

Welcome guide

Welcome at ESC Pau



Preliminary note

Welcome to Groupe ESC Pau !

This guide will help you to cope with different administrative procedures you will have to settle before your arrival and once you are here.

It will also give you an overview of daily life in France, and moreover in Pau.

The International relations staff members will provide you with general assistance on all kind of matters during your stay with us.

On behalf of all the staff, I wish you a pleasant stay in our School.

Philippe Lafontaine
Director
Groupe ESC Pau

Settling down in Pau

Discover our city: <http://www.pau.fr/versionetrangere/english/accueil.htm>

1 – How to fly from Paris to Pau

Pau is 750 km (450 miles) from Paris

There are 7 daily return flights between Paris and Pau. The trip takes 75 minutes.

Departures leave from Orly Ouest airport or Roissy Charles de Gaulle airport.

See <http://www.pau.aeroport.fr>

Daily departures from Orly Ouest airport :

7.10 am (except on Sunday) ; 9.10 am ; 1.05 pm ; 2.30 pm ; 5.20 pm; 9.35 pm

Departures from Roissy Charles de Gaulle airport :

8.30 am ; 6.30 pm

If you land at Roissy Charles de Gaulle airport and you need to reach Orly Ouest, we recommend you to take the Air France Shuttle (bus) which leaves every 20 minutes from Roissy Charles de Gaulle airport to Orly from 6.00 am to 11.00 pm.

The bus trip normally lasts 50 minutes but may be much longer according to the road traffic conditions in Paris.

If you fly with Air France, you can get a free bus ticket at the Air France desk located in the airport.

Please note that Ryanair has a connection with Pau : www.ryanair.com

2- If you come by train

See: <http://www.sncf.com>

3 – If you come by car

Check your itinerary with:

www.viamichelin.fr

www.voila.fr

www.mappy.fr

4– How to get to Groupe ESC Pau

A bus “l’Etoile” brings you downtown. You may also take a taxi (approximately 20 €). If you inform in advance about the date, hours and flight number, we may be able to pick you up at the airport.

5 - City transport in Pau

They are managed by the S.T.A.P (Société des Transports de l’Agglomération Paloise).

The S.T.A.P office is located rue Gachet – Palais des Pyrénées in Pau

Tél : 05 59 27 69 78

Information/subscription

Open from Monday to Friday: 8.30 am to 12.00 and 1.30 pm to 6.00 pm

www.bus.stap.com

You can buy individual tickets from the bus driver. Fares cost 1 euro.

You may also buy a book of tickets (at the S.T.A.P office or in a tobacco shop) which is usable for 4 return bus trips. This book costs 5.50 euros.

You may also buy a card called “Campus card” for students. To do so, you will have to bring a passport-sized identity photograph as well as an enrollment certificate, or your student identity card.

A weekly card costs 7 euros (usable from Monday to Saturday) ; a monthly card costs 17,50 euros (usable from the first day to the last day of each month) ; a three-monthly card costs 51 euros (usable from the first day of each month to the last day of 3 months after – for instance : 1st of January to 31st of March)

A city transport map will be given to you when you arrive.

From Pau downtown to ESC Pau:

Take the bus number 4 (“Bocage – Palais des Sports” direction) from *Place Clémenceau* and stop at “Saint John Perse”.

From ESC Pau to Pau downtown:

Go to the main avenue (avenue Lucien Fabre) outside ESC Pau, cross the road and take the bus number 4 (“Lons - Pesqué” direction) and stop “place Clémenceau”.

4 – Pau/Uzein airport <http://www.pau.aeroport.fr>

Daily flights from Pau (Air France):

Paris : 9 flights

Lyon : 3 flights

Marseilles : 1 flight

Geneva : 2 flights

Lille : 3 flights
Nice : 2 flights
Nantes : 2 flights
Clermont-Ferrand : 2 flights
Dijon : 1 flight

See also : www.ryanair.com

Other **low cost** company in Pau airport: www.transavia.com

Traveling in Europe by train: the best is to purchase the “Interail card” which enables you to travel at a cheap price all over Europe:
<http://www.interrailnet.com/fr/billet-train-europe-sncf.htm#>

If you want to go skiing during your stay in Pau, here are some useful informations to go to Gourette (Ski station in the Pyrenees):

- At the train station, take bus 8 to go to Gourette (Pyrenees)
 - o Bus schedule (be careful the bus stop is around the train station):
 - Departure from the bus stop: 7.35 AM and arrival to Gourette at 9.00 AM
 - Departure from the bus stop: 11.25 AM and arrival to Gourette at 12.50 PM
 - Departure from the bus stop: 12.50 PM and arrival to Gourette at 2.15 PM

Bus ticket for one trip and one person is 6€
Bus ticket for one trip and five persons is 27€
Bus ticket for one trip and ten persons is 45€

- At Gourette, you can take the cable (BEZOU cable) to go to 1,600 meters (3-4 minutes)

Cable ticket (up and down) is 6€

- To come back in Pau, take bus 8
 - o Bus schedule:
 - Departure from Gourette at 9.45 AM and arrival to the train station at 11.10 AM
 - Departure from Gourette at 1.15 PM and arrival to the train station at 2.40 PM
 - Departure from Gourette at 5.30 PM and arrival to the train station at 6.55 PM

Bus ticket for one trip and one person is 6€
Bus ticket for one trip and five persons is 27€
Bus ticket for one trip and ten persons is 45€

5 – Accommodation

If you already have an accommodation in Pau, please let us know. Otherwise, we will propose you the following solutions:

- ✓ Individual room in the University Dorm (***only in August –September***)

11 € / day

120 € / month

If you arrive late in August or in September, we can provide you a room until September 30th. These rooms are normally booked for French students who benefit from a scholarship that the reason why it is difficult to get one for a full academic year or a semester.

This is a temporary solution which will enable you to look for a private accommodation. You will be assisted by the International Relation department in your search.

If that solution is convenient for you, please complete the form « demande de réservation d’une chambre en cité universitaire” in annex and send it back before July 15th.

- ✓ Individual room in a family

If you choose that solution, the International Relations department will provide you with the adequate information.

Families are highly selected and live around the university Campus.

Monthly rent: 250 € - 300 € (including breakfast, laundry, heating, electricity, bed sheets and blankets).

Students are requested to pay the first 2 months when they arrive

- ✓ Private accommodation:

The International Relations department has a list of accommodation that will help you.

Please note that a furnished and equipped apartment / studio costs approximately 350 € / 500 € per month. You will be required to provide a deposit which is equivalent to 2 months of renting. Once you leave, the owner will pay you back that deposit as far as you have not cause any damage in the apartment.

Monthly estimated budget: 600 € per month.

Please consult regularly the Internet website of SUBWAY 64 (ESC PAU association)

http://assos.esc-pau.fr/portail/pratique_annonces_appart_offer.htm

- ✓ Online research of apartment, roommates...

http://www.seloger.com/recherche_colocation_listing.htm?type=0&metrocode=Pau

✓ Appart'Hotel "Victoria Garden" for short stays: www.victoriagarden.com

If you arrive in January please note that some students leave their apartment. The international department will let you know which ones are available.

6 – Where to get a meal

● At School

A cafeteria (le Foyer) is open from Monday to Friday.
Opening and closing hours: 8.00 am to 6.00 pm
You can get your lunch there for 5.00 €

● On the campus

- Brasserie universitaire "La vague"
Between Law and Literature Faculties

Open from Monday to Friday, from 8.00 am to 3.00 pm
Summer Closure: July 21st

- Cafeteria Arlequin
Faculty of Law

Open from Monday to Friday, from 7.30 am to 5.00 pm

- Restaurant Universitaire "Cap SUD"

Open from Monday to Friday, from 11.30 am to 1.30 pm and from 6.30 pm to 7.45 pm

You can either pay your lunches with meal tickets (2,70 euros each available in books of 5 or 10 tickets) or with cash money.

Meal tickets are sold at the entrance of the Restaurant Universitaire.

Summer Closure: June 30th

● Close to the campus

- "Quick" Fast food restaurant : Boulevard Lucien Fabre

- Cafeteria LECLERC shopping mall – 1st floor

● Downtown

There are many traditional and exotic restaurants (Asian, Indian, Greek...):

- La Cantina – 20 rue du Hédas,
- Les Acacias – 27 rue E. Garet,
- La Bodega – 1 bis rue des Orphelines
- La Chota – 55 rue Montpezat
- Pappadum – 9 impasse Honset
- Au Bureau – place Clémenceau

- Au Berry – place Clémenceau

7- Where to have a drink

- Au Bureau – place Clémenceau
- Le Black Bear – 1 boulevard de l’Aragon
- Le Cotton Pub – 2 rue du Château
- Saint Patrick – 8 rue Arribes
- West Side – 3 rue Saint Jacques

8 – Useful telephone numbers

Airport	05 59 33 33 00
SNCF (railway station)	08 36 35 35 35
Taxis	05 59 02 22 22
Tourist Office	05 59 27 27 08
Fire brigade	“18”
Hospital Emergencies	“15 “(ambulance)
Hospital (Pau)	05 59 92 48 48
Medical Emergencies	05 59 62 44 44
Police Station	05 59 98 22 22 or “17”

9- Useful addresses in Pau

- Doctor : Payan (English speaking)
48 cours Camou
Tél : 05 59 32 54 98
- Dentist : Dr Barbut Oscaby (English speaking)
6 rue Gachet
Tél : 05 59 98 00 00
- Dentist: Mrs Dang (English-Speaking)
41 ter avenue du Loup
64000 Pau
Tél : 05 59 30 30 69
- Préfecture (for your resident permit)
2 rue Maréchal Foch
Tél : 05 59 27 60 00
Opening hours from Monday to Friday: 9.00 am to 12.00 am and from 1.30 pm to 4.00 pm
- Caisse d’Allocations Familiales (CAF) (for the accommodation allowance)
5 rue Louis Barthou
Tél : 05 59 98 55 00
- MNEF Pau – Adour (Mutuelle Nationale des Etudiants de France)

53 rue Carnot
Tél : 05 59 02 26 29

- SMESO (Société Mutualiste des Etudiants du Sud-Ouest)
4 rue Pasteur
Tél : 05 59 84 74 61
- Police Station
5 rue O'Quinn
tél : 05 59 98 22 22
- Air France
Rue Maréchal Foch
Tél : 0802 802 802
Fax : 05 59 27 71 78
- Hospital (Pau)
4 boulevard Hauterive
Tél : 05 59 92 48 48
- Student Medical Center
2 rue Audrey Bengozi (close to the Halls of Residence – Clé des Champs)
Tél : 05 59 92 32 30
- Launderettes
Cité Gaston Phoebus (Building B)
6 rue du Colonel Gloxin
3 rue Bordeu
27 avenue du Loup
6 rue Gambetta
11 rue Castetnau
35 rue du 14 Juillet
Centre Champion – rue Lavoisier (close to the campus)
- Fitness : Amazonia Club
Rue Lavoisier, centre commercial Kennedy (close to ESC PAU)
www.amazonia.tm.fr
Tél : 05 59 84 31 06

10 – Cost of living

This is an estimated cost broken down:

Food: approximately: 230 € / month

Accommodation: from 250 to 500 €/ month + maintenance charges

Transport: 22 € / month

Personal expenses:

- movies : (student rate) : 3,50 €
- restaurant : from 9,20 to 22 €

- a coffee in a bar costs 1,30 €, a glass of beer costs from 1,98 to 3,05 €

11 - Internet connection

Any student has an unlimited access to internet as well as a personnel e-mail address provided by Groupe ESC Pau.

Your personnel e-mail address and your password will be communicated to you few days after your arrival.

12 - Student associations at Groupe ESC Pau

There are numerous student associations covering various areas of interest. We recommend you to become a member of one or more of them in order to facilitate your integration and to meet French students.

BDE (Bureau Des Elèves) : information, reception of new students and entertainment (parties...)

Gala association : organizes the annual Gala party for all students and teachers of the School

AIESEC : looks for internships in France and abroad

BDS (Bureau Des Sports) : organizes various sports events (basketball, soccer, rugby...)

Art-Image : Theatre, photography, movies...

Aller-simple : for students who enjoy adventure !

Snow Cup : annual ski competition

Dionysos : if you like good wine and want to taste new ones

Via roumania : humanitarian assistance to under-developed countries

Pau Echappement : motor racing

Job Plus : helps students to find a job during their studies

13 – Useful links

1/ The **Library Website** now available in English:

http://services.esc-pau.fr/eCampus/eCampus_v23.asp?virtualPath=%2FeCampus%2Fdocuments%2FActivit%2E9s+support%2FCDI+Library

2/ the **Library Rules** and **Library Staff**:

<http://services.esc-pau.fr/eCampus/documents/Activit%20support/CDI%20Library/1%20-%20CDI%20Space/Who%20are%20we.htm>

3/ The **Databases** available:

http://services.esc-pau.fr/eCampus/eCampus_v23.asp?virtualPath=%2FeCampus%2Fdocuments%2FActivit%2E9s+support%2FCDI+Library%2F3+%2D+Databases

Before and after your arrival

1- Certificate of enrollment and student identity card

Few days after your arrival, the Central Administration of Groupe ESC Pau will deliver you certificate of enrollment and student identity card upon receipt of three passport-sized identity photographs.

2- Student Resident's Permit for non European citizens only

The second step you must take after you arrive and within 3 months after your arrival, involves you getting your temporary student resident's permit.

This is a compulsory document you will have to keep with you during your stay in France.

The validity of this permit cannot extend beyond the validity of the duration of your studies in France.

Here is the list of documents you must submit to the Prefecture to obtain a resident's permit (***please make sure that you get some of them before your departure***) :

- **your passport** containing a **long-term visa** as well as a photocopy of each written or stamped page,
- **3 passport-sized identity photographs,**
- **an original birth certificate** (if possible in French or an international one) as well as a photocopy.
If your birth certificate is written in English you will have to submit a French version translated by an expert translator which may cost you 15 to 30 euros,
- **proof of your financial resources** equivalent to at least 350 euros per month (this document can be a parental attestation – see in annex – or a certificate from your bank showing that your bank account deposit is sufficient to cover all expenses during your stay in France),
- **proof that you have a French health insurance** (you will be automatically affiliated to the French medical insurance (Social Security) when you arrive in Pau (see point 3),
- **proof of residency** in the area of Pau,
- Groupe ESC Pau **certificate of enrollment,**

- **an envelope** with your name and address in Pau, bearing a normal stamp.

Please note that a medical visit is compulsory for non European citizens. The Prefecture will address you a notification in order for you to meet a doctor.

You will first get a receipt which proves that you are a “regular” foreign student. The real card will be issued approximately 3 weeks after.

Please note that the renewal of your resident’s permit has to be done at least 2 months before the expiry date of your card.

3 – Medical insurance

Affiliation to the French Social Security system is compulsory for non European citizens even if they are already affiliated to an American medical insurance company.

If you need insurance, we recommend you either to subscribe through our agent Herve.Petit-Brisson@gan.fr before leaving your country or to contact him once you arrive. Note that we can plan an appointment with him for you.

The Central Administration of Groupe ESC Pau will give you a certificate of enrollment upon your arrival.

4 – Accommodation allowance

The French *Caisse d’Allocations Familiales* (CAF) offers financial aid to students and low income earners in order to reduce their accommodation costs.

Here is the list of documents which are requested by the CAF in order to be eligible for such an allowance:

- photocopy of your resident’s permit
- proof of residence in the area of Pau (rental bill, utility bill...)
- financial resources of the previous year (special form from the CAF to complete)
- a birth certificate translated in French (or an international one)
- your French bank account number
- copy of your visa

If you share an apartment with other students of the same sex as you, each of you should fill in an individual application.

If you share an apartment with a student of different sex, you should fill in only one application, because you will be considered as a couple by the administration.

Please note that considering the huge number of applications, you may get your allowance after the end of your stay in Pau.

5- Opening a bank account in France

Here is the list of documents requested to open a bank account :

- a passport,

- a certificate of enrollment at Groupe ESC Pau,
- proof of residence in Pau
- a bank certificate or letter which indicates that your bank account in your country of residence is funded **(to get before your departure)**,
- a parental attestation if your parents intend to make a monthly bank transfer (see annex 1 - **(to get before your departure)**),

if you need to open a bank account with an English spoken person we recommend you to go to :

Crédit Mutuel

32 av. Jean Mermoz

64000 Pau

Ask : Dominique Tilloles or Fernando Gancedo

Tél : 05 59 32 75 75

6- Getting a telephone connection

If you want to get a telephone line during your stay, you have to go to one of the following addresses with proof of your residence in Pau :

France Télécom (downtown)

Place d'Espagne

Or

France Télécom (close to the campus)

2 avenue de l'Université

Once your request has been registered, you should be connected within 2 days.

Note that if you want to make a call abroad (from France) you need to dial "00" followed by the national and regional number of your correspondent.

For instance : 00 (+ country code + regional and local number)

If you want to receive a telephone call in France from abroad, your correspondent will need to dial the following numbers :

00 33 5 (followed by your local telephone number)

Other useful informations :

Cheap hotels in Paris:

Prélude Hotel Gare du Nord

73, rue de Dunkerque - 75009 Paris

Average double room rate per night:€ 52

http://en.venere.com/hotels_paris/9e_arrondissement/hotel_prelude_hotel_gare_du_nord.html

Hotel Monte Carlo

44 rue du Faubourg Montmartre (close to Gare du Nord)

Tél : 01 47 70 36 75

Single room: 55 € / night (shower and toilet are common)

For parents who intend to send a monthly grant (by bank transfer or check)

ATTESTATION

I undersigned, Mrs, Mr. (name and surname) intend to pay a monthly grant of (amount in euros)

to my son / my daughter (name and surname of the student) during his / her study period in France.

Date and signature