

**ICN**  
CREACTIVE  
BUSINESS  
SCHOOL



**ICN BUSINESS SCHOOL**  
TRIPLE ACCREDITED



**WE ARE**  
**UNI2QUE**  
**YEARS**

[www.icn-artem.com](http://www.icn-artem.com)

**INTERNATIONAL  
STUDENT GUIDE  
2026**



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# WELCOME TO ICN BUSINESS SCHOOL

We are pleased to welcome you as a new member of our ICN family! ICN is a place where you can rise and realise your dreams, and where a successful academic career can lead to a professional and personal satisfaction. We sincerely hope that you will get the most out of this one-of-a-kind experience!

ICN Business School is one of France's foremost business schools, highly recognized thanks to national and international accreditations: AACSB, EQUIS, and AMBA. The school is a member of the Chapter of the 'Grandes Ecoles de Management' in the Conference des Grandes Ecoles.





## ENROLLING AT ICN MEANS:

→ Joining the ranks of a school that will support you as you embark on your career and become a “CreaCtive Manager”.

→ Experiencing the #ArtTechnologyManagement teaching method: throughout your curriculum you will work alongside students from engineering and arts/design schools, boosting your profile in the world of business as a result.

# KEY FIGURES

**3,500**

Students

**3**

Campuses: Nancy,  
Paris La Défense  
and Berlin

**30**

Years of one-on-one  
support

**20%**

of transdisciplinary  
classes

**400**

Experts  
in their fields

**96%**

of the permanent  
teaching staff hold a  
Phd, 40% of whom are  
international

**150**

Business  
partners

**24,000**

Graduate  
students

**More than 130**

Partner  
universities

**30**

Student  
associations



# RANKING

Financial Times - 2024

**17**<sup>th</sup>

Triple accredited  
Business School  
in France

Financial Times - 2024

**89**<sup>th</sup>

Top  
Business School  
in Europe



## › BEFORE YOUR ARRIVAL AT ICN

# ADMINISTRATIVE &

# PEDAGOGICAL REGISTRATION

**After you have been accepted at ICN Business School, the registration office will send you an email (around June/July) with the instructions to complete your administrative & pedagogical registration within ICN.**

**The administrative registration is to be completed as soon as possible, as it will allow you to access your "myICN" account and student email inbox. Once completed, your enrolment certificate, that you might need for further administrative procedures, will also be generated, and ICN will issue your personal student card that will give you access to the campus and serve as proof of your student status throughout the entire academic year.**

**Once the administrative inscription is finished, you will receive a second detailed email from the registration office explaining the procedure to make your pedagogical choices. This depends on the programme you chose within ICN.**

# VISA PROCESS, RESIDENCE PERMIT & OFII REGISTRATION

## VISA FOR FRANCE

If you do not have the nationality of one of the EU's member states (even if you currently live in an EU member state) you will need to obtain a long-term student visa before coming to France. The VLSTS student visa allows you to pursue studies in France for a period of four months to one year. It must be validated upon your arrival in France. If you would like to continue your studies after it expires, you must apply for a multi-annual residence permit (*carte de séjour pluriannuelle*).

There is an official website for visas in France: <https://france-visas.gouv.fr>

### How to obtain a VLS-TS student (VLS-TS "Étudiant") visa?

- Students who reside in one of the countries affected by the "Etudes en France" (Studying in France) procedure must make a specific request for enrolment in an institute of higher education through the platform "Etudes en France". Your visa application will be automatically sent to the French consular authorities of your home country through the platform.
- If you do not live in one of these countries and you need a visa to come study in France, please contact French consular authorities in your home country.

### How to validate your VLS-TS visa?

As soon as you arrive in France, you must validate your visa. The process is entirely digital: you can do everything remotely, at home, on your computer. You must validate your visa within 3 months of arriving in France at the very latest. Please, visit the following website to do so:

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

What do you need to validate your VLS-TS visa?

- A valid email address,
- Information on your visa,
- Your date of arrival in France,
- Your home address in France,
- A bank card to pay online the fee for the issuing of the residence permit.

What if you do not have a bank card?

Don't worry! You can buy an electronic stamp (timbre électronique) at a kiosk or at a dedicated terminal and pay in cash.

Source & for more information:

<https://www.campusfrance.org/en/student-long-stay-visa>



## OFII Registration process

**International students holding an "Extended-stay student visa"** (visa long séjour VLS-TS) that is valid for 6 to 12 months, with the following statement on their visa: "CESEDA R311-3 6°" must register with the OFII Immigration Office (Office Français de l'Immigration et de l'Intégration).

When you arrive in France, you have to validate the visa via this page: [Étrangers en France | Accueil \(interieur.gouv.fr\)](https://www.interieur.gouv.fr/etangers-en-france/accueil). Make sure to buy the tax stamp in the last step of the procedure, it is compulsory to submit your visa request to the OFII online service. The visa itself, together with the visa confirmation, acts as the titre de séjour.

## VISA FOR GERMANY

All non-EU citizens require a visa for stays in Germany. A visa is not required for visits of up to 90 days in a 180-day period for nationals of those countries for which the European Community has abolished the visa requirement. Please find here an overview of the visa requirements/exemptions:

- <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/-/231148>
- <https://www.make-it-in-germany.com/en/visa-residence/types/studying>

Visa applications are to be submitted at the German mission that is responsible for your place of residence (embassies and consulates) no later than 3 months before your prospective arrival date. Please provide all necessary documents and information when submitting the visa to avoid a delay in issuing the visa. The necessary forms can be downloaded or inquired free of charge at the embassy/ consulate. Submitted forms must be provided in the original version. The visa application fee is 100€.



The following documents are required for the visa application:

- Visa application form (Schengen) / National application form (Germany)
- Valid passport
- 1 biometric photograph
- Proof of financial resources (11,904 €/ per year on a German blocked account) or a letter of commitment and evidence of your parent's income records and financial assets
- Proof of university admission (enrolment certificate or admission letter)
- Proof of fulfilling the university entrance requirements/ transcript of academic records • Student health insurance
- Proof of main residence

Consult the following official websites for detailed information:

- German Federal Office : Full Procedure for Applying for a Student Visa
- Study Visa With Admission to a German University
- Practical Information Regarding Your Stay in Germany & More on Visa Regulations, Proof of Financing & Health Insurance

Please keep in mind that the immigration officer (at your personal appointment) might ask for more documents to sustain your application, like ex. proofs of prior education or a health certificate.

**Student visas are usually valid for three months. Within these three months, you will have to apply for an extended residence permit at the Alien Registration Office in your university town. They require the same documents for the student residence permit as for the visa process.**

Here you can book an appointment at the immigration office in Berlin to obtain your student residence title.



# HEALTH INSURANCE & SOCIAL SECURITY

**Every student in France and Germany, whatever their nationality, must have health & accident insurance.**

## IN FRANCE

The CPAM (*Caisse Primaire d'Assurance Maladie*) is in charge of managing student social security. It is important to respect this obligation as during your administrative procedures (residence card, personal housing allowance ...), you will have to show proof of your social coverage. Enrolment in the French student insurance system will allow you to be reimbursed for up to 70% of medical costs. **We recommend that you also purchase additional insurance called a student "mutuelle" which will provide more coverage.** The two health insurance providers are MGEL (<https://www.mgel.fr/>) and LMDE (<https://www.lmde.fr/>).

Several cases are possible regarding the mandatory health insurance:

### IF YOU COME FROM A MEMBER STATE OF THE EU:

You must obtain from the Insurance Agency in your home country your European Health card or a temporary replacement certificate. It will exempt you from having to register for French health insurance while still providing identical coverage. If you have a European health insurance card valid until at least the end of the academic year, you do not need to register at the French health insurance. Your home country's health insurance will take care of your health expenses and will refund you. If you do not have a European Health Insurance Card, you must create an account on [etudiant-etranger.ameli.fr](https://etudiant-etranger.ameli.fr) in order to create a social insurance file (free of charge).

### IF YOU COME FROM A COUNTRY OUTSIDE OF THE EU:

You must register at <https://etudiant-etranger.ameli.fr/#/>. You must provide a residence permit, proof of registration for the current academic year, an identity document (valid passport or ID card), a student visa, a copy of your birth certificate translated to French and authenticated by a legible stamp, and an official banking information slip (RIB). Students from the Province of Quebec, Canada must obtain the SE401-Q106 form from the Ministry of Foreign Affairs in Quebec before coming to France. This form will exempt you from having to pay for French student insurance.

**Campus France Tutorials:**  
**How to affiliate to Social Security**



## IN GERMANY

It is mandatory to have health insurance in Germany and you need to provide proof of proper health insurance when completing your administrative registration at ICN.

### IF YOU COME FROM A MEMBER STATE OF THE EU:

As an EU citizen, you can keep your health insurance from your home country and see a doctor in Berlin without any problem. Just bring along your European Health Insurance card and present it at the reception of the doctor. Make sure to contact your insurance company to inform them about your relocation. You are covered by your home insurance until you start working.

### IF YOU COME FROM A COUNTRY OUTSIDE OF THE EU:

As a non-EU international student, you need a German health insurance. The monthly fee for health insurance in Germany is about 110€. Here are some options:

- Techniker Krankenkasse (TK)  
Contacts:  
- Monique Zamaitat ([Monique.zamaitat@tk.de](mailto:Monique.zamaitat@tk.de))  
- <https://www.tk.de/service/app/2055914/contact/contact.app>
- DAK

Many different private insurance companies offer health insurance services to students. Please check cautiously their services and make sure they include everything you want and need, (e.g. HanseMerkur, Europ Assistance, AXA Assistance, Dr. Walter: good options that are usually accepted for visa applications)

# CIVIL LIABILITY INSURANCE

## IN FRANCE

It is mandatory to have a civil liability insurance if you are renting a flat. The civil liability insurance, called responsabilité civile, is a third-party compulsory insurance that covers any accidental damage that you, as a private person, may cause to others or their property. Most often this is included in a home insurance policy, but it is always a good idea to confirm that this is the case! Here are some of the most common insurance companies where you can get one: MAAF, Macif, Matmut, etc.

## IN GERMANY

We recommend that you take out liability insurance for your stay in Germany. If, for example, you damage a piece of furniture in your rented apartment or cause an accident as a pedestrian, you must pay for the damage incurred. Liability insurance covers the costs of justified claims and protects you from unjustified claims at the same time. Companies like Mawista or Dr. Walter might be good options. English-speaking insurers would be Feather (<https://feather-insurance.com/personal-liability-insurance>) and Getsafe.

Follow the link to learn more:

<https://allaboutberlin.com/guides/haftpflichtversicherung>



# HOUSING

## IN PARIS, NANCY

There are 4 main housing categories in France:

- Furnished studio in a private student residence,
- Furnished studio in a private residence,
- Private housing (apartment, roommates...),
- Furnished room in a state-owned university residence (CROUS).

ICN Business School does not own any residence halls. However, once your admission has been finalised, please contact us via [housing-info@icn-artem.com](mailto:housing-info@icn-artem.com) in order to obtain detailed information about housing options available in Nancy, Paris or Berlin. The International Relations Office ([international@icn-artem.com](mailto:international@icn-artem.com)) is also available to assist you in your search for housing.

### PRIVATE STUDENT RESIDENCE STUDAPART

To facilitate your search for accommodation in France, we also recommend using the school's platform dedicated to housing: Studapart.

*You will be able to find a rental in a student residence or in a private apartment, a room in a shared apartment, a sublease, or even a room with a French family!*

Sign up here: <https://housing.icn-artem.com>.

### LIVINFRANCE

LivinFrance, ICN's exclusive partner, will help you at every stage of your move to France such as obtaining a visa and applying for social security but also finding accommodation! Don't hesitate to register below, it's free.

Sign up here: <https://livin-france.com/icn-artem/login>.



### PRIVATE HOUSING

*(Please beware of false online housing ads.)*

Another option is to rent a private apartment or a room in a shared house/apartment. This area of real estate may be difficult to access from abroad, nevertheless, you can consult offers and advertisements via the websites below:

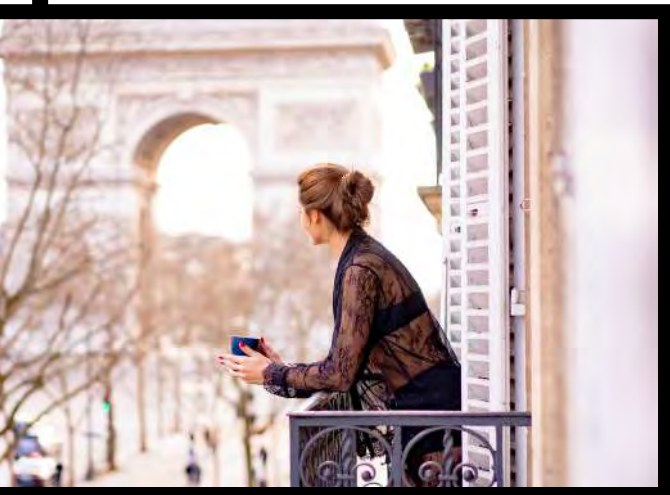
**LEBONCOIN** | <http://www.leboncoin.fr/>  
**PARU VENDU** | [www.paruvendu.fr/immobilier/](http://www.paruvendu.fr/immobilier/)  
**SELOGER.COM** | <https://www.seloger.com/>  
**LA CARTE DES COLOCS** | <https://www.lacartedescolocs.fr/>  
**RECHERCHE COLOCATION** | [www.recherche-colocation.com/nancy.html](http://www.recherche-colocation.com/nancy.html)  
**APPARTAGER** | [www.appartager.com/lorraine/meurthe-et-moselle/colocation-nancy](http://www.appartager.com/lorraine/meurthe-et-moselle/colocation-nancy)

Facebook groups are also a great tool to look for housemates, such as:

**COLOCATION NANCY - LA CARTE DES COLOCS:**  
<https://www.facebook.com/groups/283019815194740/>  
**COLOCATION PARIS - LA CARTE DES COLOCS:**  
<https://www.facebook.com/groups/519577854818377>  
**ICN INTERNATIONAL STUDENTS:**  
<https://www.facebook.com/groups/935976383771206>

### CROUS: STATE OWNED UNIVERSITY RESIDENCE

University residences in France are managed by the CROUS (Centre régional des œuvres universitaires et sociales). Traditional residences offer single occupant or co-living furnished rooms, measuring from 9 to 22 square meters. You will need to bring your own bed-and-bath linens, including towels and sheets. Some rooms have private bathrooms (toilets) and kitchens. For those who don't, shared kitchens and bathrooms are located outside the room on the same floor. Cooking in your room is allowed only if the room has a kitchen. University restaurants offer complete and affordable meals at lunch and dinner. Meal tickets can be purchased on an application called Izly (it will be recharged on your student card, and you can pay with it).



## TYPE OF CONTRACT

The contract can be drawn up for a period of 9 months (usually from September to June) or less (for semester students). As soon as the contract is signed, students must stay in the residence. The rent for a university student's room varies between 190€ and 650€ per month.

The request for housing is done online on the CROUS website:

**NANCY** <https://www.crous-lorraine.fr/etudes-internationales/se-loger-en-france/>

**VERSAILLES** <https://www.crous-versailles.fr/se-loger/faire-une-demande-de-logement-dans-une-residence-crous/>

**PARIS** <https://www.crous-paris.fr/se-loger/faire-une-demande-de-logement-dans-une-residence-crous/>

**It is recommended that students who would like additional privacy (personal bathroom and kitchen) select a private student residence rather than CROUS.**

When you make a request for a room, you must pay a security deposit, depending on the type of room. This deposit will be returned to you at the end of your stay after your apartment has been inspected for damage and after any other sums due to the CROUS have been paid.

You must also take out a guarantor (a private one, or you can choose **Visale** or **GarantMe**) and a comprehensive 'multi-risk' property and contents insurance policy (in case of theft, fire accident, etc.) with a French company (insurance company, bank). You should expect to pay between 30€ and 65€ per year for this insurance.

## IMPORTANT TIPS

- You should advise the rental office in advance of your intended arrival.
- Keep in mind that residences ask for the payment of a guarantee corresponding to a security deposit which will be reimbursed to you at the end of the contract if there is no damage to the property. Certain residences also ask for a non-reimbursable agency fee for administrative purposes. Most private owners and agencies will ask you to provide a guarantor to sign the contract. It can be one of your parents or someone you know in France that can justify they have a regular salary. If you don't have a guarantor, you can ask to benefit from the *garantie Visale*, a free security deposit service for students. Get more information here: Campus France Tutorials:

French version : <https://www.youtube.com/watch?v=CiFZ8yswmfA>

English version : <https://www.youtube.com/watch?v=RD0qrqSPOKs>

Spanish version : <https://www.youtube.com/watch?v=MpZDvYp7CnM>

- You should also take out a comprehensive "multi-risk" property and contents insurance policy (in case of theft, fire, accident, etc.) with a French company (insurance company, bank or MGEL, student's insurance agency). Renting a studio in France entitles you to apply for a financial grant, called "*Aide Personnalisée au Logement*" (see the section on "Financial Assistance").
- To qualify, you need to meet certain requirements:
  - ◇ a completed application form,
  - ◇ a cheque for the security deposit,
  - ◇ proof of insurance,
  - ◇ your appointment for the studio inventory.
- Studio inventory and damage inspection: an inventory and damage inspection of the studio will be carried out upon your arrival and again when you leave. You should thus plan your arrival for a weekday (Monday to Friday) and before 6 pm. You should advise the rental office in advance of your intended departure. The studio inventory and damage inspections are required. Students who do not respect this rule risk losing their security deposits.
- The leasing contracts are drawn up on the basis of a traditional leasing arrangement, which student occupants can cancel ONLY upon 3 months' notice. For example, if you wish to leave your apartment/studio on June 15th, you must send a letter indicating your intention to cancel your leasing contract dated no later than March 15th. The International Relations Office can give you an example of the termination letter.





# HOUSING

## IN BERLIN

As soon as you are admitted, you should start looking for accommodation in Berlin, as procedures can take time. Since the vast majority of people usually rent apartments in Berlin, the offer is vast, but the demand is high as well, so keep in mind that it is not easy to find an accommodation. It helps to come to Berlin for a few days, visit apartments, prepare all necessary papers, and discover the city.

### REGISTRATION & GEZ

If it's your first time living in Germany, by law, you must complete your registration (**Anmeldung**) within two weeks after arrival. It can take time to find a free slot, therefore, it is recommended to consult the appointment page several times per day. Registration is completed at the citizen registration office (**Bürgeramt**) in each city district. Please schedule an appointment unless you have time to wait for hours. Registration agents know that it is hard to get an appointment within two weeks after arrival, but you **should make sure to place the inquiry for the appointment within the first two weeks**. You can schedule an appointment online, usually, the registration offices are fully booked 6–8 weeks in advance. Check the registration offices of other districts as well - you do not need to choose the registration office of your district, the procedure can be done in any *Bürgeramt*.

- More details on how to register an address in Berlin
- Schedule an appointment at: <https://service.berlin.de/standort/>

After registering at the *Bürgeramt*, you will soon receive a welcome letter from the GEZ (License fee for public service TV, radio, etc.). The fee costs approx. 18€ per month and it serves to finance public broadcasting services based on a contributory model.

To learn more: [https://www.rundfunkbeitrag.de/welcome/englisch/index\\_ger.html#the\\_license\\_fee](https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html#the_license_fee)

**If/when you plan to go back to your home place or leave Germany, do not forget to unregister at the registration office and at the GEZ to avoid paying the license fees.**



## HOW TO FIND AN ACCOMODATION

The most common way to search for an apartment are the following relevant platforms:

- [www.wg-gesucht.de](http://www.wg-gesucht.de)
- [www.immobilienscout24.de](http://www.immobilienscout24.de) (shared flats, apartments)
- <https://wunderflats.com> (furnished apartments)
- [www.immonet.de](http://www.immonet.de) (shared flats, apartments)
- [www.wohnung-jetzt.de](http://www.wohnung-jetzt.de)
- <https://www.i-live-berlin.de/en/rent>
- Even on <https://www.kleinanzeigen.de/> you can find suitable apartments for you
- You can also use Airbnb & other websites

Private students' dorms might be a good option, as these tend to include all utilities (internet, water, etc.):

- [Berlinovo](#)
- [Youniq](#)
- [House of Nations](#)
- [The Fizz](#)
- [Spotahome](#)
- [BoardinghouseBerlin](#)
- [Easy Living 4u](#)
- [Housing anywhere](#)
- [The Social Hub Berlin](#)
- [Habyt](#)
- [Neonwood](#)
- [Studio B](#)
- [Spreepolis](#)
- [Campus Viva](#)



The net rent (**Kaltmiete**) is the amount of money that must be paid to rent the place including charges for services like garbage collection, street and building cleaning, heating, and water supply. Several additional costs such as expenses on heating or electricity depend on individual consumption, while others are charged according to the apartment size. Power, telephone, and gas are usually not provided by the property owner, but instead contracted directly with the utility providers. When renting a room in a student's dorm, all services are usually included in the monthly rent and a fee for the furniture is added. If you want to rent an apartment long-term, housing companies might be a good option:

- [Charlottenburger Baugenossenschaft](#)
- [Deutsche Wohnen](#)
- [Fortuna](#)
- [GESOBAU](#)
- [Gewobag](#)
- [HOWOGE](#)
- [Immobilio.de](#)
- [Stadt und Land](#)
- [WBM](#)
- [WG Merkur](#)
- [WG Weissensee](#)
- [Wohnungsbaugenossenschaft](#)





# FUNDING YOUR STUDIES

There exist several ways to help you fund your studies at ICN Business School, listed below:

## YOU ARE STUDYING ON ONE OF OUR CAMPUSES IN FRANCE:

INTERNSHIP	
DESCRIPTION	ELIGIBILITY
In France, all internships longer than 2 months must be paid. The monthly salary depends on your employer, but you can expect to receive at least 577,5€ per month for a full-time internship. Some internships shorter than 2 months can also be paid. This is to be agreed with your employer.	Most full-time students will be able to do at least one internship. Most exchange students and some students doing a dual degree with ICN Business School have no internships in their programme. Please check with <a href="#">ASQ</a> if you are required to do an internship during your studies.

WORK/STUDY RHYTHM	
DESCRIPTION	ELIGIBILITY
You will receive a monthly salary for the duration of your contract calculated based on the French gross monthly minimum wage. Some of your tuitions fee will be covered by company as well.	The work/study rhythm is only available for 3rd year Bachelor students, and for Master's students depending on their specialisation.

## STUDENT JOBS

### DESCRIPTION

Student jobs can help you fund your studies. French law authorises foreign students to work 964 hours during the year, the equivalent of 60% of the legal work year. However, keep in mind that you will have a lot of courses throughout the week, including sometimes on Saturdays, and that attendance to all classes is mandatory. Here are some useful websites :

<https://erasmusu.com/en/erasmus-paris/student-jobs>  
<https://www.momji.fr/en>  
<https://englishjobs.fr/in/nancy>  
<https://www.superprof.fr/>

### ELIGIBILITY

Every international student has the right to work while studying in France. If you are not a European Union citizen, you must have a "student" residence permit.

## GRANTS FROM THE FRENCH GOVERNMENT

### DESCRIPTION

This type of financial assistance is coordinated and distributed by the CAF (*Caisse d'Allocations Familiales*). This type of financial assistance takes at least one month to obtain after receiving your residence permit. You will thus have to pay for at least the entire first month's rent by yourself. It is important to apply for financial housing assistance as soon as possible after your arrival in Nancy or Paris. Keep in mind that if you should leave your apartment on the 15th of a given month, the financial housing aid will only apply to full months spent in the accommodation. If you leave before the end of the month, you will be asked to reimburse the amount you have received for this month.

### ELIGIBILITY

Any foreign student who has a European nationality or a French long-stay visa has the right to apply for government housing assistance. In order to qualify, you need to meet certain requirements.

## FINANCIAL SUPPORT AWARDED BY ICN BUSINESS SCHOOL

### DESCRIPTION

Send your request to ASQ to see if you can apply. Your request will be examined by a social commission.

### ELIGIBILITY

You need to be a full-time student and to meet certain requirements, including based on your financial resources.

## CROUS SCHOLARSHIP FOR INTERNATIONAL STUDENTS

### DESCRIPTION

This grant is issued by the French Ministry of Higher Education and Research. It is intended to finance the studies of students who meet certain social criteria. To apply for a scholarship based on social criteria, you must complete a procedure called the Student Social File (DSE). Be aware that the deadline to apply is 15 May of the year before the beginning of your studies. The amount of the grant will be determined according to your situation and your resources.

### ELIGIBILITY

To qualify, you need to be under 28 of age to meet the following criteria:

→ For European Union citizens:

- to have worked in France yourself, or
- to have one of your parents that worked in France, or
- to have lived in France for at least a year without interruption when applying for the grant.

→ For non-EU citizens:

- to have a refugee status or subsidiary protection in France, or
- to hold a temporary residence permit or a resident permit, have lived in France for at least 2 years, and prove that you have had your tax residence in France for at least two years.

## ERASMUS SCHOLARSHIP

### DESCRIPTION

If you are a student from one of our partners in the EU and coming on exchange under the Erasmus program, you might benefit from an Erasmus scholarship from your home university.

### ELIGIBILITY

Contact the international office of your home university to check if you are eligible for this grant.

## YOU ARE STUDYING ON OUR CAMPUS IN GERMANY:

### STUDENT JOB

In addition to the various practical experiences that you will gain during your studies, a student job is a great way to earn some money, gather further experience and, at the same time, make useful contacts with potential employers.

There is definitely an impact on earning potential depending on which form of employment is chosen:

#### WORKING STUDENT

Your income varies depending on several factors like industry, employer, degree program, and activity. Nevertheless, it is important to keep in mind that your main occupation is your studies, and the job is just an additional extra. Working students can work up to a maximum of 20 hours per week. Contributions for health and long-term care insurance only accrue if the salary exceeds the German tax-free limit\*<sup>1</sup>.

#### VACATION JOB

You maintain an occupation during a predefined period in your semester break. The period cannot exceed 50 working days or two months per calendar year. If you earn more than 900€\*, the employer is obliged to pay the taxes to the tax office. However, you can get the money back in the form of a tax return at the end of the year if the basic allowance is not exceeded. You have to submit a tax declaration.

#### MINI JOB

You can earn 538€\* a month only. Most students working in a mini job have a flexible work schedule. Usually, you get paid in case of sick leave and as long as you do not exceed the 538€\* gross income, it will be your "net" because the employee has no tax liability due to low income.

#### MIDI JOB

Defined by the income and ranges between 538€\* and 2000€\* per month. Someone who chooses this job type must pay, depending on income, gradually increasing contributions to the pension insurance. Contributions to health, long-term care and unemployment insurance do not apply to students as long as they work less than 20 hours a week. It is fully taxed, and if your monthly income exceeds 538€\* you have to compulsorily insure yourself.



### IMPORTANT INFORMATION FOR FOREIGN STUDENTS

Students from the European Union, Iceland, Liechtenstein, Norway and Switzerland have free access to the German labour market and are practically equal to German students in this respect.

**For students from other countries, special legal rules apply:** International students from other countries may work a maximum of 120 full or 240 half days a year (regulation of 2018). You may not become self-employed or work freelance. If you want to work more, you need the approval of the Employment Agency and the Immigration Office. It depends on the labour market situation: in regions with low unemployment, the chances are better. If you go abroad, it is important to know the labour law regulations. Anyone who violates this can be expelled from Germany.

If you have any questions about the conditions, please contact the Immigration Office.

Further information: <https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/side-jobs/>

<sup>1</sup> The limits are updated on a yearly basis, please consult the latest available information online.

## STUDENT LOAN

KfW is a promotional bank that tries to mitigate market weaknesses wherever they occur. They have a student loan programme that supports students with monthly payments of up to 650€, covering tuition and/or living expenses. German citizens studying in higher education institutions with the state recognition not older than 44 years are eligible for the student loan of KfW. The monthly rate can be adjusted flexibly, and collateral is required. It is granted regardless of your personal and your parents' income and assets and you are flexible in repayment for a period of up to 25 years.

For more information: <https://www.kfw.de/inlandsfoerderung/Private-customers/Education-and-Training/>

Other banks offer student loans wisely, but the offers should be checked properly. Keep in mind that you should maintain some flexibility in when to start paying the loan back or the monthly payback rate. Go and get several offers to see which one suits your needs best.

## EXTERNAL SCHOLARSHIPS

### → External scholarships:

- [Studienstiftung des Deutschen Volkes](#)
- [Stiftung der Deutschen Wirtschaft](#) (in German only)
- [Evangelisches Studienwerk Villigst](#)
- [Haniel Stiftung](#)
- [Rosa-Luxemburg-Stiftung](#)
- [Konrad-Adenauer-Stiftung](#)
- [Heinrich-Böll-Stiftung](#)
- [Friedrich-Ebert-Stiftung](#)
- [Friedrich-Naumann-Stiftung](#)
- [Hans-Seidel-Stiftung](#)
- [Reemtsma Begabtenförderungswerk](#)
- [Internationales Parlamentsstipendium](#)
- [Gerda Henkel Stiftung](#)
- [Cusanuswerke](#)
- [Fulbright](#)
- [Aufstiegsstipendium](#)

### → Scholarship databases (in German only):

- [www.mystipendium.de](http://www.mystipendium.de)
- [www.stipendienlotse.de](http://www.stipendienlotse.de)
- [E-fellow](#)
- [DAAD](#)
- <https://stiftungssuche.de/stipendien/>
- [Campus France scholarships](#) (available in English)



## › UPON YOUR ARRIVAL AT ICN

# YOUR FIRST DAYS AT ICN

### KICK-OFF MEETING (ONLINE SESSIONS)

Mid-July, ICN organises the first kick-off meetings to give you all important information before your arrival on campus. You will have a chance to exchange with different student services such as ASQ, Career & Internship Service, and Apprenticeship. **The Kick-off meeting is mandatory.**

### WELCOME DAYS

To get familiar with the school's organisation and the campus, ICN Business School organises a mandatory orientation day for its newly arrived incoming students at the beginning of the academic year. During this session, you will be provided with general information about the school, and it will be the opportunity for a lot of interaction between French and international students.

### KICK-OFF PROGRAM MEETING

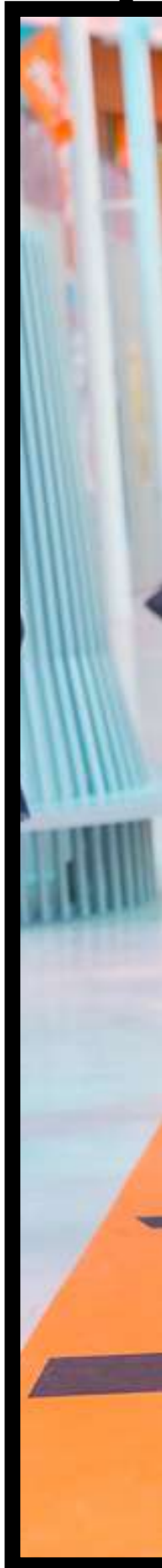
On the first days of class, you will have to attend the kick-off meeting of your program. During this meeting, there will be a presentation of the program and its courses. You will also have the necessary information about the academic regulations and the organisation of the school. Your attendance at **this meeting is mandatory.**

### INTEGRATION WEEKEND

Each year in September, ICN organises an integration weekend for international students. **This 2-day event is optional** and consists in visiting the city and the surrounding region as well as doing social activities. Everything is available in English. A detailed programme will be sent to every incoming student by email during the summer.

This event gives you the opportunity to meet other international students and the ICN staff. Since its creation, the ICN integration days have always been truly appreciated by students. We highly recommend you participate in these integration days in order to discover your new host city and the areas, and share an unforgettable experience with your future classmates.

The price includes the numerous visits and activities and many meals related to these events. It will be communicated with the detailed programme during the summer. Students who wish to participate in the integration weekend must register online via the international relations office.





# PRactical MATTERS RELATED TO LIVING IN FRANCE



## TRANSPORTATION

### HOW TO GET AROUND IN NANCY

#### → Buses:

The public transport service in Nancy (Le Service de Transport de l'Agglomération Nancéienne, known here as '**STAN**') is a local network composed of numerous bus lines that travel all over the city. The buses are free on the weekend. You can buy a ticket or a pass online: <https://www.reseau-stan.com/>, at the Stan agencies or on "Mybus" app.

To go to the campus of ICN Artem from the city centre, you can get the bus 11 or T1.

STAN Agencies:

- Bâtiment République, Pl. de la République, 54000 Nancy  
+33 3 54 16 52 00
- 2 Pl. de la République, 54000 Nancy  
+33 3 83 30 08 08

#### → Bikes:

If you like to cycle around, you can rent a self-service bike with VelOstan'Lib (<https://www.velostanlib.fr/en/home>). Depending on the type of bike you are looking for (city bike, electric bike etc.), different rates are offered at a very competitive price.

### HOW TO GET AROUND IN PARIS

#### → Metros, RER, tramways, buses:

The agency of the public transport in Paris is called **RATP**. The Pass Navigo is the travel card used by the inhabitants of Paris and the cheapest way of getting around Paris. Travellers can also purchase a weekly pass or a monthly pass. A Pass Navigo can be purchased at any Metro station, RER stations and airports as well as on the app "Ile-de-France Mobilités".

To go to the campus of ICN La Défense from Paris, you can take the RER A, RER E, or Metro 1, depending on where you are in Paris..

#### → Other transports in Paris:

Bikes for rent: If you like to cycle around, you can use a self-service bike with Velib (<https://www.velib-metropole.fr/en/service>). Depending on the type of bike you are looking for (city bike, electric bike etc.) and the use frequency (day, week or month), different rates are suggested.

Electric scooters: You can also try the self-service scooters from

Lime, Dott or Tier:

- Lime: <https://www.li.me/en-fr/>
- Dott: <https://ridedott.com/>
- Tier: <https://www.tier.app/en/>

Car drive: If you prefer to move around by car, you can also use Uber or Bolt apps:

- Uber: <https://www.uber.com/global/en/cities/paris/>
- Bolt: <https://bolt.eu/en-fr/cities/paris/>



## OPENING A BANK ACCOUNT

As an international student in France, having a French bank account is necessary to pay your rent, receive the CAF financial aid, get refunded for medical expenses with the French Social Security, pay for your electricity or gas etc... Opening a bank account is free of charge. However, you can be charged for some services. Students may receive a check book and/or a credit card after the opening of the account (upon request). Check books are usually free of charge. International students can ask for assistance to open a bank account. ICN Business School has an exclusive partnership with BNP Paribas bank for international students. Feel free to contact them to know the numerous advantages offered by this partnership.

Documents usually required in order to open a bank account in France:

- Copy of passport & visa (for students from the European Economic Community, a copy of Identity Card)
- Proof of accommodation in France
- School certificate from ICN

Please note that the individual banks may charge different fees, for example for account management or for non-European bank transfers. It is therefore worthwhile to compare different banks when choosing one.

Some examples of banks close to the Nancy campus:

- BNP Paribas - Vandoeuvre-lès-Nancy  
5 Rue de Remich, 54500 Vandoeuvre-lès-Nancy  
+33 383548410
- Banque Populaire Alsace Lorraine Champagne  
55 Bd d'Haussonville, 54000 Nancy  
+33 354221000
- N26 (online bank): <https://n26.com/fr-fr>

Some examples of banks close to the Paris campus:

- BNP Paribas - La Défense  
3 Pl. de la Défense, 92800 Puteaux  
+33 141268352
- Société Générale La Défense  
15 Parv. de la Défense, 92800 Puteaux
- 1st floor, Westfield Les 4 Temps  
+33 141028620
- N26 (online bank): <https://n26.com/fr-fr>



## LIVINFRANCE

With LivinFrance you get:  
Suitable options for every procedure (housing, visa, bank account, insurance, and more)  
Step by step guidance through all the procedures before your arrival in France!  
**Register now!**

## PHONE & INTERNET

In France, there are many companies offering both mobile phone and internet services. The main companies are SFR, Orange, Free, Sosh, Bouygues Telecom. You can choose the company that suits you the best with their offer and price. Contracts can be signed with an engagement or without. Beware if you sign for a minimum period and wish to cancel before its end, you will be charged extra fees.

Documents usually required to open an account are:

- A piece of ID: such as a passport or visa
- Proof of residence (*justificatif de domicile*): electricity or gas bills, etc.
- Banking information

## POSTAL SERVICES

La Poste is the national post office in charge of collecting, transporting and delivering mail. Regular stamps (for Europe) can be bought in the Post Office and in some tobacconists ("tabac") and cigarette counters (cafés). If you want to send a letter outside Europe, you usually must buy a stamp at the Post Office directly. It is possible to send an urgent document by Chronopost with guaranteed 24-hour delivery in France and express international deliveries. More information can be found at [www.laposte.fr](http://www.laposte.fr).

## COST OF LIVING

The average cost of living for a single student who lives in a student apartment is estimated to be from 400€ to 900€ per month (including rent and other living costs) for Nancy, and from 900€ to 1300€ for Paris, plus approximately 95€ of general fees (library, sports facility, etc) and complementary health insurance if needed.

## BUSINESS HOURS IN FRANCE

Most businesses are closed on Sundays.  
Most stores close by 7pm during the week and banks are often closed on Mondays.  
ICN Business School is open from Monday to Friday.

## CONSULTING A PRACTITIONER

If you are sick, you can make an appointment online on [doctolib.fr](http://doctolib.fr)

You will be charged 30€ minimum, and you will be reimbursed by your Social Security and/or insurance and/or "mutuelle" if you have one.

▲ *A practitioner can be contracted or not contracted ("non conventionné"). What is the difference? The fees will be higher if he/she is contracted under "secteur 2" or not contracted.*

## PHARMACY

With the prescription provided to you by your practitioner, go to the pharmacy to get your medicine. If you are registered at the French Social Security and you have a supplemental health insurance ("mutuelle"), you will generally not have to pay upfront.

▲ *Some prescriptions may not be reimbursed.*

▲ *How to proceed on a Sunday, a national holiday or at night? Visit [www.3237.fr](http://www.3237.fr) to access the list of doctors and pharmacies on duty*



## HOLIDAYS

	2026	2027	2028
<b>New Year's Day</b>	1 <sup>st</sup> January	1 <sup>st</sup> January	1 <sup>st</sup> January
<b>Easter</b>	5 <sup>th</sup> April	28 <sup>th</sup> March	16 <sup>th</sup> April
<b>Easter Monday</b>	6 <sup>th</sup> April	29 <sup>th</sup> March	17 <sup>th</sup> April
<b>Labour Day</b>	1 <sup>st</sup> May	1 <sup>st</sup> May	1 <sup>st</sup> May
<b>Victory in Europe Day</b>	8 <sup>th</sup> May	8 <sup>th</sup> May	8 <sup>th</sup> May
<b>Ascension Day</b>	14 <sup>th</sup> May	6 <sup>th</sup> May	25 <sup>th</sup> May
<b>Whit Monday</b>	25 <sup>th</sup> May	17 <sup>th</sup> May	5 <sup>th</sup> June
<b>Bastille Day</b>	14 <sup>th</sup> July	14 <sup>th</sup> July	14 <sup>th</sup> July
<b>Assumption Day</b>	15 <sup>th</sup> August	15 <sup>th</sup> August	15 <sup>th</sup> August
<b>All Saints' Day</b>	1 <sup>st</sup> November	1 <sup>st</sup> November	1 <sup>st</sup> November
<b>Armistice Day</b>	11 <sup>th</sup> November	11 <sup>th</sup> November	11 <sup>th</sup> November
<b>Christmas Day</b>	25 <sup>th</sup> December	25 <sup>th</sup> December	25 <sup>th</sup> December



## BASIC RULES

Tipping in restaurants and other services is not required, as service is included in the prices.

You shouldn't make any noise after 10pm inside the housing residences.

To learn more: <https://www.expatica.com/fr/living/>

For more information on Nancy and Paris:

Campus France guide  
Welcome to Nancy



Campus France guide  
Welcome to Paris and  
Ile de France



## EMERGENCY NUMBERS

**15** Emergency medical assistance

**17** Police

**18** Fire & accident

**114** For people with speaking or hearing difficulties

**112** European emergency call number

# PRactical MATTERS RELATED TO LIVING IN BERLIN

## GERMANY (BERLIN CAMPUS)



### TRANSPORTATION

#### HOW TO GET AROUND IN BERLIN

→ **U-Bahn (subway), tramways, S-Bahn, and buses:**

The agency of the public transport network in Berlin is BVG. Here you will find a detailed overview of all possible BVG fares that exist: <https://www.bvg.de/en/subscriptions-and-tickets/all-tickets>.

Berlin is divided into three fare zones: AB, BC, and ABC. The fare zone AB includes the urban centre of Berlin as well as the area up to the city limits. The fare zone ABC additionally includes Berlin's surrounding area, BER Airport, and Potsdam Central Station.

Tickets for public transport can be purchased at the multilingual ticket machines located on the platforms of S-Bahn and subway (U-Bahn) stations as well as on the BVG app, which also grants you instant access to transport timetables and potential current construction works on your way.





## OPENING A BANK ACCOUNT IN GERMANY

Like in France, as an international student, you will need a bank account to live in Germany. To open a bank account, you usually require the following documents:

- Copy of valid passport and visa/residence permit if applicable
- Proof of accommodation (*Anmeldung*)
- Certificate of enrolment at ICN (*the one obtained once your administrative registration is complete*)
- Wage statement\* (*depending on the type of account*)

In Germany, in most shops you can pay with cash, debit or credit card. However, many smaller food shops, e.g. at the weekly market or the bakery, only accept cash; others only accept the EC card (electronic cash card) as of a certain amount.

Please note that the individual banks may charge different fees, for example for account management or for non-European bank transfers. It is therefore worthwhile to compare different banks when choosing one.

Some examples of banks close to ICN Berlin:

- Deutsche Bank Filiale  
Unter den Linden 13/15, 10117 Berlin, Germany  
+493034070
- Commerzbank  
Friedrichstraße 79, 10117 Berlin, Germany  
+4969580008000
- N26: English-speaking mobile bank <https://n26.com/en-de>

For more details: [What is the best German bank for you?](#)

## PHONE & INTERNET

Many companies offer mobile phone and internet services in Germany, with or without an engagement. The main companies are Deutsche Telekom, Vodafone, and o2, or prepaid SIM cards such as Lidl Connect & Aldi Talk.

Documents usually required to open an account:

- A piece of ID: such as a passport or visa
- Proof of residence (*Anmeldung*)
- Banking information

## POSTAL SERVICES

Several mail and package carriers operate in Germany. The most popular are Deutsche Post and DHL. You can find more information at [www.deutschepost.de](http://www.deutschepost.de).

## CONSULTING A PRACTITIONER

If you are sick, you can make an appointment online on: <https://www.doctena.de/en/>

## COST OF LIVING

The cost of living in Berlin amounts around 400 and 800€ per month depending on the cost of your accommodation, plus approximately 95€ of general fees (library, sports facility, etc) and health insurance with approx. 110€ per month.

## BUSINESS HOURS IN GERMANY

Most stores in Berlin are open from 10 am until 8 pm Monday to Thursday, except for bigger food stores that open earlier. On Fridays and Saturdays, some of the largest shops stay open until later. Most businesses are closed on Sundays.

In corporate setting, workdays usually start around 8-9 am and finish between 5-6 pm. Lunch breaks are 30 minutes to 1 hour.

ICN Business School is open from Monday to Friday during usual office hours.



## HOLIDAYS

	2026	2027	2028
<b>New Year's Day</b>	1 <sup>st</sup> January	1 <sup>st</sup> January	1 <sup>st</sup> January
<b>International Women's Day</b>	8 <sup>th</sup> March	8 <sup>th</sup> March	8 <sup>th</sup> March
<b>Good Friday</b>	3 <sup>rd</sup> April	26 <sup>th</sup> March	14 <sup>th</sup> April
<b>Easter</b>	5 <sup>th</sup> April	28 <sup>th</sup> March	16 <sup>th</sup> April
<b>Easter Monday</b>	6 <sup>th</sup> April	29 <sup>th</sup> March	17 <sup>th</sup> April
<b>Labour Day</b>	1 <sup>st</sup> May	1 <sup>st</sup> May	1 <sup>st</sup> May
<b>Ascension Day</b>	14 <sup>th</sup> May	6 <sup>th</sup> May	25 <sup>th</sup> May
<b>Day of German Unity</b>	1 <sup>st</sup> November	1 <sup>st</sup> November	1 <sup>st</sup> November
<b>Christmas Day</b>	25 <sup>th</sup> December	25 <sup>th</sup> December	25 <sup>th</sup> December
<b>Saint Stephen's Day</b>	26 <sup>th</sup> December	26 <sup>th</sup> December	26 <sup>th</sup> December



## BASIC RULES

Tipping in restaurants and other services is not required, as service is included in the prices.

You shouldn't make any noise after 10pm inside the housing residences.

To learn more: [10 tips for living in Germany](#) & [German Etiquette](#)

## EMERGENCY NUMBERS

**100** Police

**112** European emergency call number

## › DURING YOUR STAY AT ICN

# YOUR ACADEMIC PATH: MAKE IT YOUR WAY



At ICN, as a full-time student, you can adapt your academic pathway to your needs and preferences! Whether you are an undergraduate or a postgraduate student, you will be able to do internships in France or around the world, academic exchanges in one of our partner universities, to opt for a work/study rhythm, and of course to attend quality courses and to choose some of the modules based on your study interests. Learn more about the different options offered by checking the Bachelor, PGE and MSc programmes, or ask your questions to ASQ : <https://asq.icn-artem.com/hc/fr/requests/new>! For students doing a Doctorate in Business Administration (DBA), please contact [admission-phd@icn-artem.com](mailto:admission-phd@icn-artem.com) or [admission-dba@icn-artem.com](mailto:admission-dba@icn-artem.com) for any question.

Please be aware that some rules apply to all students, including exchange students:

- Attendance to all classes is compulsory.
- Our programmes are delivered on campus and may not be attended online. So make sure to arrive before the beginning of your classes!
- Exams are held online via a dedicated platform. You will need a computer with a webcam and microphone, as well as a stable internet connection. Tablets and 'Surface'-type devices are not compatible with the platform.



# SERVICES AT ICN

## ATTENTIVE SUPPORT & QUESTIONS (ASQ):

In order to better meet your expectations, ICN has set up a service dedicated to replying to all your questions. You can ask your questions by filling a form on this link and a Student Service Officer will answer you: <https://asq.icn-artem.com/hc/fr/requests/new> For questions related to technical issues, please contact [sdn@icn-artem.com](mailto:sdn@icn-artem.com).

## MyICN:

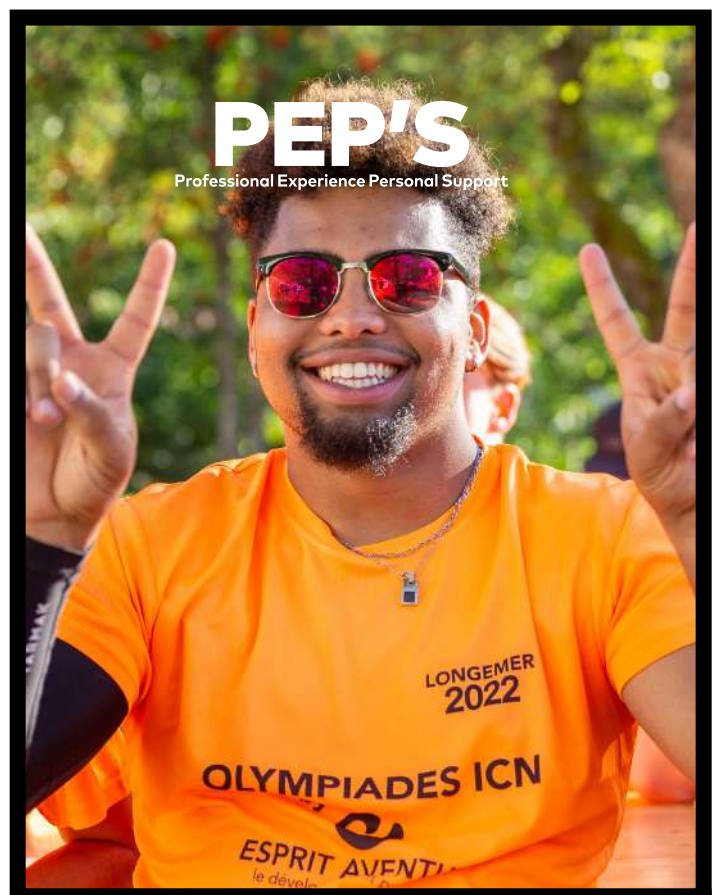
MyICN is ICN's intranet. On MyICN, you will be able to access your ICN mailbox in which you will be receiving all important updates and information about your classes, events, deadlines etc. You will also find the Student Welcome Guide there, which contains further information on academic, administrative and financial registration, as well as details on the academic year (timetables, attendance, exams, etc.). Don't forget to check it out regularly! You can also find the form to ask all your questions to ASQ. Your schedule appears on the right, and you can scroll through ICN recent news below. In the main menu, you will be able to access different elements:

## PROFESSIONAL EXPERIENCE PERSONAL SUPPORT (PEPS):

The PEPS organises seminars free of charge for full-time students<sup>2</sup>. Exchange students<sup>3</sup> can also attend these seminars on payment of a fee. This office also provides support to ICN student associations (more information on student associations see chapter 4.3.). It can advise you on issues related to your career orientation or the continuation of your studies. You can also take an appointment with the PEPS psychologist if you feel stressed, homesick, or if you struggle to adapt to your new environment and culture by sending an email to [accompagnement@icn-artem.com](mailto:accompagnement@icn-artem.com).

## CAREERS AND INTERNSHIPS OFFICE:

This office prepares and accompanies you in your search for an internship, an apprenticeship or a first job. The department organises numerous events and workshops to help you enter the job market (meetings with ICN alumni in English, career fairs, job round tables, but also group workshops or personalised meetings to help you prepare your CV or job interview and to promote your profile on professional networks). At ICN, you will also have access to a career centre where you will find a large number of tools and information related to recruitment in France and internationally.



<sup>2</sup> Full-time students: all ICN degree seeking students.

<sup>3</sup> Exchange students: international students from a partner university doing an academic exchange at ICN for a semester or a year.



## WORK-STUDY RHYTHM:

ICN offers full-time international students based in France only the possibility to combine a period of study with on-the-job training to acquire skills, a qualification and get paid work experience. Master students split their time between studying on the campus (1 week) and working at a company (3 weeks) while Bachelor students usually study on Tuesdays and Wednesdays and work at a company three days a week. The application is done on the MyICN platform and students wishing to attend a work-study rhythm must sign their contract with a company maximum 3 months after the beginning of the year.

## LIBRARY/H'HUB:

### The H'Hubs

There are three K'Hubs for ICN students and researchers, one on each campus in Berlin, Paris and Nancy (Station A). The K'Hub is an area designed for individual or group work and featuring a wide range of facilities (wall-mounted and mobile white boards, monitors, small items of equipment). You can access electronic resources managed by ICN librarians as well as a chat function for remote assistance.

The Knowledge Hub is also the school's e-resources portal. There you can access more than 30,000 e-books and academic literature, read newspapers and dissertations from the school's different programmes, or download economic and financial data, and information on markets and businesses.

## INTERNATIONAL RELATIONS OFFICE:

This office can support you with all administrative issues during your stay at ICN. It organises many events to help you integrate, discover French culture, meet local students, practise French and open up to the rest of the world (see chapter 4;3.). It will also be your main point of contact if you are doing an academic exchange abroad: [international@icn-artem.com](mailto:international@icn-artem.com)

## INTERCULTURAL COMMUNICATION HUB:

ICN offers you the opportunity to improve your language skills. All international students can attend French classes. These classes are only mandatory for 1st year MSc students and 3rd year Bachelor students during their first semester. International students who are enrolled in the French track (except for 2nd year Master students) can also learn another language in addition to English, such as German, Spanish, or Italian. Additionally, ICN's GlobalExam platform allows you to learn French and other European languages online at any time and at your own pace, regardless of your level. You can also use the platform to prepare for French or English certifications such as DELF, TOEFL, TOEIC, and others.



### The ARTEM multimedia library in Nancy

The ARTEM multimedia library is the result of an innovative partnership between the public and private sectors. The site is co-managed by the University of Lorraine, ENSAD (art school) and ICN Business School, and welcomes students and researchers from the ARTEM campus in Nancy. With three extensive collections covering economics-business-management, the arts and engineering, there are more than 40,000 titles for users to view and borrow. The ARTEM multimedia library also offers numerous study spaces for students, including group study rooms that can be booked online.



# DO YOU HAVE A QUESTION OR A PROBLEM?

THE INFORMATION SHEETS BELOW WILL  
TELL YOU WHICH DEPARTMENT TO CONTACT  
DEPENDING ON YOUR SITUATION.

## ATTENTIVE SUPPORT QUESTIONS (ASQ)

- A dedicated service to answer all your questions
- Available on every campus and online at:  
<https://asq.icn-artem.com/hc/en-gb/requests/new>

## INTERNATIONAL ADMISSIONS

- Application form

## ADMISSIONS - REGISTRATION

- Administrative registration
- Certificate of enrolment
- Student card

## ACCOUNTING OFFICE

- Financial registration
- Payment of tuition fees
- Refunds

## ACADEMIC OFFICE

- Academic registration
- Course choices
- Timetable
- Attendance
  - Signing in on EduSign
  - Proof of absence
- Transcripts
- Certificate of achievement
- Certificate of status

## INTERNATIONAL RELATIONS OFFICE

- Learning Agreement (for exchange students)
- Support with finding accommodation
- Support with administrative procedures outside ICN
- Support with visa/residence permit renewal applications
- Study abroad
- International quitus

## PROFESSIONAL EXPERIENCE PERSONAL SUPPORT (PEPS)

- Community life
- Seminars
- Career guidance
- Psychological support
- Disability
- Social Commission

## CAREER AND INTERNSHIP SERVICE

- Support with finding a work placement
  - Resume writing
  - Preparation for job interviews
- Internship registration
- Internship agreement
- Internship report
- Professional quitus
- Professional integration

## APPRENTICESHIP TRAINING CENTRE (CFA)

- Support with finding an apprenticeship
- Apprenticeship contract
- Refund for first educational equipment (if an apprentice)



# EATING



## NANCY

### CROUS

Located at the Artem campus, the CROUS university restaurant is the most affordable eating option for students. It's open Monday to Friday from 7:30am to 3pm. This new innovative living and catering structure brings together the National School of Art and Design of Nancy, the ICN Business School, Mines Nancy, ISAM-IAE, and the Jean Lamour Institute.

There you'll have access to complete, varied and balanced meals for a very small price. Catering can be done on site or to take away. On the ground floor, a self-service offers an à la carte meal tray. The first floor, thanks to the different lounge areas, is designed so that students can use it as a coworking space.

On the second floor, students can take advantage of a fitness room. This level also has a meeting space that can accommodate between 10 and 12 people. This catering centre is open Monday to Friday from 7:30am to 3pm. In the evenings, students can have dinner at the CROUS cafeteria in the city center (Cours Léopold), open Mon-Fri from 6pm to 8pm.

Around the campus, you'll also find different places to eat in or get takeaway, as well as a small supermarket.

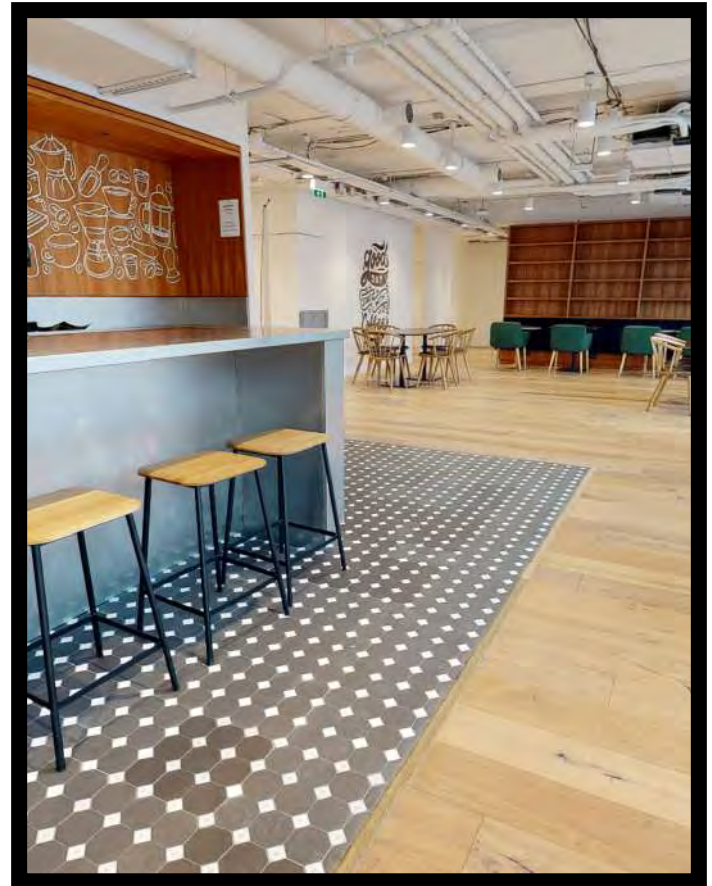


# PARIS

There is a cafeteria within the campus where you can come eat your own lunch or buy some affordable food. Next to the campus, there is also a mall with different restaurants and fast food that will satisfy all your cravings!

Here are a few recommendations of places to eat around campus and in Paris in general:

- SUPREM Food Court
- Eat Salad
- Più Più - La Défense
- Cosy
- Cheesecake & the city
- Aki
- Pasticceria simona
- Kazu (Vegan)
- Sarvana Bhavan (Indian - Vegetarian)
- 5 Pizz (Affordable pizzas)
- Franprix (make your own food bowl)
- Monoprix (Make your own food bowl)



# BERLIN

During your Lunch Break you can explore bistros, restaurants and cute shops in Kirchstrasse:

- halb zwölf kantine
- Comhome Restaurant
- Hanoi Aroma
- Coffeemamas Shop
- LPG Biomarkt
- Ratzfatzsat

At the premises, there is a kitchen where you can heat up your food. Please keep in mind that the kitchen will only be open to you if you keep it clean. Should there be any cleanliness issues the kitchen will be closed.

Furthermore, there is a water dispenser and a coffee machine in the common area. Glasses and cups are available in the kitchen.

# CLUBS & EVENTS AT ICN



## CLUBS

At ICN, there are almost 40 student associations/clubs. By joining one or more associations, you'll get to learn to work as part of a team, get involved, acquire professional skills and express your creativity! From the day you start attending ICN, you also have the opportunity of creating a new student association/club, in line with your ambitions and personal interests!

To check the list of all student associations: <https://www.icn-artem.com/en/students/societies/>. Among all clubs in different disciplines, 2 of them are specifically dedicated to international exposure:

### BUDDY PROGRAM

You will be assigned a mentor for your studies at ICN. Starting from July, you will be introduced to a current ICN student who will help you throughout your time at ICN, assist you with any questions as well as help facilitate your integration into the ICN community.

### INTERNATIONAL AMBASSADORS CLUB

The Ambassadors club is composed of international students whose mission is to help and answer questions future students might have, but also give advice by writing blog articles and making small videos for example. You can contact them on our Unibuddy platform: <https://unibuddy.co/pwa/icn-artem-business-school/buddies/students>. And if you also want to play an active role in your school and be a part of it, please contact [marketing-intl@icn-artem.com](mailto:marketing-intl@icn-artem.com) to get more information.

# EVENTS

Every academic year at ICN is marked by numerous student events which make you feel involved into ICN community. We strongly advise you to attend them and be a part of the family as the team spirit and commitment are our core values!

## GENERAL EVENTS AT ICN

Here is a list of some of the main events organised at ICN. Don't hesitate to check MyICN and the information boards in each campus to get updates.

### FORUM DES ASSOCIATIONS

At the beginning of each academic year, the Forum des associations (clubs forum) is organised. During this event, you can get to know all the different associations at ICN and what they do, and if you want to, you can join an association whose project resonates with you.

### SEMINARS

Every year, the PEPs organises seminars for students in Bachelor 1, Bachelor 3 and Master 2 (whether it is in a European city, in the French Alps or somewhere sunny!) You'll attend different workshops and conferences held by teachers and speakers from the professional world. These seminars are a great opportunity to meet other international students as well as French students and have fun together during the sporting events and evening gatherings.

### TROPHÉE DES ASSOCIATIONS

Each year, ICN organises the Trophée des Associations. It is a gala event during which associations and clubs are rewarded for their work in a range of categories. Commitment, best collaboration, communications, best event, "Coup de Coeur" (judges' favourite) prizes, and so on – the associations and clubs that have made the biggest impact receive their award during the course of this joyous ceremony!

### SMART HACHATON

This event is aimed at Bachelor students and takes place over several days with the idea to explore the boundaries between art, management and technology. You'll work in groups and the aim is for you to think about how transdisciplinarity can be of use to you during your career. You will also think about your future career and imagine what the "responsible manager of tomorrow" looks like.

### CREACTHON

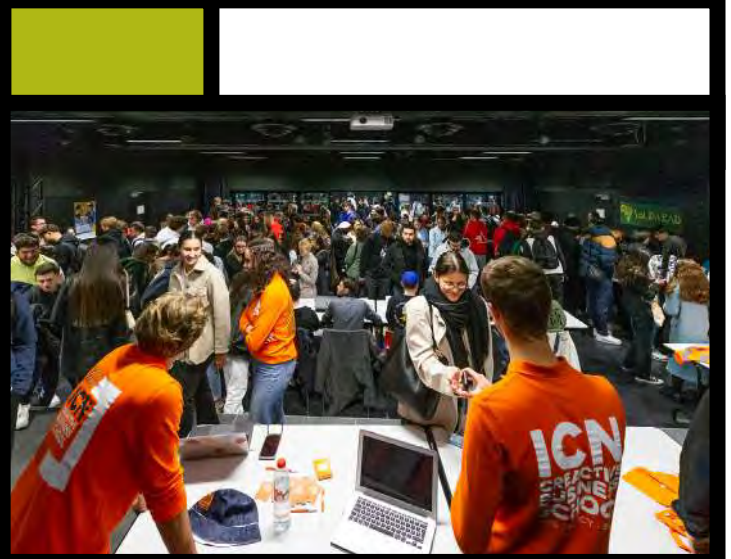
This is the transdisciplinary event for MSc 1 students. It takes place over 4 days and gathers students from all 3 campuses. You'll learn to adapt and work as a team with people from different backgrounds.

### BOOST YOUR EMPLOYABILITY

Different events are organised throughout the year by the Career and internships office during which you can boost your employability. English afterworks will enable you to meet ICN alumni working around the world and to learn more about their current job, and previous work experiences. Group workshops will give you excellent tips to present yourself to your employer, such as how to prepare an impactful CV, or cover letter... The coaching sessions are organised with ICN partners specialised in HR professions to prepare students to meet recruiters at company forums: professional posture, development of academic and professional skills, recruitment interviews etc. The career fairs will enable you to meet companies looking for interns or employees. Last but not least, you will be able to listen to professionals (usually ICN partners or ICN graduates) from the business world working in marketing, HR, purchasing and supply chain, digitalisation, consulting, auditing, and more, sharing their experience in the framework of the job roundtables, to have a more enlightened vision of the jobs that await you at the end of your studies. These sessions are led by an ICN teacher who is an expert in the field.

### GRADUATION CEREMONIES

Every year, the graduation ceremonies for each programme are held the following March after the end of your studies. This is the occasion to see your former classmates and professors again, and to be celebrated as a new ICN alumni. Be prepared for a real show!



# INTERNATIONAL EVENTS AT ICN

Every year, the international relations office invites you to various events to help you integrate, meet other international or local students, practise different languages and enhance your international skills and openness to the world.

The international relations office also delivers a certificate for Bachelor students "**the Intercultural awareness Certificate**" and for Master students "**Advanced International Competency Certificate**" to students participating in a certain number of relevant events, activities, and competitions with a strong international dimension. The AICC gives you recognition for your involvement throughout the year and for your openness to the world. It is an excellent opportunity for you to prove to your future employers that you have international skills and experience. It will help you stand out on the job market! To receive the flyer with all information about the AICC, including the number of points you need, please contact ASQ.

## CAFE LINGUA

All year round

Want to meet other students while practising foreign languages? Then the Cafe Lingua is for you! The cafe lingua is a weekly get-together, usually organised during lunch time on all three campuses, open to all those wishing to practise different languages in an informal manner over a cup of coffee. There is no need for registration, and no need to commit to go regularly! Just come as you are, with a sandwich and good mood!

## BUDDY CEREMONY

October/November

The buddy ceremony is an important event during which you can officially meet your buddy: a local student who volunteered to support you during your entire stay with us at ICN! A very prestigious and chic ceremony you don't want to miss on Paris and Nancy campuses!

## ERASMUS DAYS

October

The Erasmus Days are celebrated all over the European Union to promote the opportunities offered by the European Union in terms of education, training and solidarity. For ICN students, this is a great opportunity to learn more about the European Union and about the grants given for academic exchanges, internships and volunteering opportunities.

## INTERNATIONAL FORUM

November

This International Forum is a great opportunity for international exchange students on all campuses to promote their home university to full time students. Booths will be available to students in order to display brochures and other promotional materials. Come and contribute to boosting inter-school exchanges!

## INTERNATIONAL CREATIVE WEEK

November

All students are given the opportunity to attend a daily international conference or meeting for a week, with students from several prestigious partner schools with a multidisciplinary approach to education. If you are eager to meet, exchange with, and learn about professors, companies, speakers or students from all over the world, in an innovative and creative manner, don't forget to register!

## FAREWELL EVENTS FOR THE 1ST SEMESTER

December

As some exchange students are only staying with us for the 1st semester and full-time students start their internships, this event is a great opportunity to share a last drink together with all international students, take pictures and bid farewell to those students going back home!

## WELCOME EVENT FOR THE 2ND SEMESTER

January

January marks the beginning of a new year, new resolutions that none of us will keep whatever the country we come from, and the arrival of new international students that we will welcome warmly with a campus tour and a meeting with the International office and fun activities!

## BACHELOR INTERNATIONAL WEEK

March

The International Week is a compulsory annual seminar for 2nd year Bachelor students and 3rd year Bachelor students in English track. During this week, ICN welcomes international professors from all over the world to teach on the Nancy and Paris campuses. Students can choose their courses among a wide list of innovative courses. A great opportunity to attend courses delivered in foreign languages, to discover different approaches and teaching methods, and to open up to the international scene and other cultures.

## FAREWELL EVENT

April

Just before your exam sessions, internships or journey back home, we will organise a last get-together to bid farewell to you. A great occasion to look back to your experience in France, at ICN, and say goodbye!

## OTHER EVENTS

All year round

And there is more! Many other international events are organised every year, such as conferences on different topics with partner universities or inspiring speakers; debates in foreign languages on hot topics; meetings with students from different schools to develop language tandems and learn a new language, to discover a new culture, or to develop your network abroad; creativity, speech of negotiation championships that will enable you to compete with students from your campus, from other ICN campuses, or even from different partner universities!



**BE PREPARED  
FOR A FULL  
ICN STUDENT  
EXPERIENCE!**

## › AFTER YOUR STUDIES

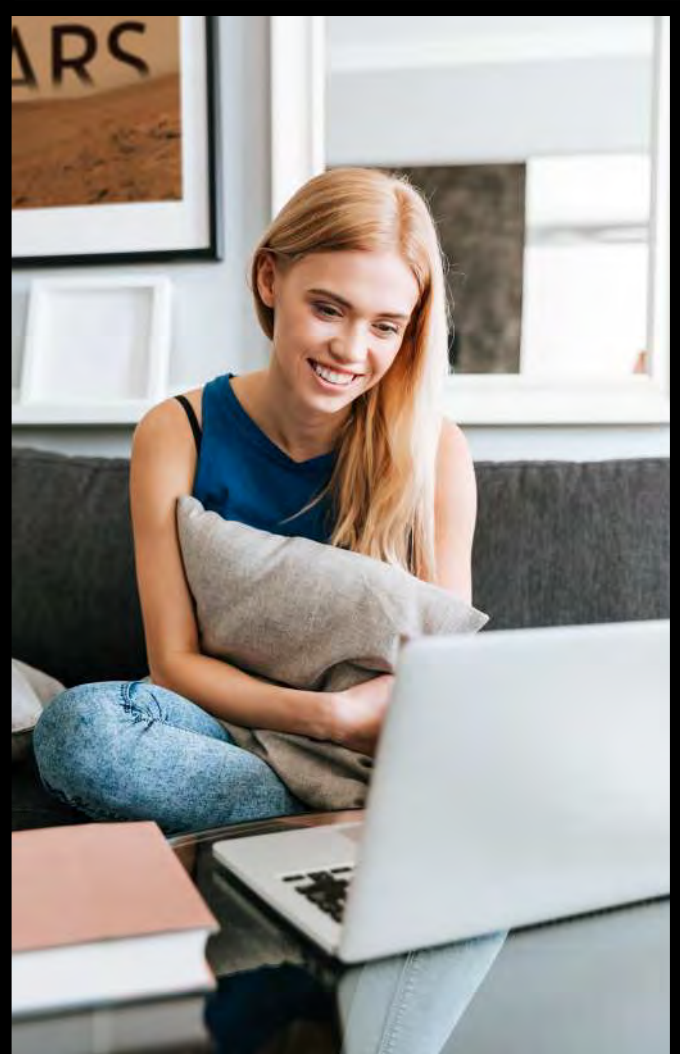
# VISA RENEWAL

### HOW TO RENEW YOUR STUDENT VISA IN FRANCE

If you need/want to renew your visa to continue your studies, you can request to renew it by filling an application with the prefecture (préfecture). Everything can be done in France three months before your residence permit expires. For more information: [www.campusfrance.org/en/renew-residency-permit](https://www.campusfrance.org/en/renew-residency-permit).

### HOW TO GET A NEW VISA IN FRANCE AT THE END OF YOUR STUDIES TO WORK

At the end of your studies and after obtaining a degree of French higher education, depending on your country, you can request a Temporary Resident Permit called "APS" (*Autorisation provisoire de séjour*) to look for work or start a company. It will allow you to remain in France for one year after the end of your studies. During this period, you may look for a job (without restriction) or prepare for the creation of a company in a field corresponding to your training. To get more information and check if your country is concerned by the APS: <https://www.campusfrance.org/en/temporary-resident-permit-aps>



### HOW TO RENEW YOUR STUDENT VISA IN GERMANY

Your student residence permit is valid for one to two years. You can extend it, provided that your studies are on the right track and that you will finish during the standard timeframe. To extend your German student permit, you need a confirmation letter from your school that your studies are progressing regularly.

You must submit the request to extend your student permit at the *Ausländerbehörde* before your current permit expires.

### HOW TO GET A NEW VISA IN GERMANY AT THE END OF YOUR STUDIES TO WORK

After graduating, you have two options if you want to remain in Germany once your student residence permit expires:

- Apply for a residence permit for job seekers – if you do not have a job offer.
- Apply for a residence permit for working – if you have a job offer.

For more information: <https://www.germany-visa.org/immigration-residence-permit/residence-permit-international-students-germany/>

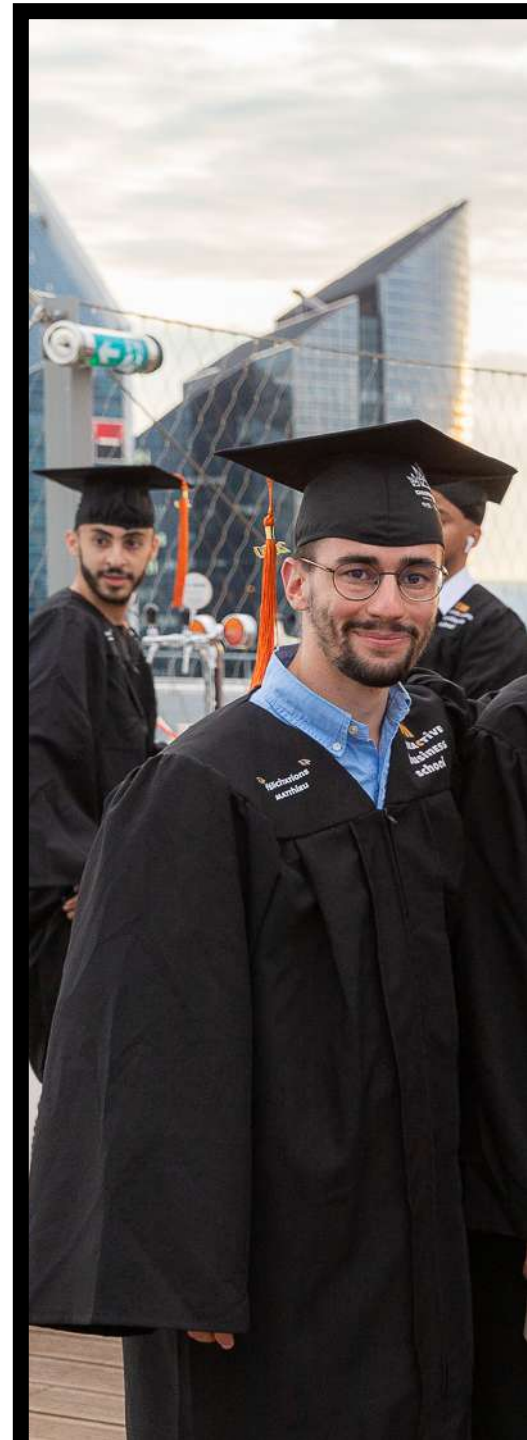
# STAY IN TOUCH AFTER YOUR GRADUATION WITH OUR GRADUATE NETWORK: ICN ALUMNI

As an ICN student, you will have the chance to join the association ICN Alumni once you graduate. This is the opportunity to keep in touch with your former classmates and benefit from a range of services such as exclusive job offers, free coaching and free events all around the world!

Founded in 1921, the association ICN Alumni leads a community composed of 17 000 ICN Business School graduates and strengthens the links between alumni, the school and students through multiple actions. It promotes professional development and enhances the network of ICN graduates. It is a real crossroads for exchanges, meetings and feedback. It allows to:

- Maintain the "ICN Family" spirit after graduation
- Boost and develop relations between alumni and ICN as well as between students and graduates
- Promote career development
- Promote alumni and their diplomas

Check our website: <https://www.alumni.cn.com/en/>  
ICN Alumni is on LinkedIn: <https://www.linkedin.com/company/icn-alumni/>







# WELCOME TO OUR ICN FAMILY!





**ICN BUSINESS SCHOOL**

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UNI20UE  
YEARS**

[www.icn-artem.com](http://www.icn-artem.com)