Dear Partner,

This letter contains information on:

1. How to apply to EM Strasbourg
2. How to find your way around our website
3. Housing options
4. Application deadlines and a reminder of what to include in the application forms

We are ready to accept application forms for the spring semester of the 2012-2013 academic year.

It is important that your students look through the website before doing anything else. Students often feel unprepared before arriving, but they rarely take the time to find the answers (which are often to be found online).

Please send your students the link to the following website:
http://www.em-strasbourg.eu/formations/programme-grande-ecole-echanges (French)
http://www.em-strasbourg.eu/_en/formations/programme-grande-ecole-echanges (English)

1. How to Apply to EM Strasbourg

Students should carefully look over the website before filling out the application form as they may be interested in some of our different exchange programs.

What we need from them is the following:

- **Registration form** to be found online on this webpage: http://www.em-strasbourg.eu/_en/formations/pge11.php
- **2 passport-sized pictures**
- **Proof of social insurance** (only for students coming from countries in the European Union (EHIC Card) or from Quebec (RAMQ document))

Please note that all students coming from countries outside of the European Union MUST pay for social/health insurance at EM Strasbourg which costs 207€ for the semester and/or the academic year.

All the necessary information for a successful application at EM Strasbourg is located on the following web page

HTTP://WWW.EM-STRASBOURG.EU/_EN/FORMATIONS/PGE11.PHP
APPLICATIONS TO EM STRASBOURG FOR THE SPRING SEMESTER 2013

2. HOW TO FIND YOUR WAY AROUND OUR WEBSITE:

Upon accessing the web site in English, please click “Grande Ecole Programme”, then “Exchange Students”. On that page you will find information on the different exchange opportunities as well as the following links in the right-hand column:

1. Administrative Formalities

In this part you will find:
- The application form
- Important information on what else needs to be sent to EM Strasbourg, what needs to be brought for the orientation/registration session at EM Strasbourg.
- Information about what needs to be brought for the OFII (immigration) procedure
- Information on social security (compulsory for non European students)

Please make sure that the students don't send money along with their application.

Students should contact their consulates/embassies to inform them of their arrival once in France

2. Studies

On the main page of “Studies”, students will be able to see the different options they have for their exchange at EM Strasbourg (Simple Exchange, Bachelor in European Management, Dual Degree), as well as an explanation of the ECTS system.

In the right-hand column, students have access to the course lists:

- Courses full list: list of courses with descriptions. You need to select your semester and click on the courses you want, to look at the description.

  **NB: If the course is described in English, it means it is taught in English.**

- Courses in English: lists only the courses taught in English

3. Settling in Strasbourg

In this section, you will find information about:
- Your provisional budget
- Housing and housing subsidies: you can fill out the online dorm application (during the application period (October 15th to October 31st) there.
- Scholarships
- Journey Information
- ...

4. Student life

This section gives you information on the student associations at EM Strasbourg, especially the BDI (Bureau De l'International) and the cultural life in Strasbourg.
3. **Housing Options**

**University Housing:**

In order to make the period of application equal to everyone, this will occur between October 15th and October 31st, with an online application. I will send a reminder one or two weeks before. Once the accommodation request period has gone through, we will inform the students of whether they have received university housing or not. In that event, students will have until November 15th to cancel housing if they decide they would rather live in the private sector. **After that period, students will be committed to the dorms they have applied for.**

Photographs of dorm rooms and facilities are available online and students should take care to look over the rules, regulations and photographs before committing to a room. Those which are not online yet, will soon be.

**NB** We would like to emphasize that a commitment by the student implicates them in paying for the full amount of the room for the entire period they have signed for:

- 1st semester: September to/including December
- 2nd semester: January to/including April

**NB** Student requests for housing are processed on a first come, first serve basis.

**Private Housing:**

Should students decide to live in the private sector, we would like to emphasize that they would do so on a personal basis. **EM Strasbourg is not involved in or responsible for housing arrangements made outside of the university dorms.** We merely provide easier access to housing information for those students looking for housing outside of the university setting.

Some information will be sent to them about private residences for students. They will also receive lists of French students who would like to share rooms/appartments with International Students. Finally, they will have access to a Facebook group dedicated to the search of an apartment in Strasbourg.
4. **Deadline for Applications**

The deadline for the registration forms for January 2013 is the **31st of October 2012**.

We require at that time, to have received by airmail:

- The Registration form
- 2 passport-sized pictures
- Proof of social insurance (only for students coming from countries in the European Union or Quebec)

**Please make sure to mention that no money must be sent before their arrival.** We will have them pay for social security (if the students come from countries outside of the EU) upon arrival during the orientation.

If students have any questions or concerns after having looked over the web site, they are more than welcome to email Elodie Thevenet (European Students) and Kahina Kadji (Non-European Students).

Please send the applications by airmail to:

**Elodie THEVENET / Kahina KADJI**
EM Strasbourg Business School
University of Strasbourg
61 avenue de la Forêt Noire
67085 Strasbourg Cedex
France

If you have any questions, please do not hesitate to call or e-mail Elodie Thevenet or Kahina Kadji using the details below:

**Elodie THEVENET**
Incoming Students' Coordinator (European countries)
EM Strasbourg Business School
Phone: 0033 3 68 85 84 03
Fax: 0033 3 68 85 86 01
E-mail: elodie.thevenet@em-strasbourg.eu

**Kahina KADJI**
Incoming Students' Coordinator (Non European countries)
EM Strasbourg Business School
Phone: 0033 3 68 85 89 19
Fax: 0033 3 68 85 86 01
E-mail: kahina.kadji@em-strasbourg.eu

Sincerely,
The International Office
## 1st SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Week</td>
<td>September 3rd to September 9th 2012</td>
</tr>
<tr>
<td>Courses Start</td>
<td>September 10th 2012</td>
</tr>
<tr>
<td>Courses End</td>
<td>December 14th 2012</td>
</tr>
<tr>
<td>Exams</td>
<td>December 17th 2012 to December 21st 2012</td>
</tr>
<tr>
<td>Fall Holidays</td>
<td>October 27th to November 5th 2012</td>
</tr>
<tr>
<td>Christmas Holidays</td>
<td>December 22nd 2012 to January 7th 2013</td>
</tr>
</tbody>
</table>

## 2nd SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Week (for new comers)</td>
<td>January 7th to 11th 2013</td>
</tr>
<tr>
<td>Courses Start</td>
<td>January 14th 2013</td>
</tr>
<tr>
<td>Courses End</td>
<td>April 19th 2013</td>
</tr>
<tr>
<td>Exams</td>
<td>April 22nd to April 27th 2013</td>
</tr>
<tr>
<td>Winter Holidays</td>
<td>February 25th 2013 to March 4th 2013</td>
</tr>
<tr>
<td>Spring Holidays</td>
<td>April 13th to April 22nd 2013</td>
</tr>
</tbody>
</table>