



## TEM FACT SHEET

<b>School's Name</b>	<b>TELECOM Ecole de Management / TELECOM Business School</b>
<b>Website</b>	<a href="http://www.telecom-em.eu/en">http://www.telecom-em.eu/en</a>
<b>Address</b>	9, rue Charles Fourier - 91011 EVRY - France
<b>Fax</b>	+33 1 60 76 42 42

<b>OFFICE FOR INTERNATIONAL DEVELOPMENT</b> <a href="mailto:international@telecom-em.eu">international@telecom-em.eu</a>		
Contact Persons	Functions	Contact Details
Mr. Chris WERT	Associate Dean for International Development	+33 1 60 76 47 28 <a href="mailto:chris.wert@telecom-em.eu">chris.wert@telecom-em.eu</a>
Ms. Isabelle ETIENNE-BUGNOT	Deputy Director Student Exchange Officer	+33 1 60 76 41 05 <a href="mailto:Isabelle.etienne-bugnot@telecom-em.eu">Isabelle.etienne-bugnot@telecom-em.eu</a>
Ms. Isabel-Mary MORGAN	Summer School & Student Exchange Coordinator	+33 1 60 76 42 44 <a href="mailto:isabel-mary.morgan@telecom-em.eu">isabel-mary.morgan@telecom-em.eu</a>
Ms. Nicole VIZET	Erasmus Coordinator & Student Exchange Assistant	+33 1 60 76 43 31 <a href="mailto:nicole.vizet@telecom-em.eu">nicole.vizet@telecom-em.eu</a>

<b>EXCHANGE PROGRAMS</b> (all dates to be confirmed upon registration)		
Event / Programs	Fall Semester: September to December	Spring Semester: January to June
Deadline for nomination by partner	April 15th	October 15th
Deadline for receiving student applications from partner	April 30th	October 30th
<b>Integrated Master's in Management Program</b>		
<b>Bachelor Semester (B3)</b> , taught in English	1st week of September – mid January	Not available in the Spring semester
<b>French Track (M1)</b> , taught in French	Mid September to end of 3rd week of January <a href="http://www.telecom-em.eu/content/cursus-grande-ecole">http://www.telecom-em.eu/content/cursus-grande-ecole</a>	4th week of January to mid June
<b>English Track (M1)</b> , taught in English	Mid September to end of 3rd week of December <a href="http://www.telecom-em.eu/en/content/english-track">http://www.telecom-em.eu/en/content/english-track</a>	3rd week of January to mid June
Orientation	1st week of September	4th week of January
<b>Master's of Science</b> (Open to exchange students under certain conditions. Please consult the International Office for more information)		
Orientation	Beginning of September	
Intensive French classes	First 3 weeks of September	
Semester dates	4th week of September to 3rd week of January	4th week of January to mid June



<b>Transcripts</b>	Official transcripts are issued after the academic committees taking place in mid March for fall semester and first week of July for spring semester.
<b>Summer School</b>	
Program dates	3rd week of June to mid July (4 weeks)
Online application dates	January 30 <sup>th</sup> to April 30 <sup>th</sup> - <a href="http://www.telecom-em.eu/en/summer-school">http://www.telecom-em.eu/en/summer-school</a> <a href="http://youtu.be/sk66BBXTvtY">http://youtu.be/sk66BBXTvtY</a>

SCHOOL VACATIONS	
All Saints Day (except for MSc and Major Courses)	Last week of October – November 1st is a holiday
Christmas	Two weeks
Winter Break	One week in mid February
Spring Break	One week generally in April – Easter Monday is a holiday
Ascension	Ascension Thursday is a holiday
Pentecost	Whit Monday is a holiday

APPLICATION PROCEDURE	
<b>Application Form and Required Documents</b>	<a href="http://www.telecom-em.eu/en/content/applying-our-exchange-program-management">http://www.telecom-em.eu/en/content/applying-our-exchange-program-management</a>
<b>Application Deadlines</b>	April 30 <sup>th</sup> for fall semester      October 30 <sup>th</sup> for spring semester
<b>Visa</b>	Compulsory for non-European Union citizens - Please request a multi-entry visa if you intend to travel during your exchange semester.
After examination of your application file, a letter of invitation will be sent to your home university.	

ACCOMMODATION	
All exchange students are accommodated at the <i>MAISEL</i> on campus or in town - <a href="http://maisel.it-sudparis.eu/en/">http://maisel.it-sudparis.eu/en/</a>	
<b>Housing Application Form</b>	Accessible from <a href="http://www.telecom-em.eu/en/content/applying-our-exchange-program-management">http://www.telecom-em.eu/en/content/applying-our-exchange-program-management</a> (right hand side of the page)

ARRIVAL INFORMATION	
➤ Pick-up Assistance	Contact the students from the WELCOM association: <a href="http://www.welcom-evry.com">www.welcom-evry.com</a>

CAMPUS FACILITIES	
	Wireless connection on the university premises Multimedia library: <a href="http://www.it-sudparis.eu/biblio/en/">http://www.it-sudparis.eu/biblio/en/</a> Restaurant and cafeteria on campus Sports facilities: French medical certificate and insurance required

ADMINISTRATIVE FORMALITIES UPON ARRIVAL	
➤ Health Insurance	<b>Proof of Health Insurance:</b> compulsory - European Students should bring a copy of their European Social Security Card - Non European students should subscribe to French Social Security (€213).
➤ Personal liability insurance	Compulsory
➤ Bank account	Optional (possibility to open an account in our partner bank in Evry).
➤ Visa	On the first days of your arrival, contact the International staff who will help you out with the visa procedure.