## International Student Office

<table>
<thead>
<tr>
<th>International Student Office Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Laurence BOITEUX</td>
</tr>
<tr>
<td>Tel. +33 (0) 556 842 272</td>
</tr>
<tr>
<td><a href="mailto:laurence.boiteux@kedgebs.com">laurence.boiteux@kedgebs.com</a></td>
</tr>
</tbody>
</table>

### Bordeaux Campus

- **Office Manager**
  - Ms Marie ACKER
  - Tel. +33 (0) 556 84 63 32
  - marie.acker@kedgebs.com

### Marseille Campus

- **Office Manager**
  - Ms. Sandra GLAVAS
  - interim (replaces Véronique SPANU until 31/08/2015)
  - Tel. +33 (0) 491 827 915
  - sandra.glavas@kedgebs.com

- **Ms Veronique SPANU**
  - Tel. +33 (0) 491 827 915
  - veronique.spanu@kedgebs.com

### Toulon Campus

- **Ms Françoise JEGOU**
  - Coordinator
  - All incoming students
  - Tel. +33 (0) 491 918 262
  - francoise.jegou@kedgebs.com

### Incoming Students

- **Ms Amandine GHERARDI**
  - Coordinator
  - Americas, Africa & Middle East, India & Oceania
  - Tel. +33 (0) 491 827 929
  - incoming.marseille@kedgebs.com

- **Ms Tiphaine CAMUS**
  - Coordinator
  - Asia (except India)
  - Tel. +33 (0) 491 827 978
  - incoming.marseille@kedgebs.com

- **Ms Sophie DE SAINT AUBERT**
  - Support
  - Tel. +33 (0) 556 84 55 86
  - sophie.desaintaubert@kedgebs.com

- **Ms Catherine ROSSINES**
  - Coordinator
  - Europe
  - Tel. +33 (0) 491 827 904
  - incoming.marseille@kedgebs.com
<table>
<thead>
<tr>
<th>Bordeaux Campus</th>
<th>Marseille Campus</th>
<th>Toulon Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outgoing Students</strong></td>
<td><strong>Outgoing Students</strong></td>
<td><strong>Outgoing Students</strong></td>
</tr>
</tbody>
</table>
| Ms Isabelle MORENO  
Coordinator  
Africa, Middle-East, Eastern and Western Europe  
Tel. +33 (0) 556 84 22 51  
isabelle.moreno@kedgebs.com | Ms Corinne MARCELLI  
Coordinator  
Southern Europe & South America  
Tel. +33 (0) 491 827 908  
isomarseille@kedgebs.com | Ms Françoise JEGOU  
Coordinator  
USA  
Tel +33 (0) 494 918 262  
francoise.jegou@kedgebs.com |
| Ms Isabelle CONRAD  
Coordinator  
Asia (except China), North America (except USA) and Oceania  
Tel. +33 (0) 556 84 63 14  
isabelle.conrad@kedgebs.com | Mr Pierre PETROSINO  
Coordinator  
Northern Europe & China  
Tel. +33 (0) 491 827 949  
isomarseille@kedgebs.com |  |
| **Overseas Campuses** | **Overseas Campuses** |  |
| Ms Sophie DE SAINT AUBERT  
Project Manager  
Tel. +33 (0) 556 84 55 86  
sophie.desaintaubert@kedgebs.com | Ms Tiphaine CAMUS  
Coordinator  
Tel. +33 (0) 491 827 978  
incoming.marseille@kedgebs.com |  |
| **Short Term programmes** | **Short Term programmes** |  |
| Ms Catherine ROSSINES  
Coordinator  
Tel. +33 (0) 491 827 904  
short-terms@kedgebs.com | Ms Olivia HUMBERT  
Coordinator  
Tel. +33 (0) 491 827 904  
short-terms@kedgebs.com |  |

**Nomination/Application Procedure:**

<table>
<thead>
<tr>
<th>First Semester – Fall 2015</th>
<th>Second Semester – Spring 2016</th>
</tr>
</thead>
</table>
| **Semester dates** | September – December  
Including orientation days & examinations  
For exact calendar, please refer to the Programme  
Annex document |
| **Nomination Deadline** | April 15th, 2015  
September 15th, 2015 |
| **Application Deadline** | May 15th, 2015  
October 15th, 2015 |

**Nomination procedure**

An e-mail sent by the outbound students coordinator at the home institution including:
(please use the KEDGE BS Nomination Form provided)

- Students’ gender, first and last names  
- Birth date  
- Email address  
- Official level in the home institution during the study abroad period  
- Period of study  
- KEDGE BS campus to which the student is selected (Bordeaux, Marseille, Toulon)

Nominations to Bordeaux campus must be sent to incoming.bordeaux@kedgebs.com  
Nominations to Marseille campus must be sent to incoming.marseille@kedgebs.com  
Nominations to Toulon campus must be sent to francoise.jegou@kedgebs.com

**Application procedure & required documents**

Once nominated by their home institution, applicants to Bordeaux and Marseille need to apply via our online application: link will be available in March/April 2015.  
Applicants to Toulon will fill in a paper application form.

Students need to upload on the online application the following required documents:

- Copy of passport (non-European students) or national identity card (European students)  
- Official university transcripts in French or English  
- Students willing to take courses taught in English (non-native English speakers only): TOEFL score copy (minimum 79 IBT or 550) or IELTS score copy (minimum 6.0) – or a letter from the home institution certifying that the students’ level is equivalent to these scores  
- Students willing to take courses taught in French (non-native French speakers only): document (or letter from the home institution) stating that the student has a minimum a B2 level according to the European Common Framework of Reference.
Acceptance Letters

Acceptance letters will be sent only to the students needing to apply for a French student visa. No acceptance letter will be delivered to students not needing a visa unless requested.

In order to be registered at KEDGE BS, the students will have to provide one of the following health insurance certificates once they receive their login and password on www.campusvirtuel.net:

- Students coming from an European Union Institution: copy of the European Health Insurance Card. Students from the E.U. not holding a European Health Insurance card must provide a letter from their private insurance company, certifying that they benefit from a health insurance coverage with no limitation in amount for the length of their stay in France, OR must register with the French national health insurance.

- Students from Québec: copy of the SE-401-Q-106 form

- Students being 28 or older on September 30th of the 2015/2016 academic year; proof of a health insurance with unlimited coverage for medical expenses and hospitalisation during his/her stay in France.

- Students studying at KEDGE BS for a maximum of 3 months: EU insurance card or proof of a health insurance with unlimited coverage for medical expenses and hospitalisation during his/her stay in France.

- All other students or students not providing the required certificate will have to subscribe to the compulsory French National Health Insurance “Sécurité Sociale” upon their arrival at KEDGE BS (about €213) which will cover them from Oct. 1st the earliest. Students starting their courses before October 1st must, in addition, get a personal health insurance for the month of September and submit a copy of this insurance before their arrival in Bordeaux.

Health Insurance

Academic Programme Information

<table>
<thead>
<tr>
<th>Programme</th>
<th>Bordeaux Campus:</th>
<th>Marseille Campus:</th>
<th>Toulon Campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>- KEDGE Bachelor (2nd year Bachelor students)</td>
<td>- KEDGE Bachelor (2nd year Bachelor students)</td>
<td>- Ingénieur d’Affaires</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>- Master in Management (3rd and 4th year Bachelor students)</td>
<td>- CESEMED (2nd, 3rd and 4th year Bachelor students)</td>
<td>- KEDGE Design School</td>
</tr>
<tr>
<td>Graduate</td>
<td>- Master in Management</td>
<td>- Graduate</td>
<td>- Ingénieur d’Affaires</td>
</tr>
<tr>
<td></td>
<td>- EBP International (open to EBP International partner institutions only)</td>
<td></td>
<td>- KEDGE Design School (Master 1st year)</td>
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List of courses, Course Load, Language of Instruction, Academic Calendar, Course Registration Procedure: Download the corresponding Programme Annexes on http://www.kedgebs.com/en/academic-information

Short Term Programmes (Marseille Campus)

- Sport & Event Management - For undergraduate & graduate students (June 15 – July 2, 2015) Nomination deadline Feb. 15 - This programme requires a min of 12 participants.
- Sustainable Development & Social Responsibility - For undergraduate upper level students (June 22 - July 16, 2015)
- Financial Markets & Institution - For undergraduate upper level students (June 22 - July 16, 2015)
- Cross Cultural Negotiation - For undergraduate students (June 29 - July 23, 2015)

Application deadline: March 30, 2015
Visit our Website and contact us on short-terms@kedgebs.com

Practical Information

Visa

Students coming from the following countries for a stay of at least 3 months in France must apply for a French student visa through an online application via Campus France: Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Congo (Brazzaville), South Korea, Ivory Coast, Gabon, Guinea, India, Indonesia, Japan, Lebanon, Madagascar, Mali, Morocco, Mexico, Peru, Russia, Senegal, Taiwan, Tunisia, Turkey, United States of America and Vietnam.

Students coming from other non-European countries, have to contact their closest French consulate or Embassy in order to determine whether they need to apply for a visa and what type of visa they are required to apply for, for their studies in France.

Upon arrival in France: International students holding a "Visa Long Séjour" VLS/TS, with the following statement on their visa: "CESEDA R311-3 6°” must register with the OFII (Office Français de l’Immigration et de l’Intégration). KEDGE BS will provide help to the students in this process.
International Students 
Associations

The Interact (in Marseille) Melting Potes (in Bordeaux) and Welcome (in Toulon) student associations support the International Student Office in facilitating the integration of international students at KEDGE BS throughout the year by organising events and providing support to the Students. They will automatically contact the International Students before their arrival at KEDGE BS.

Pick-up assistance and support upon arrival

Interact (in Marseille), Melting Potes (in Bordeaux) and Welcome (in Toulon) will offer a free pick-up service at the beginning of each semester.

In Bordeaux, the service is offered from Bordeaux-Mérignac Airport or Bordeaux-St Jean train station.

In Marseille: the service is available from the Marseille Saint-Charles train station (downtown). From the airport, students need to take a bus shuttle - 8.50€ approx., which will drive them to the Saint-Charles train station.

In Toulon, the service is available from Toulon train station (downtown) or from Toulon-Hyères airport.

Pick-up reservations will have to be made in advance. More information will be sent to the students before their arrival.

Accommodation

Bordeaux Campus:

_RDWR_ Off-Campus

It is strongly recommended to book accommodation before arrival.

A link to an online housing application is sent to all incoming students in due time.

The school does not own dormitories on the Bordeaux campus but works in close contact with state-owned residences, private residences, and private landowners in Talence, Bordeaux, and the surrounding area.


We also invite you to subscribe to the “KEDGE Immo Bordeaux” Facebook group on which several offers can be posted from other KEDGE BS Students

Housing Support Contact:
logementbordeaux@kedgebs.com
+33 (0) 556 84 63 26

Marseille Campus:

_RDWR_ On-Campus &_RDWR_ Off-Campus

Students are eligible to register for on-campus housing or are given assistance in finding off-campus accommodation. A link to an online housing application is sent to all incoming students in due time.

On-Campus:

Spaces in residences are very limited (especially during the Fall semester) and only cover 20% of the exchange student’s demand. We cannot guarantee that all international students will be living on-campus.

Off-Campus

As spaces in on-campus residences are limited many international students live off-campus. The office provides assistance for off-campus accommodation.


Students are also invited to join the “KEDGE Immo Marseille” Facebook group on which several offers can be posted from other KEDGE BS Students

Housing Support Contact: logementmarseille@kedgebs.com

Toulon Campus:

_RDWR_ On-Campus &_RDWR_ Off-Campus

Students are eligible to register for on-campus housing or are given assistance in finding off-campus accommodation. A link to an online housing application is sent to all incoming students in due time.

On-Campus:

Hall of residence on the Campus. We cannot guarantee that all international students will be living on-campus.

Off-Campus: The Welcome Association provides assistance for off-campus accommodation.

Students are also invited to join the Facebook group on which several offers can be posted from other KEDGE BS Students: [https://www.facebook.com/kedgebs.toulon?ref=ts&fref=ts](https://www.facebook.com/kedgebs.toulon?ref=ts&fref=ts)

Contact information: Francoise.jegou@kedgebs.com / 33 (0)4 94 91 82 62

Estimated Expenses

Estimated Expenses (in euros)

<table>
<thead>
<tr>
<th></th>
<th>Bordeaux</th>
<th>Marseille</th>
<th>Toulon</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accommodation</strong></td>
<td>350 € to 700 €</td>
<td>380 € to 680 €</td>
<td>350€ to 700€</td>
</tr>
<tr>
<td></td>
<td>(depending on location, size and length of the stay)</td>
<td>(depending on location, size and length of the stay)</td>
<td>(depending on location, size and length of the stay)</td>
</tr>
<tr>
<td><strong>Food</strong></td>
<td>250 €</td>
<td>250 €</td>
<td>250 €</td>
</tr>
<tr>
<td><strong>Public Transportation</strong></td>
<td>40 €</td>
<td>40 €</td>
<td>40 €</td>
</tr>
<tr>
<td><strong>Personal Expenses</strong></td>
<td>150 €</td>
<td>150 €</td>
<td>150 €</td>
</tr>
</tbody>
</table>

Estimated Expenses (in euros)
### One-time fees upon arrival

<table>
<thead>
<tr>
<th>Services</th>
<th>Bordeaux</th>
<th>Marseille</th>
<th>Toulon</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health Insurance Plan</strong> <em>(for the students concerned - see Health Insurance paragraph)</em></td>
<td>About 213 €</td>
<td>About 213 €</td>
<td>About 213 €</td>
</tr>
<tr>
<td><strong>OFII registration</strong> <em>(for the students holding a visa with the mention: CESEDA R311-3 9°)</em></td>
<td>About 60 €</td>
<td>About 60 €</td>
<td>About 60 €</td>
</tr>
<tr>
<td><strong>International Students Association</strong> <em>(optional)</em></td>
<td>15 euros</td>
<td>To be confirmed</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Students are usually not required to buy books.

### Miscellaneous

- Personal laptop strongly recommended (compulsory for most of courses)
- Public transportation
  - in Bordeaux [www.infotbc.com](http://www.infotbc.com)
  - in Marseille [www.rtm.fr](http://www.rtm.fr)
  - in Toulon [www.reseaumistral.com](http://www.reseaumistral.com)
- Tourist information
  - in Toulon and surrounding area: [http://toulontourisme.com](http://toulontourisme.com)
- KEDGE BS International Students Facebook groups:
  - Bordeaux: [https://www.facebook.com/groups/642428952489102/](https://www.facebook.com/groups/642428952489102/)
  - Marseille: [https://www.facebook.com/groups/718924114797741/](https://www.facebook.com/groups/718924114797741/)