from/to the Paris airports average € 40-50.**



To request cab service, call:

Taxi G7: 01 47 39 47 39

Taxis Alpha: 01 45 85 85 85

Taxis Bleus: 01 49 36 10 10



TRAIN TRAVEL

Several attractions in the suburbs, such as the Versailles Castle or Disneyland Paris, are served by the RER local train network. However, most locations farther away from Paris are served by the SNCF (the state railway). The TGV (Train à grande vitesse) is a high-speed train which has revolutionized journey times and is gradually being extended all over France. Travellers have to pay a supplement and book in advance though.

SNCF Information

Students under 27 can purchase the Carte Avantage Jeune from SNCF, which costs €49 per year and offers at least 30% discounts on TGV, Intercités, and TER trains throughout France. The card also includes price caps for long-distance trips and discounts for travel on weekends and during off-peak times. While not all international routes are included, some cross-border trains offer youth discounts independently of this card.

Paris Train Stations



To rent a car in France, you typically need to be at least 21 years old and have held a valid driving license for at least one year. Drivers under 25 may be subject to a young driver surcharge. You must present your driving license, passport or national ID, and usually a credit card in your name. If your license was issued outside the EU, you may also need an International Driving Permit. Major rental companies like Avis, Europcar, Hertz, and Ada are available throughout Paris and at all major airports.

PLANE TRAVEL

CHARLES DE GAULLE AIRPORT (ROISSY) – Located 30 km north-east of Paris, Charles de Gaulle is the main hub for international flights. The airport has three terminals (Terminals 1, 2, and 3), so it's important for students to check their flight details to ensure they go to the correct terminal. The 24-hour information service in English can be reached at +33 1 48 62 22 80.

Transportation to Paris includes:

RER B (the fastest and most reliable way to reach the city, costing €7.62), Taxis (flat rate of around €50 to central Paris),

Uber/Rideshare are available but will likely cost more than 50 euros.

Air France buses,

Roissybus (to Opera),

Other shuttle services to various locations in Paris.

SNCF Train Station is located at Terminal 2, offering direct connections to central Paris. There are also trains to other parts of France that leave from this terminal.

ORLY AIRPORT – Located 18 km south of Paris, Orly handles both domestic and international flights. The airport now has four zones (Orly 1-4), previously known as Orly-Sud and Orly-Ouest. For information in English, you can call +33 1 49 75 15 15.

Transportation to Paris includes:

Orlyval (automatic shuttle to RER B at Antony station, connecting to the city and Charles de Gaulle Airport),

Metro Line 14

Tram T7,

Taxis (flat rate of around €40),

Air France buses.

BEAUVAIS-TILLÉ AIRPORT – Located 70 km from Paris, this airport mainly serves flights to Ireland and Scotland. The airport is connected to Porte Maillot by a shuttle bus lane

Call the Bike Rental

[Check Out Bike Rentals](#)



CULTURAL LIFE

Paris regards its vibrant cultural life and its many artistic activities as proof of its legendary quality of life. Paris is truly a city of culture and unrivalled arena for any kind of artistic expression: **3 opera houses, 141 theatres, 17 music conservatories, 343 cinemas, many concert halls and more than 200 museums and 1000 art galleries entice visitors with events, performances and exhibitions.** Paris is a city of both the old and the new, and in its cultural activities the voices of traditionalists and experimentalists find expression – and eager audiences. From one historic and artistic extreme to the other, and at all the points in between, there is an exciting variety from which to choose. To know what is going on in Paris in terms of cultural events, you may find information [HERE](#) or buy the weekly Pariscope, Figaroscope (a supplement of Le Figaro newspaper) or L'Officiel des Spectacles at a kiosk or in a book store.

There are also some monthly publications, such as Paris Nuit, the Paris Free Voice and the booklet “Saisons de Paris” published by the Paris Tourist Office. You can also get an insight into the cultural life in Paris with the magazines Fusac, Time Out or Paris voice for English-speaking Parisians. You can find them on campus.

Tourist Information

L'Office de Tourisme et des Congrès de Paris

Address: 127 avenue des Champs-Élysées, 8th District

Phone: +33 (0)1 49 52 42 63 (main contact number)

Website: www.parisinfo.com

Email: info@parisinfo.com

Information in English:

+33 (0)1 47 20 88 98



Opening Hours

Summer daily

9:00-20:00

Winter:

Sun 11:00-18:00

Tourist offices located

Gare de Lyon (Mon-Sat 8:00-18:00)

Eiffel Tower (May to Sep 11:00-18:00)



SPORTS

The sports venue for everything from ballroom dancing to judo is the Palais Omnisports de Paris- Bercy (POPB), 8 boulevard Bercy, 12th district (phone number: 01 75 44 04 00). The major horse-racing events take place in October in the Bois de Boulogne – the Prix de la République and the Grand Prix de l'Arc de Triomphe. L'Officiel des Spectacles details sports events and Le Guide du Sport à Paris, available at tourist offices, book stops and town halls, lists sports facilities. Allo Sports (phone no.: 01 4276 5454), Direction Jeunesse et Sports, 25 boulevard Bourdon, 4th (phone no.: 01 4276 2260), offers information on municipal facilities.

Golf

Golf Disneyland Paris (phone no.: 01 60 45 68 90), 77 Marne-la-Vallée, 32km (20 miles) east of Paris, has a 27 hole course open year round from 0830 in summer and 0900 in winter.

Gyms/health clubs

A number of companies (such as Moving, Gymnasium and Gymnasium Club) dominate the gym scene in Paris but these tend to be open to members only. Gyms open for one-time visits are listed in the Squash section. Club Med Gymnase Club: 1 year EUR 460,00 (www.clubmedgym.com). This special rate is offered ONLY for students enrolled at Schiller Paris with a Schiller student I.D. card.

Squash

Squash Montmartre, 14 rue Achille Martinet, 18th district (phone no.: 01 42 55 38 30), has four courts, saunas, fitness equipment and restaurant. The charges are € 13 per person per hour. Club Quartier Latin, 19 rue de Pontoise, 5th district (phone no.: 01 5542 7788), charges € 14 for a day-pass.

RockClimbing:

Climbup Paris, Porte d'Italie
Blocbuster, La Défense
ClimbingDistrict, Saint Lazare

Football:

Join or form an amateur team.

Swimming

The underground Piscine Suzanne-Berlioux, Les Halles, 10 place de la Rotonde, 1st (phone no.: 01 42 36 98 44), is extremely central and open daily. Aquaboulevard, 4 rue Louis-Armand, 15th (phone no.: 01 40 60 15 15), has a selection of indoor and outdoor swimming pools open daily. Admission costs € 12 (concessions available).

Tennis

To play on municipal courts, application for a Carte Paris-Tennis should be made at the Mairie; alternatively simply turn up and hope for the best. Either way, the price is € 6 per hour. There are also private clubs which often charge high membership fees. Forest Hill Tennis at Aquaboulevard (see above) charges € 23-30 per visit and is open daily.



