



**Important Arrival information for students
staying in the Alegessec Residences**

**Mandatory dates of arrival:
Tuesday 24th or Wednesday 25th August 2010**

Opening hours

On 24th or 25th August you must arrange to arrive on campus during the **Campus Welcome Center's** opening hours: **9am to 7pm**

Where should you go to register and collect your keys when you arrive?

ESSEC, Avenue Bernard Hirsch, 95020 CERGY

Upon your arrival in Cergy, **DO NOT GO STRAIGHT TO THE RESIDENCE**, but meet the Office of Student Affairs and Alegessec staff on Campus in the main entrance hall of ESSEC in the corridors just up the main stairs in order to pick up:

1. Your Welcome Kit, which includes:

- **Your ESSEC ID and password** which allow you to connect to the computer network and the myessec.com portal
 - from your laptop or self service PCs at your disposal,
 - on campus, as well as from your ALEGESSEC studio.
- **Your ESSEC international student card (ISIC)**
- **The ESSEC Student Welcome Guide**

You will also find useful information on your new surroundings, notably on Cergy-Pontoise and its neighboring towns.

ESSEC staff will be available to answer any questions you may have concerning your arrival at ESSEC or to redirect you to the appropriate personnel.

- 2. Your keys:** A multi-risk housing insurance is obligatory in order to receive your keys. It is possible to subscribe to one when you pick up your keys (30€ for a contract less than 6 months and 50€ for a contract from 6 to 12 months).

The following documents will be distributed with your keys:

- The « *What you need to know about Alegessec* » flyer including:
 - Office hours in each residence
 - Round trip shuttle bus hours between the campus and residences
 - Rates and procedure for opening a telephone line
 - Parking access details, maintenance service information...
- A map to your residence

When you have completed the administrative procedures, you will be taken to your residence by the special shuttle buses which will be available specifically for EPSCI International Students.

For any further practical information about how to get to the campus and the Campus Welcome Center, you can consult the ESSEC Office of Student Affairs website: <http://www.essec.edu/student-life/campuses/ceryg-pontoise.html>

Important note: If your flight is delayed, please let the Alegessec know by calling **(33) 1 34 20 60 00** or contact **Solene Cossée from World Wide Welcome** on **(33) 6 50 53 48 38**

Arrivals before 24th August

We expect you to arrive at the ESSEC residences on one of the two mandatory arrival days and not before. However, if you intend to arrive in France before this date and come to Cergy to visit the campus, please bear in mind that we will not be able to receive or see you, much less deal with any individual issues, until the Orientation Session.

Access to your room at the Alegessec is on August 24th or 25th only. No early arrivals will be accepted.

Hotel accommodation in Cergy

If you want to arrive in Cergy before the mandatory arrival dates, or if you have family staying, you may want to book a room in this discount hotel which is located 5 minutes' walk away from the ESSEC campus. It costs around 35 euros per room (for 1-3 people).

Hotel Première Classe
3 Avenue des Trois Fontaines
95800 CERGY
Tél : 33 (0)1.30.30.13.63

<http://www.premiere-classe-ceryg-pontoise.fr/en/index.aspx>

Computer and Internet access:

Each room has a broadband Internet connection. You already have your ESSEC log-in, but need to wait until you receive your student cards and connecting instructions before you are able to successfully log on to the network. **You will need an RJ45 straight network cable in order to connect your computer to the network in your rooms;** you can buy this cable in the local hypermarket (Auchan) or bring one with you.

Special deliveries:

If you have any packages or special deliveries which you would like to ship before or after your arrival, there is one address to use no matter which residence you will be staying in:

«Your name and studio number»
Alegessec - Résidence du Parc
7 avenue du Parc - BP 90065
95020 Cergy Pontoise Cedex



**IMPORTANT REMINDER ABOUT CROCKERY
AND BED LINEN FOR YOUR ROOM!!!**

Please remember that sheets, pillows, blankets etc are NOT provided in your room unless you have reserved the *Alegessec Welcome Kit* in advance.

It may not be possible to buy these items immediately on your arrival day, so you may need to bring a sleeping bag with you for the first night. You will be taken to the shopping centre where you can buy these items on the first day of the seminar, if you have not been able to go there before then.



**INFORMAL SUPPER PARTY
IN YOUR RESIDENCE IN THE EVENINGS
OF 24TH AND 25TH AUGUST**

The EPSCI World Wide Welcome team will be arranging an informal pizza supper in both residences in the evening of 24th and 25th August. Look out for posters in the residences, or ask the WWW helpers. This will be a chance to eat together with other international students in your residence. The WWW students will order the pizzas, but each international student will have to pay the cost of his/her meal.

Please make sure you have about 10 euros in cash available to pay for this if you wish to participate.

On-site welcome service:

EPSCI WWW students will be available at the Campus Welcome Center to help you with your baggage, show you to your room and answer your questions when you arrive.

Important information concerning the Alegessec residences

The APL Housing subsidy

Please remember that you must pay the full monthly rent if you are not entitled to the 'APL' Housing Subsidy. In order to qualify for the APL, you must be an EU citizen or be eligible to apply for the 'carte de séjour' when you arrive in France and fulfil certain conditions. **All students will pay the full monthly rent pending the decision by the CAF on whether they are entitled to the subsidy.**

The Alegessec will require proof of your eligibility for the APL when you arrive to sign your contract. Please make sure that you bring all the necessary documents with you, (if you had a part-time job in the past year, you should also bring proof of your earnings). If you have any questions about your eligibility for the APL or the 'carte de séjour', you can contact the Office of Student Affairs (iso@essec.fr) or log on to: <http://www.essec.edu/student-life/studying-in-france.html> or ask the Alegessec staff when you arrive.

The duration of your contract

No rent will be charged from 24th August until the end of August. Your housing contract will start on 1st September 2010 and will go through until the end of December 2010 (or end June / July 2011 for Full Year or Double Degree students) even though the semester finishes on 17th December.

The security deposit

The deposit which you have paid to guarantee your room reservation **cannot in any circumstances** be used to pay your final month's rent. You must therefore budget to be able to pay rent for the full duration of your housing contract.

The deposit will be returned to you only **two months after** you have left the Alegessec and may be subject to deductions if there is any damage in the room.

IMPORTANT NOTE: Mandatory room inspections before final departure from the residences for semester students

Before leaving your room for the last time, you must clean it thoroughly and then **carry out a room inspection** with the Alegessec staff. The results of this inspection will determine whether the full amount of your security deposit is paid back to you or not.

When making travel arrangements to go home, make sure that you allow time to clean your room and carry out the inspection before leaving.

For any further information, please contact the Office of Student Affairs: iso@essec.fr or Alegessec: Alegessec-gestion@essec.fr