

Dear international students,

Here is some information on accommodation in Paris. Please read this guide carefully before signing up for accommodation (housing form at the last page).

Finding a place to live in Paris is a quite complicated enterprise... Residences are fully booked, landlords for private apartments ask for some high supports and French guarantors, and they might ask you to stay at least 12 months.

PGSM group has an agreement with some Parisian landlords who rent their places (only double rooms). You can find their description and the Form to be filled in below. We recommend the students though to contact the other private residences who offer more comfortable places, in that case you should start right now.

We remind you that:

You will find our website in English on the following URL:

<http://www.business-school-pgsm.com/business-school-group.html>

The handbook for international students can be found at:

http://www.pgsm.fr/pdf/international_student_guide_2008.pdf

You will find below information on:

How is organized Paris

Transportation in Paris

School's campuses and location

PGSM agreements for accommodation

How to rent from French students who go abroad

Other private residences

CAF housing grant

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PARIS

First of all, here is a short explanation on how is organized Paris.

The city, which is often described as being shaped like a snail shell, is broken into 20 districts or *arrondissements*. The first arrondissement is at the very center of the city, near the Seine river and where you can find Notre-Dame. Subsequent arrondissements spiral out clockwise away from the center. You can easily find out what arrondissement you're in by looking for street plaques on corner buildings. The arrondissement number is indicated above the street's name. The River Seine divides the city between north and south - the famous *rive droite* and *rive gauche* (right bank and left bank). Apartments tend to be more expensive in the 7th, 8th, and 16th arrondissements, and cheaper in the 19th and 20th ones. Of course other criteria determine the rents, but this is the global trend we can notice.

The Périphérique, which is the city highway all around this Inner Paris and its 20 arrondissements (or Paris Intra Muros), separates Paris and the suburbs.

Paris is the main city of the Ile-de-France region. The region is made up of more than 1000 municipalities and 7 "departments" (administrative district - there are 101 in France, each one has a name and a number we find at the beginning of the postal code). The départements immediately around Paris Intra Muros (number 75) form the inner suburbs (petite couronne): Hauts-de-Seine (92), Val-de-Marne (94) and Seine-Saint-Denis (93). The others make up the outer suburbs (grande couronne): Val-d'Oise (95), Essonne (91), Seine-et-Marne (77) and Yvelines (78).

TRANSPORTATION: METRO

The subway network is managed by the RATP, the public company for Parisian transportation. Parisian people tend to localize an address or an area with the name of the closest station. For example, they will say “I live at Lamarck Caulaincourt” or “The pub is located at Odéon”. There are about 300 stations inside Paris and the Petite Couronne, and 14 lines. It works from 5:30am to 1am (2am on week ends). In general there’s one train every 3 to 4 minutes.

The RER is the suburb train, there are 5 mains lines (A to E) and numerous branches at the end of each line. All of them cross Paris, but frequency is less important and there’s one train every 5 to 15 minutes, and the distance between each station is more important (for example the RER A has 5 stops inside Paris). The RER network is much more extended and goes to remote regions and towns around Paris.

You can find here the interactive map of the the subway and RER transportation network for Paris:

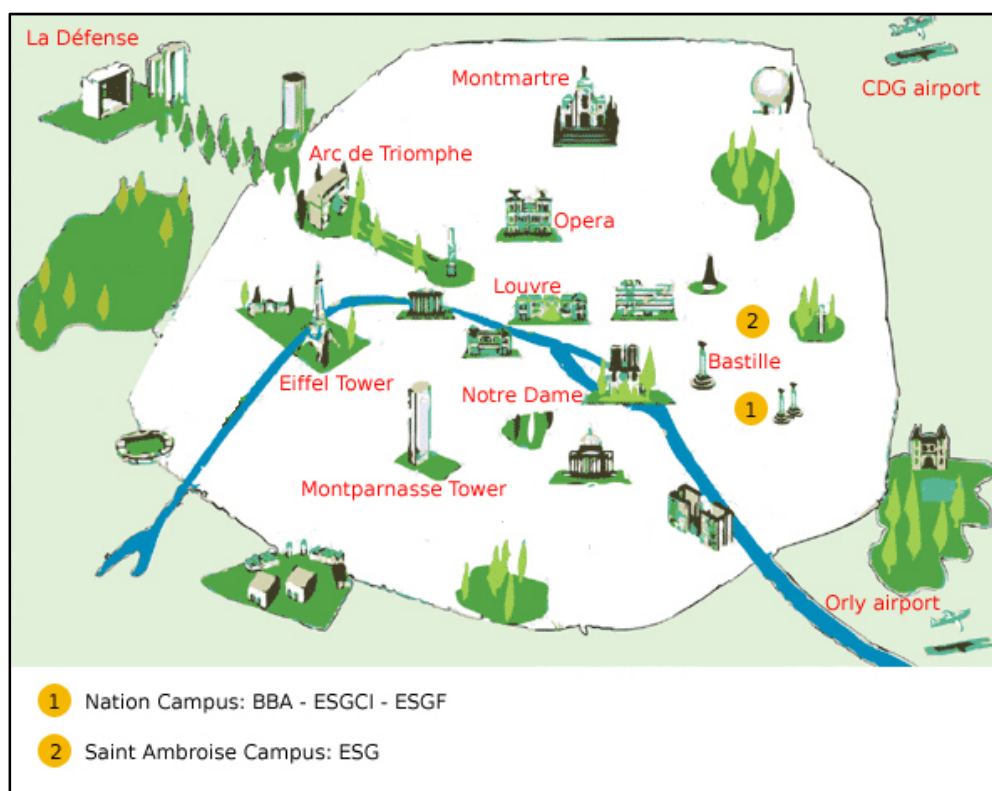
http://www.ratp.info/orienter/cv/cv_en/carteparis.php

And here is the map of the global RER network (pdf document):

http://www.ratp.info/orienter/interface/plans_et_horaires.php?methode=affiche_pdf&loc=reseaux&nompdf=rer&fm=gif

On this last document you can clearly see the zone system for fares. Paris is zone 1, and just outside the Périphérique is zone 2. When you buy a standard ticket (single use ticket or monthly ticket) the cheapest option allows you to travel inside zones 1 and 2 (with subway, RER, bus, tramway). There is no option for only zone 1. The subway network is considered as fully included in zones 1 and 2, although some stations are geographically located in zone 3, but you can access them with a standard ticket.

SCHOOL'S CAMPUSES AND LOCATION



The 2 campuses where you will have courses are:

ESG

At Saint-Ambroise Campus

25 rue Saint-Ambroise, 75011 Paris (Metro: Saint-Ambroise/Line 9)

MANAGEMENT CLASSES TAUGHT IN FRENCH (undergraduate and graduate) AND IN ENGLISH (graduate).

ESGCI – BBA – ESGF programmes

At Nation Campus

242 rue du Faubourg Saint-Antoine, 75012 Paris (Metro: Nation/Line 1,2,6,9 and RER A)

THATS FOR ALL THE BBA, FINANCE and MARKETING classes held in French and English.

PGSM AGREEMENTS

PGSM has an agreement with private landlords. They rent their flats and studios to the international exchange students who come to Paris for one semester or academic year. A person is entirely dedicated to this housing management: the Housing Coordinator. He takes care of your registration, he shows you your place upon arrival, he takes care of the place if things go wrong, he signs the contract on behalf of the landlord, he fills in the right documents for the CAF grant, he collects the rents, etc.

• Housing Application Form 2009-2010

Deadline: June 1st, 2009 for Fall 2009 / Academic year 2009-2010 and November 15th, 2009 for Spring 2010.

The Housing Form (at the end of this guide) is to be sent back mandatorily to the International Office before June 1st 2009 / November 15th 2009. Each form will then be forwarded to the Housing Coordinator for attribution and then information mails from the Housing Coordinator will be sent out in the week of June 15th / November 23rd for those who have chosen accommodation via those agreements.

Please be aware that our Institution does help the exchange students with accommodation **within the limits of availability at the time exchange students register.**

PGSM is the intermediary between you and the landlords for the Registration only (sending and receiving the housing form). All the other requests and matters should be submitted and seen directly with the Housing Coordinator.

You can be accommodated in **apartments** (women and men separated) to be shared between two to six people (only double bedrooms are available = 2 students per room = 2 single beds). These student apartments are furnished with the very basics and are located in the centre of Paris, near our campuses (11th, 12th and 19th districts). Some of the flats are better furnished, and therefore a little more expensive. Are included in the rent: heating, water, electricity, building charges.

There is also a **student dormitory** in the North-West of Paris, in Clichy, in the Petite Couronne (Metro station 'Mairie de Clichy' on Line 13). Each room includes 2 beds and desks and chairs, and a bathroom. There are 2 sizes of room, one "small" and one "big". The kitchen and the living room are to be shared with the whole residence. The comfort there is a little more rudimentary, and often subject to complaints due to a lack of involvement from the students in cleaning and taking care of the common parts. Here the internet wifi connection is included in the rent. Are also included in the rent: heating, water, electricity, building charges.

Students will then be given the keys by the Housing Coordinator upon their arrival. When they leave, the students are expected to turn back their keys to the same person.

Please note that these apartments and the residence will be available from **September 1st, 2009** for Fall 2009, and **January 2nd, 2010** for Spring 2010.

• **The Deposit and the inventory**

In order to book your place, a 700 euro deposit will have to be sent when the Housing Coordinator contacts you and sends you the relevant information to proceed to the wiring. This will ensure your place in the flat / residence. This deposit will be then sent back to you when you leave the place. Be careful, as if you break furniture or appliances or damage the place, a part of your deposit will be kept to repair the broken things or to clean the place if it's left in a terrible state.

When you arrive, you will fill in with the Housing Coordinator an Inventory of the room / flat (document in English). This will describe the exact state of the place the moment you enter it, it will be signed by you, the Housing Coordinator, and both of you will keep a copy of this document.

At the end of your stay, the Housing Coordinator will check up the place with you, basing himself on this Inventory document, to see if there's any thing to be charged, which is rarely the case if you take care enough of your place.

The deposit will then be wired back to you when you have sent your bank account information. A follow up will be done with the Housing Coordinator for all this process.

• **The Housing contract and your obligations**

When entering your place, you will have to sign the contract. This contract will be written in English, and will include (among other details) the following information: monthly rent (this amount cannot be changed during the duration of the contract), date of beginning of the contract, date of end of contract. The rent is a monthly rent. It is considered that the month starts on the 1st and ends on the 30th / 31st, and not just any 30 day period (for example from 12th to the 12th of the next month).

Please bear in mind that when you enter the room between the 1st and the 15th of the month, you will pay the rent of the entire month, and the 1st day of the month will be considered as the date of beginning of the contract. If you enter the room between the 16th and the 30th / 31st, you will pay half a rent, and the 16th of the month will be considered as the date of beginning of the contract.

Regarding the date of end of the contract, it will be the either the 15th or the 30th / 31st of the month ending of your exchange period. Thus, when you leave, you will pay the full month if you leave before the 16th, and half a month if you leave on the 16th or after, if your contract ends on the 30th / 31st. If your contract ends on the 15th, you will pay only half a month.

If you want to leave earlier than the date of end of the contract, you will have to warn the Housing Coordinator by email at the latest one month before the date you want to move out. Otherwise the equivalent of an entire rent will be charged off your deposit.

If there are any problems such as lost key / broken tap / choked sink / flood damage / jammed door, the Housing Coordinator can fix it, he is available during all your stay for this purpose, as long as you respect decent hours to contact him. Depending on the situation and how it happened, you might be charged for the intervention.

For daily maintenance such as lamp bulb replacement, you are requested to do it yourself, at your own expense.

We remind you that those options are not like a hotel, so if you plan to stay only 1 week or 2 and then move out, please consider a real hostel / hotel option.

FRENCH STUDENTS OPTIONS

At PGSM, a lot of French students will study their entire 3rd year abroad. Some of them won't want to leave their flat or studio so they can have the same accommodation when they come back. They will leave Paris around September 2009. Then for the Spring semester, we also have some French students from PGSM who will go abroad as exchange students for the semester, leaving in January or February 2010.

Those French students who are interested in renting their place will send the International Office a description of the flat with some pictures and the relevant information (location, rent, conditions, surface, etc). A file for each place will be uploaded on the Extranet page (you will receive your login and password when we get your registration form).

OTHER RESIDENCES

In Paris you can also apply for independent student residences.

You can find them in different places in Paris, and in the Petite Couronne. They offer in general comfortable places and convenient services, and above all you have a single room (you don't share your room with another student). The main ones are: Lauréades, Estudines, and Lamy Studéa.

We recommend the students to contact them as soon as possible, as a lot of French students chose also this option when they come from other cities in France. Prices go from 500 euros to 1000 euros depending on the type of flat or studio.

Those residences normally ask, in addition to the security deposit (about 1 or 2 monthly rents), that the students have a guarantor living in France. But you can avoid this by paying all the rents at once (plus the security deposit).

www.estudines.fr

www.icade-immobilier.com (Lauréades)

contact : Ms Marie Quintin / commercial.eurostudiomes@icade.fr / tel : +33 (0)1 41 57 84 26

www.lamy-residences.fr

contact: Ms Marina Langlade / info@nexity.com / tel: +33 (0)1 53 20 89 00

THE CAF GRANT

The CAF, Caisse d'Allocations Familiales, is a French organism that gives grants to families and students. International students can obtain a housing grant like all French students, on certain conditions:

- For EU students: you must have a French bank account
- For non EU students (including those who study and come from EU universities): you must have a Carte de séjour (residence permit) and a long term visa, and a French bank account

To obtain the grant, you can come after your arrival at the International Office so we can fill in a form online together. Then the printed documents will have to be sent along with other requested documents (copy of ID and insurance card, etc) to the CAF local agency.

A legal contract has to be settled between the student and the landlord. The students living in the flats and the residence via PGSM agreement can obtain the CAF as they all have a legal contract.

Students living in the other private residences can also obtain the CAF.

Students living with families (home stay) cannot get the CAF.

Students sharing a flat with others (colocation) can have the CAF but have to negotiate with the other roommates, and if the student does not have his name on the contract with the landlord, he cannot get the CAF.

Students who rent flats from the outgoing French students cannot always get the CAF, they need to determine this before taking their decision to move in.

The CAF grant represents about 20% of the rent the student pays. Once the student's file is accepted, the amount is directly wired to the student's French bank account, each month.

LINKS

Here are a few website addresses which may be useful in your search for housing in Paris:

Flat finder:

www.pap.fr
www.fusac.fr
www.oeil-fr.com
www.lodgis.com
www.paris-housing.com
www.parisloc.com
www.parisattitude.com
www.immostreet.fr
www.seloger.com
www.cosyhome-paris.com
www.appartement.org
www.casaswap.com

Student residences:

www.crous-paris.fr
www.universitycity.fr (petite couronne only)
www.ciup.fr*

Renting information:

www.infologement.org
www.adele.org

Room sharing (colocation):

www.colocation.fr
www.appartager.com
www.recherche-colocation.com
www.portail-colocation.com
www.kel-koloc.com
www.okroomate.com

Youth hostels and cheap hostels:

www.fuaj.org
www.oops-paris.com
www.aloha.fr
www.villagehostel.fr
www.cheaphostel.com
www.fiap.asso.fr
www.bvjhotel.com

Home stay:

www.fac-paris.com
www.sarahomestay.com
www.unautre.pv.com
www.sejoursfrancefamille.fr
www.francestudenthomestays.com
www.atomeparis.com

* CIUP : « Cité Internationale Universitaire de Paris » / International Student Residence in Paris.

Please have also a look at our website:

<http://www.business-school-pgsm.com/accomodation.html>

CONTACT

Housing Coordinator

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Email : mbenayer@yahoo.fr

International Office

Elvire Avelle

Tel : +33 (0) 1 55 25 46 94

Fax : +33 (0) 1 43 73 56 32

Email : eavalle@pgsm.fr

PROCEDURE AND DATES TO BE REMINDED:

- Before 1st June: send the International office your Housing form
- Around 15th June: you will receive an information email from the Housing Coordinator
- To confirm your registration: you will have to send a deposit
- When you arrive: keys will be given to you by the Housing Coordinator and contract + inventory will be signed
- If you plan to live in other residences or on your own: please send the Housing form anyway

HOUSING FORM 2009 - 2010

Please return this completed form to
Group PGSM – International Office – 242 rue du Faubourg St Antoine 75012 Paris
 Tel: +33 1 55 25 46 94 Fax: +33 1 43 73 56 32 Email: eavalle@pgsm.fr

Deadlines for sending the form: June 1st (Fall 09 / Academic year 09-10) or November 15th (Spring 10)
 Accommodation for incoming students cannot be guaranteed. Students will be registered for accommodation via PGSM agreements on a first come first serve basis.

PERSONAL DATA

Family name: _____ First name: _____

Gender: F M Nationality: _____

Date of birth: Place of birth: _____
 Month Day Year

Home address: _____

Tel: _____ Email: _____

Name of home university: _____

ACCOMMODATION

Fall 2009 Academic Year 2009 - 2010 Spring 2010

Please chose one or several options (if several choices specify your preferences):

- Studio (1 room + kitchen area, 1 bathroom) for 2 students (2 single beds) located in the 19th district
 420 € / month / student
- Apartment (bedrooms, kitchen, bathroom) for 5 or 6 students (shared bedrooms only) located in the 11th,
 12th, and 19th district of Paris
 From 420 to 550 € / month / student depending on the location and size of the flat/room

Student dormitory in Clichy:

- Small room (about 15 sqm bedroom + bathroom)
 for 2 students (2 single beds)
 370 € / month / student
- Big room (about 19 sqm bedroom + bathroom)
 for 2 students (2 single beds)
 420 € / month / student

I will find accommodation by myself (flat, colocation, other private residence, etc)

Remarks: _____

Date: _____ Student's signature: _____