

# International Student Guide

## Academic year 2017-2018

ERASMUS code: F ST ETIE 16



Ecole  
supérieure  
d'art  
et design  
Saint-Etienne



[saint-etienne.fr](http://saint-etienne.fr)



La Région  
Auvergne-Rhône-Alpes



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Saint-Etienne (ESADSE)**  
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# Welcome to the Higher School of Art and Design of Saint-Etienne!

In this guide, you will find many tips to prepare your stay and to live in Saint-Etienne. Congratulations on choosing the ESADSE for your study abroad. Studying abroad is not only something you can put into your CV in order to amaze future employers but probably the best way to learn about other countries, cultures, languages and ideas.

## The Higher School of Art and Design Saint-Etienne (ESADSE) – History

Built in 1803, the ESADSE has always been closely linked to the industrial and economic development of a city that had been at the cutting edge of industrial modernity during the 19th Century. This history led the School to develop a department of design from 1990, and to create the Biennale Internationale Design Saint-Etienne in 1998. Today, this dynamic is still present in the Public Institution of Cultural Cooperation (EPCC), which gathers the School and the Cité du Design. Giving a high significance to practice, to experimentation and to the student's personal project, assuring a support by high-level professionals, the ESADSE offers a kind of training without equivalence in the field of higher education, and proposes two main options: art and design. ESADSE's aim is to train artists, designers, graphic designers, authors, creators, and more generally professionals who are skillful in every field that highlights imagination, creativity, and inventiveness. ESADSE prepares 350 students to obtain 2 state diplomas: the DNAP/Bachelor's degree (National Diploma of Plastic Arts and the DNSEP/Master's degree (Higher National Diploma of Plastic Expression).

It proposes a Design and Research Post-Diploma in 3rd cycle.

ESADSE is, for the second consecutive year, in the top 50 of the best Art and Design European schools of the Domus Magazine.

In 2009, the School and the Cité du Design have settled on the former arms factory site (Manufacture d'Armes), at the center of the creative district of the Manufacture. This association is a real plus for the school that enjoys the Cité du Design's activities and networks: exhibitions, conferences, research programs. The building called La Platine is a mutual tool and offers three seminar rooms, an auditorium, two exhibition rooms of 1300 and 800m<sup>2</sup>, a multimedia library, a matériauthèque (a material library), a greenhouse, and a restaurant. This group promotes meetings between students, researchers, professionals and public.



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# Welcome to Saint-Etienne!

Saint-Etienne is a city of 185,000 inhabitants (the 14th town in France in size). Saint-Etienne's Metropolis counts approximately 400,000 inhabitants, 25,000 of them are students.

In 2010, November 22, Saint-Etienne has become the first French city to integrate the UNESCO network of Creative Cities of Design, and the second one in Europe, after Berlin. The nomination of Saint-Etienne as a UNESCO Creative City of Design is an important international recognition to speed up the city's development, to improve its citizens' quality of life, and to reinforce its economic performances.

Saint-Etienne is a laboratory city of design, and is in constant mutation.

Here, you can find a vast range of cultural and sports activities (museums, concert halls, sport arenas...), leisure parks in preserved areas with tracks for mountain biking, hiking, skiing as well as a nautical base for sailing, only a few kilometers.

Saint-Etienne is only 45 minutes from Lyon and 2 hours from Paris.

## Life cost:

**Saint-Etienne has a reasonable life cost. Accommodation is affordable (between 200 and 300 /month for a small apartment + housing allowance).**

**Food products can be bought for 30-50 /week in cheap supermarkets.**

**A tramway/bus ticket costs 1,40 .**

**Museum entrance cheaper or free for students.**



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# Before arrival

Following to your application, you will receive a letter indicating if you are admitted or not. The letter of acceptance will allow you to continue the procedure.

## Student Visa

Depending on your nationality, you should obtain entry clearance to France before leaving home. Students coming from the European Union usually only need to show a valid passport or identity card. Students from the rest of the world need to apply to their nearest French Embassy or Consulate for a visa.

## Be careful:

- A touristic visa can't be changed into a student visa.
- French visa can't be modified once arrived.
- Non-European students staying more than 3 months must obtain a "student residence permit", different from the visa & the deadline to obtain it is 2 months after arrival.

## Documents to get a visa

- Passport
- Proof of registration at home institution and letter of acceptance
- Proof of financial resources
- Return tickets (for stay <6 months)
- Copy of social insurance
- Copy of diplomas.

## Academic calendar (to be confirmed)

**1<sup>st</sup> semester: from September 22 to February**

**2<sup>nd</sup> semester: from February 5 to June 22**



# Arrival At School

We will organize a meeting on September 22nd to welcome all international students. The integration week will start on Monday 25th.

## Courses

You can find the list of available courses at ESADSE on the following website: [www.esadse.fr](http://www.esadse.fr)  
There is no paper course catalogue anymore.

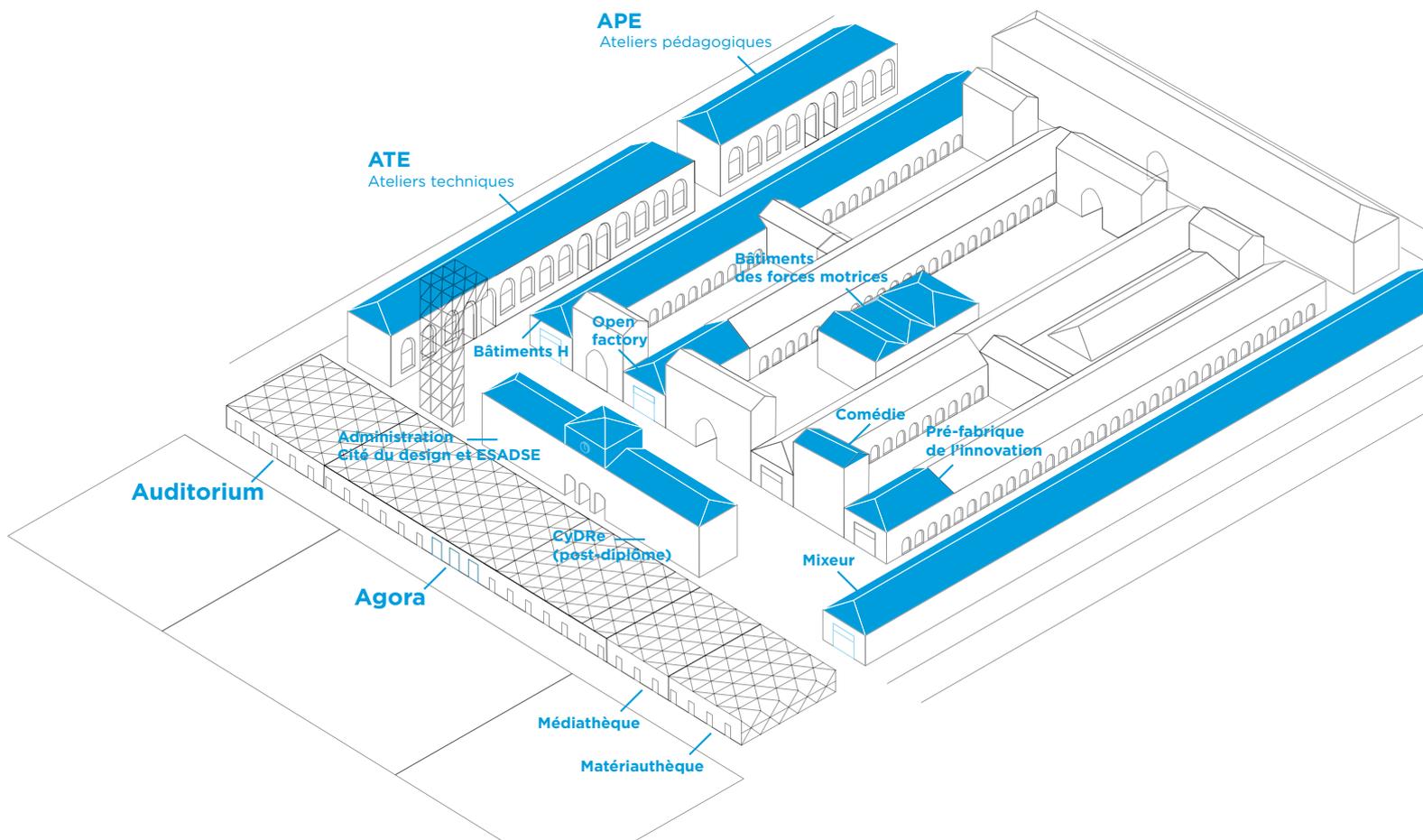
In addition to your art and design courses, the ESADSE offers a French class 2 hours per week, which is compulsory for non-French speaking students. This class validates 2 ECTS credits.

## ECTS system

Foreign students are integrated in the normal curriculum and attend courses chosen with their school. They must obtain a number of ECTS credits defined by their home institution.

ECTS was developed by the European Community Commission to set up common procedures to guarantee the academic recognition of studies. ECTS is based on the principle that 60 ECTS measure the workload of a full-time student during one academic year. The student workload of a full-time study programme in Europe amounts to around 1.500-1.800 hours per year and in these cases, one credit stands for around 25 to 30 working hours.

Credits in ECTS can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved.



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## Academic and administrative enrollment

**You have important administrative steps to follow when arriving at ESADSE. The administrative registration consists in filling a registration file (at the international affairs department) and the educational registration consists in choosing your courses (meeting with the coordinators & teachers of the school).**

**First, come to the international affairs department with all the required documents for registration:**

### 1/ Copy of home institution student card

2/ **Learning Agreement** filled with home teachers and signed by both home & host institutions. Chosen courses and ECTS credits appear on this agreement. The Learning Agreement has been developed for the exchange students within the EU. The student plans the study schedule before the exchange period, fills in the Learning agreement with the information about the modules and credits and signs it. Then, the formal authorities of the home institution and the ESADSE sign the Agreement to guarantee that the student can study the planned courses at the ESADSE. When the student goes back to the home institution with the Transcript of Records concerning the exchange period, the Learning Agreement guarantees the transfer of credits and the recognition. If there are any changes concerning the plan that the student has made earlier, then the Learning Agreement has to be modified as soon as possible and has to be signed by all parties again.

### 3/ Copy of ID card or passport

### 4/ Copy of social insurance (health care)

**For European students**, “European Health Insurance Card”. It will prove that you are insured and will be a guarantee for reimbursements of medical cares.

**For non-European students**, it is compulsory to take a social insurance. The annual cost is about 200€.

More information on this link:

<http://www.campusfrance.org/en/page/frances-health-care-system%20>

### 5/ Copy of civil liability of 16€. This civil liability can be contracted with LMDE or SMERRA.

This insurance covers damage you might cause to another person or to another person's property. All international exchange students must provide proof of civil liability insurance upon arrival in order to enrol at the school.

Here are the addresses of students' insurance companies:

LMDE 64 rue du onze novembre 42100 Saint-Etienne  
04 77 32 38 31  
[www.lmde.fr](http://www.lmde.fr)

SMERRA 37 rue du onze novembre 42100 Saint-Etienne  
04 77 80 02 17  
[www.smerra.fr](http://www.smerra.fr)

# Student Residence Permit

The residence permit is compulsory for all non-European students and for European students from outside the EU/EEA who reside in France longer than 3 months.

## IMPORTANT

**For all residence permit requests (both first-time and renewals), please check that your passport's expiration date falls after your entire stay in France (particularly for renewals over several years). Also, please be sure that the spelling of your family name and surname is identical on all your official documents such as passport, residence permit and birth certificate.**

You have to request a residence permit:

- **If you are from a country outside of the European Union and have a long-stay** (more than 3 months) **student visa.**
- If you want to work while studying and you are from Poland, Romania, Bulgaria, Estonia, Hungary, Latvia, Lithuania, the Czech Republic, Slovakia, or Slovenia.

You do not need to request a residence permit:

- If you are from the European Union,\* the European Economic Area\*\*, Switzerland, Monaco or Andorra and you have a temporary long-stay (3 to 6 months) visa for studies or a short stay (under 3 months) visa for studies.

This document is compulsory to obtain the “housing allowance”.

The maximum validity for a student is 1 year for the first request. It can never exceed the validity of your passport.

Required documents are:

- **Passport, valid** for at least one year (if required), **and visa**, valid until the end of your studies at ESADSE.
- **Justification of residence:** certificate of residence or electricity or gas bill and rent receipt, or proof of lodgings provided by your landlord.
- **Enrolment certificate** supplied by ESADSE.
- **Proof of sufficient financial resources.**
- **Four recent and similar identity photos** (3,5cm x 4,5cm) on a light background and with nothing obscuring your face.
- **Proof of health insurance.**
- 

Go to the Préfecture de la Loire to get the Student Residence Permit:

PREFECTURE DE LA LOIRE  
Bureau des Etrangers (Porte 19)  
2 rue Charles de Gaulle  
42 022 Saint-Etienne Cedex 01

\* Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Czech Republic, Romania, United Kingdom, Slovakia, Slovenia, Sweden.

\*\* Iceland, Liechtenstein, Norway, and Switzerland.



## Agencies

They generally will ask you for deposit, agency fees and damage deposit. It will be a more expensive solution. Some addresses:

### Cabinet Mellier Michas

3, Place de l'Hôtel de Ville – St Etienne  
+33 4 77 43 16 43

### Cabinet Tardy

8, Rue Badouillère – St Etienne  
+33 4 77 49 33 00

### Bory Laval

3, Rue Georges Teissier – St Etienne  
+33 4 77 38 27 89

### Cabinet Montchalin

7 rue de la République – St Etienne  
+33 4 77 49 40 90

## Dormitories

“Housing allowance” is possible when you live in dormitories. Some addresses in Saint-Etienne

### Foyer de jeunes travailleurs « Le Pax »

27 Rue Elisée Reclus  
+33 4 77 49 31 00

### Cheap dormitories for short-term stay

### Foyer Wogensky

69 rue Jean Parot  
+33 4 77 45 54 00

## Student Halls

Contact the “CLOUS”. They propose about 240 studios and 600 rooms in Saint-Etienne.  
www.ac-lyon.fr / Tel: +33 4 77 81 85 50

Centre Local des Œuvres Universitaires - 11 rue Tréfilerie - 42023 Saint-Étienne Cedex 2

### WEBSITES

www.lokaviz.fr  
http://colocation.vivastreet.com/  
http://www.colocationfrance.fr/  
http://www.leboncoin.fr/  
guarantee : http://www.lokaviz.fr/n/a-qui-s-adresse-la-cle/n:473

\*Please note that we are not visiting or controlling those places, please use the normal precaution when you will rent.

## Housing allowance

The APL and ALS are financial aids for accommodation provided by the Caisse d'Allocations Familiales (CAF).

Having completed the application, you must print out the form (“Demande unique d'aide au logement”) and send it to the CAF together with the proof of rental provided by your landlord with the following proof:

- Last declaration of resources
- For European students: a photocopy of passport or ID
- For non-European students: a photocopy of the residence permit
- Bank details

**Be careful:** in order to obtain accommodation, you must provide a “cautionnement solidaire”, which corresponds to a “joint security”, a person who lives and works in France who will act as a guarantor for you and will guarantee to pay any outstanding amounts that you have not paid.

Getting the APL or ALS from the CAF would be a real help because they can sometimes provides up to half of the monthly rent. The procedures are long but you can meet French students at ESADSE who would help you.

### CAF de Saint-Etienne

3 avenue Emile Loubet  
42000 saint-Etienne  
0 820 25 42 20  
www.caf.fr

## Cheap & second-hand shops

### ENVIE LOIRE

47 rue Gauthier Dumont  
Tel: +33 4 77 33 35 23  
Second-hand domestic electrical appliances

### MONDIAL CASH

82 rue du 11 novembre  
Tel: +33 4 77 59 42 30  
Informatics, telephony, DVD...

### LEBONCOIN

Leboncoin.fr  
This is the same website as for the accommodation but you can also find second-hand furniture, clothes etc.

### CHRYSALIDE

11 rue Colonel Marey  
Tel: +33 4 77 37 95 36

### EMMAÛS

32 rue des Alliés  
Tel: +33 4 77 41 51 01

# Health care

## Agencies

### CENTRE DE MEDECINE PREVENTIVE

Hôpital de la Charité  
Pavillon C – 1st floor  
44 rue Pointe Cadet  
42000 Saint-Etienne  
+33 4 77 32 40 43  
(Opening hours, everyday 8h00-12h00 and 13h00-16h00)

### CITY OF SAINT-ETIENNE – HEALTH AND SAFETY DPT

Place de l'hôtel de ville  
42000 Saint-Etienne  
+33 4 77 48 64 40  
(Information on sexually transmitted disease, free vaccinations...)

### IN CASE OF EMERGENCY, CALL:

- Firemen 18
- Police 17
- Mobile Accident Unit 15

### FRENCH RED CROSS Health Care Dpt

1 rue Léon Portier  
42000 Saint-Etienne  
+33 4 77 25 71 91  
(Free medical care)

# Transport links

## Airports

The international airport of Lyon Saint-Exupéry is about 1 hour from Saint-Etienne. [www.lyon.aeroport.fr](http://www.lyon.aeroport.fr)  
There is another airport situated near Saint-Etienne, in Andrézieux-Bouthéon. It offers charters and low-cost flights. [www.saint-etienne.aeroport.fr](http://www.saint-etienne.aeroport.fr)

## Tramway and bus lines

Three lines of tramway and various lines of bus: <http://www.reseau-stas.fr/>  
Ticket of tramway = 1,40 euros  
Mensual ticket = 210€ a year for students (including the OuRA! card)

## Train & bicycles stations

Main train stations in Saint-Etienne are Saint-Etienne Chateaucieux and Saint-Etienne Carnot. Under 25, you can benefit from a discount ticket. If you travel regularly, you can buy a card called “Carte 12-25 ans” that will provide you with reduced fare. The price of this card is 50 €. For more information, you can consult the French train company website (Société Nationale des Chemins de Fer) on [www.voyages-sncf.com](http://www.voyages-sncf.com)

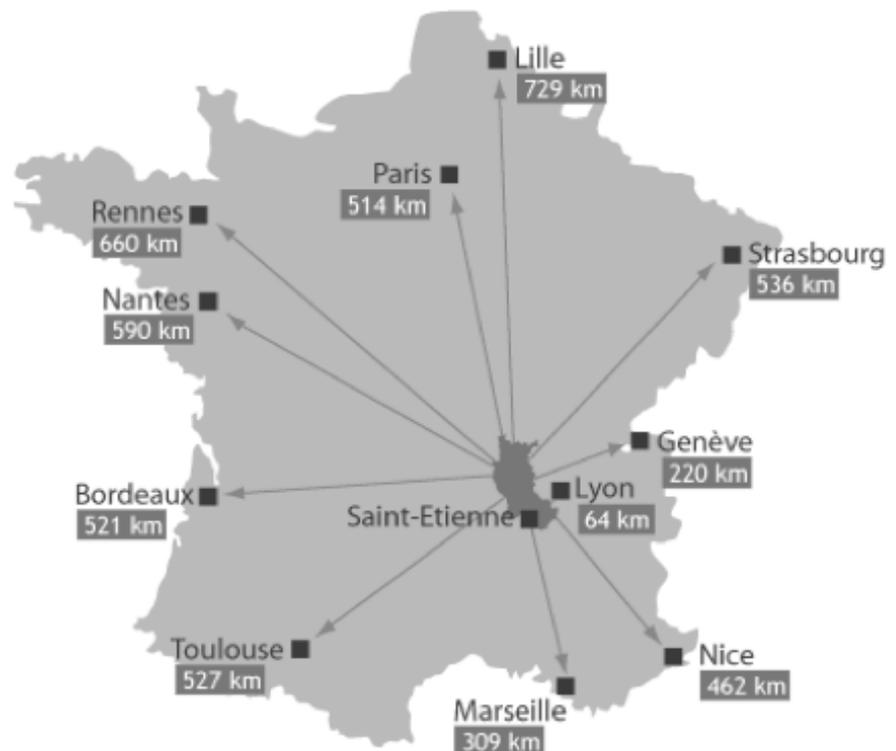
Saint-Etienne – Paris is only 2 hours by train.  
Saint-Etienne – Lyon is only 45 minutes by train.  
Saint-Etienne – Strasbourg is 5 hours by train.  
Saint-Etienne – Marseille is only 3 hours by train.  
Saint-Etienne – Montpellier is only 3 hours by train.

For some cities, it would be cheaper and more rapid to get by car. Car sharing: <https://www.blablacar.fr/>

Saint-Etienne – Genève (Switzerland) is only 3 hours by train.

<https://www.voyages-sncf.com/>

Since June 2010, you can rent bicycles all over the city, thanks to the Vélivert company. More than 30 stations are available. For more information: [www.velivert.fr](http://www.velivert.fr)



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# Cultur

## Museums

Museums are free every first Sunday of the month

### MUSEE D'ART MODERNE ET CONTEMPORAIN (MAMC)

La Terrasse  
42 000 Saint-Etienne  
Tel : +33 4 77 79 52 52

### MUSEE DE LA MINE

3, boulevard Maréchal Franchet d'Esperey  
42 000 Saint-Etienne  
Tel : +33 4 77 33 71 15

### MUSEE D'ART ET D'INDUSTRIE

2 Place Louis Comte – 42 000 Saint-Etienne  
Tel : +33 4 77 49 73 00

### PLANETARIUM

28 rue des frères Ponchardier  
42 000 Saint-Etienne  
Tel : + 33 4 77 33 43 01

## Spectacles

### LE FIL

Boulevard Thiers  
Tél: +33 4 77 34 46 40  
Modern music

### OPERA DE SAINT-ETIENNE

Jardin des Plantes  
Tél: +33 4 77 47 83 40

### SALLE JEANNE D'ARC

16 rue Jean-Claude Tissot  
Tél: +33 4 77 25 01 13  
Community projects and events

### COMEDIE DE SAINT-ETIENNE

1 place Jean Daste  
Tél: +33 4 77 25 01 24

### LE ZENITH

Parc de Loisirs de la Plaine Achille

### MJC NOUVEAU THEATRE

**BEAULIEU**  
28 bd de la Palle  
+33 4 77 4 6 31 66

## Cinemas

### LE MELIES

10 place Jean Jaurès  
Tél: +33 4 77 32 32 01

### L'ALHAMBRA

2 rue Praire



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# Annex

Accommodation Glossary

## ASSURANCE HABITATION

The law obligates the occupant of a non furnished flat to take a special housing insurance. This is not compulsory for a furnished flat, but highly recommended and sometimes required by the owner.

## BAIL – CONTRAT DE LOCATION

This is the lease, that is to say a contract signed between the owner and the renter, showing the rules to observe in the flat & in the building.

## FRAIS DE DOSSIER

Administrative fees: each residence works differently and has the right to ask for “administrative fees”. These fees vary according to the residence. They cover the administrative running of the residence, the room inspections done upon arrival and on departure and the repairs carried out in communal areas...

## CHARGES LOCATIVES

Service charges, generally in addition to the rent cost.

## DEPOT DE GARANTIE – CAUTION

Deposit: it is a sum that generally corresponds to about one or two months’ rent and must be paid to the property owner before moving in. It is given back to the student after the room inspection done on departure, as long as the inventory is correct.

## ETAT DES LIEUX

Room or flat inspection: it is a detailed inventory (crockery, furniture...) drawn up between you and the landlord or his representative. It must be as accurate as possible in order to avoid any dispute at the end of the tenancy. It must be carried out both upon arrival and on departure.

## PREAVIS

To leave from your flat, you must advise your owner, by the means of a registered letter (3 months before leaving).

## QUITTANCE DE LOYER

It is the monthly receipt proving that you have paid for the rent.

