

International Student Handbook

2023 - 2024



IPSA
ÉCOLE D'INGÉNIEURS DE L'AIR
DE L'ESPACE ET DE LA MOBILITÉ DURABLE

A Parisian location

As an international student at IPSA, you will study on a campus located just outside of Paris, on the Southeastern periphery. You will enjoy the benefits of a small suburb along with the advantages of being 10 minutes away from Paris, the City of Lights.

Paris is the number one tourist destination in the world, accommodating over 120,000 international students, and with many companies looking to set up their headquarters as close to Paris as possible,

You will gain some insight into the cultural differences that you may face someday as engineers working in multinational companies. Challenges are numerous and study intense, but there's always time for sightseeing.

The city of Paris offers an incomparable wealth of history, art, architecture, literature, philosophy, music and dance to the students who choose to make it their home abroad.

The richness of cultural life there extends from opera to jazz clubs, through beautiful public parks to museums and cafés. Hemingway wrote of the "moveable feast" that is Paris. Each student will find the places and people that bring that definition to life. Most students agree that their most disappointing experience in Paris was having to leave...



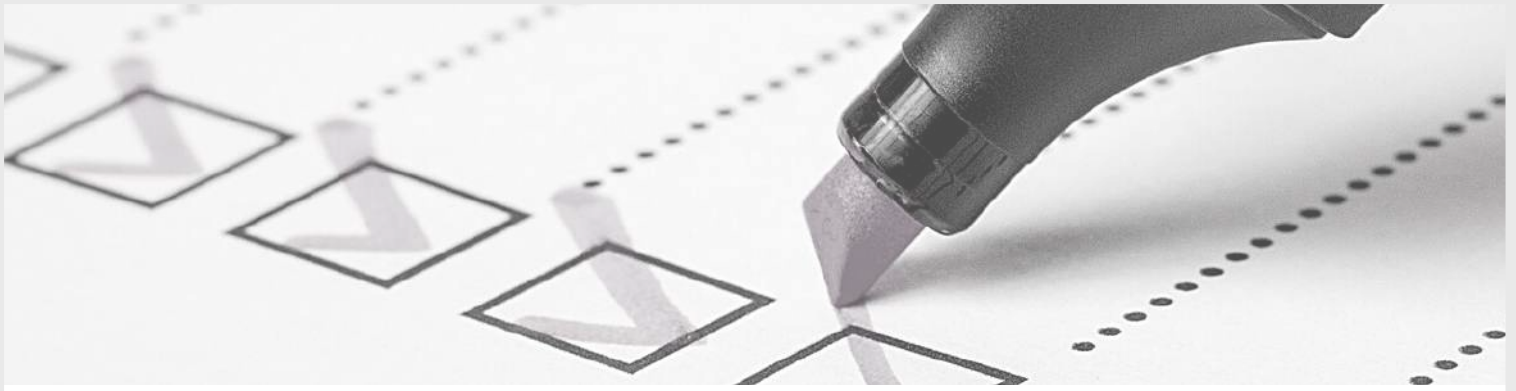


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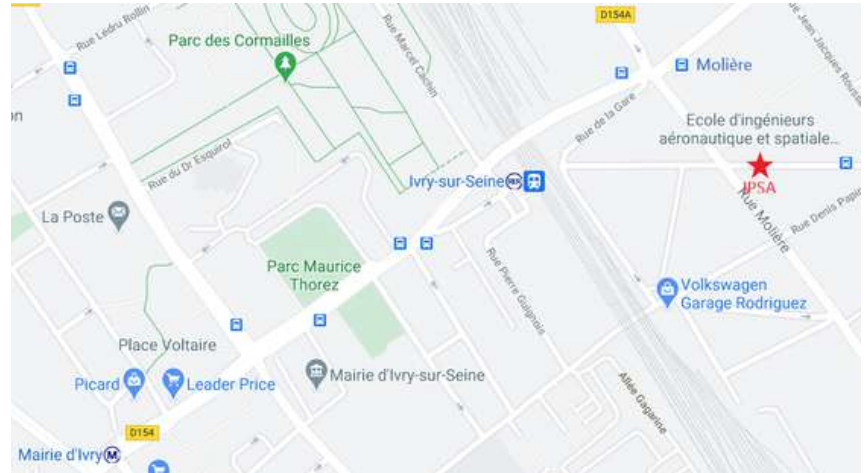
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How to get to IPSA Paris

63 Boulevard de Brandebourg 94200 Ivry-sur-Seine



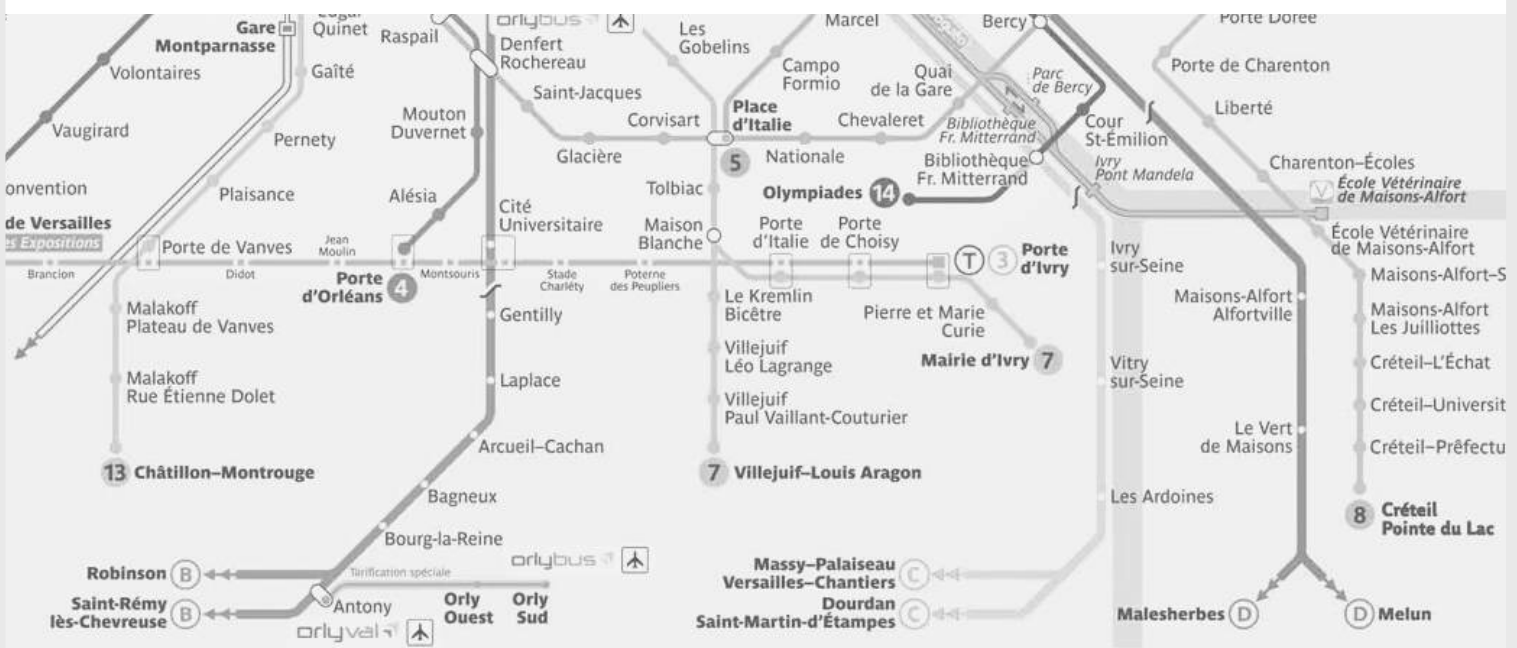
By train : The school is located 3 min walk from Ivry-sur-Seine station on Paris RER line C.



By metro: The school is located 15 min walk from Mairie d'Ivry station on Paris subway line 7.



By bus: Take bus 125, 323 or 325 and get out at the « Molière » stop. IPSA is 3min walk from there.



Public transports in Paris



Transport cards :

- **Navigo Imagine R** (student card): you pay 350€ for the whole school year on a monthly basis. You can get a refund if you stay less than a year.

[MORE INFO](#)

The Navigo Imagine'R is limited to students and young people between the ages of 12-25. It is the best option for those using RATP transportation at least twice a day every weekday (or the equivalent) and living in Paris / Region Ile-de -France for more than 5 months.

The Imagine R student travel pass is **valid 1 year** and allows you to travel on all of the public transport networks in the Île-de-France region: metro, RER, bus, tramway and train, with the exception of Orlyval, Filéo/Rossybus CDG (elementary students), Air France airport shuttles, SNCF train lines with reserved seating, and the Optile special fare lines.

The card also allows the holder to claim various discounts on other services.

- **Navigo Liberté +**: you can use the card to travel freely in Paris and in the suburbs. You will be charged the following month automatically on your bank account.

[MORE INFO](#)



There are two different applications available on your mobile phone:

- **RATP** to find your next train, metro, bus, in real-time.
- **IDF Mobilités** to top up your Navigo card.

Some useful sites for road, rail and air travel to and around France:

- Train ticket : [SNCF](#)
- France's National Air Carrier : [AIR FRANCE](#)
- Low cost flights and travel : [EASYJET](#)

Visa and immigration



France-Visas
The official visa website for France



Who needs a student visa?

All non-European students (non-citizens of countries in the European Union, the European Economic Area, or the Swiss Confederation) need a visa. There are 2 types of student visa:

VLS-T "étudiant"

The "Student" Temporary Long Term Visa (**VLS-T "étudiant"** in French), will allow you to:

- stay in France for 4 to 12 months to attend higher education studies
- travel freely in countries included in the Schengen Area
- benefit from the French social security (after having registered in a higher education institution) during your stay and benefit from a partial refund of your health expense. [more...](#)

VLS-TS "étudiant"

The long-stay visa valid as a residence permit for students (**VLS-TS "étudiant"** in French) will allow you to:

- stay in France for 4 to 12 months to pursue higher education studies
- travel freely in all the countries of the Schengen Area
- benefit from the French social security (after having registered in a higher education institution) during your stay and benefit from a partial refund of your health expense
- work 964 hours per year (i.e. 20 hours per week) to supplement their financial resources
- receive a rental subsidy from the CAF (housing aid)
- extend their stay beyond the period of validity of the issued residence permit. [more...](#)

For more information concerning visas, visit [France Visa](#) or [Campus France](#) websites.

How to obtain your visa

First, check the procedure with the French Embassy or the Campus France in your country.

The main steps in applying for a visa:

Do I need a visa?

First, use [Assistant Visa](#) to check, based on your situation, whether you need a visa and if so, what type. The wizard will also tell you what documents must be enclosed with your application, along with the relevant fee.

Complete your application online

Once you have confirmed that you need a visa, you can complete [your application on our online portal](#). You will be asked to create a France-Visas account, which you will need for each step of the process.

Submit your application to the visa centre

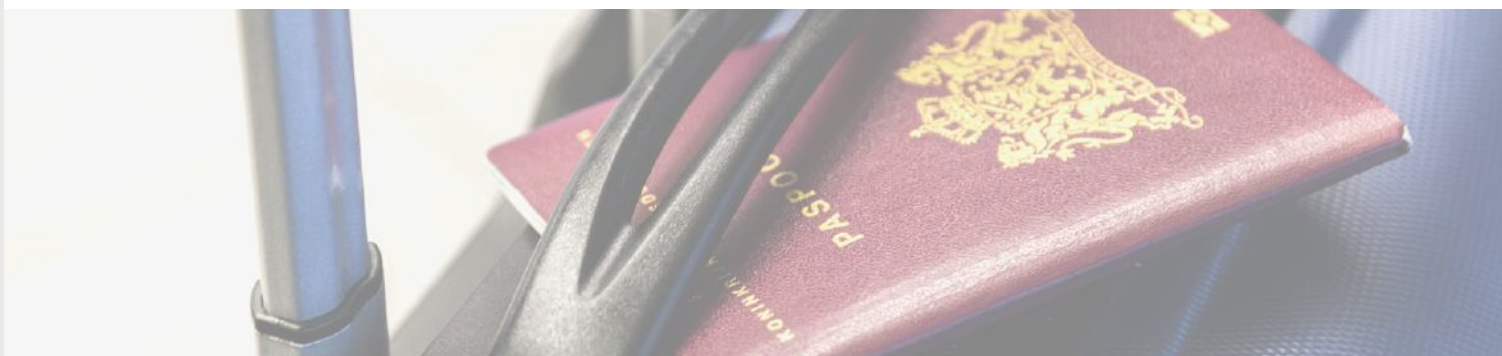
Once you have completed your online application, all you have to do is submit it to the visa center (check the right portal with your French Embassy).

Track your visa application

Once your application has been submitted, [track its progress](#) and see how and when you can collect your passport and how to prepare yourself for your trip to France.

Caution : A tourist visa cannot be converted into a student visa in France or in any other country of the European Union.

For more information, visit [France Visa](#) website or contact the French Embassy in your country.





Managing your money



The official French currency is the **Euro** (€), the sole currency used for cash transactions in France.

On arrival in France, before you establish a French bank account, you should be able to pay easily with your “home” credit card if it is one of the major names like Visa and MasterCard. Major credit cards are accepted by most merchants for payments in excess of 5 Euros. Automated Teller Machines (cash machines) are available in cities.

Students staying over three months may need a bank account to pay for essential services. A valid passport, proof of address, and residence permit for non-EU nationals are required to open a bank account.

Before leaving your home country, make sure that your financial resources will cover the costs of living and studying in France.

Tuition : waived for exchange students

Student health insurance (social security) : free

Liability insurance : ~20€ / year

Rent : from 500 to 850€ / month

Public transport : 350€ / year

Food : min 200€ / month

Visa : 50€ (if necessary)

Health insurance

Healthcare and Health insurance

All hospitals have an emergency room that is open **24 hours a day**. Some doctors and pharmacies are on call nights and weekends.

The level of care in French hospitals is of very high quality, and French Social Security enables everyone to be taken care of.

The European Health Insurance Card

Students from the EU benefit from the free movement of people and extended social protection from their home country. EU nationals must have a **European Health Insurance Card** (valid for 1 year) issued by the appropriate authorities of their country of origin. The

European Health Insurance Card is available free of charge through your local health insurance

institution. For information, please see the official EU website [HERE](#)



Non - EU students

As an international student enrolled in a participating institution of higher education, it is **mandatory** to join the Social security (French health insurance). The Social Security partially refunds your health expenses (visit to the doctor, medical check-ups, etc.). Caution: you will always have to pay medical expenses upfront and will get a partial refund on your bank account. The French health insurance is totally free of charge. French and international students don't have to pay to register to French social security.

To register, [CLICK HERE](#) (available in French, English, Spanish, Chinese and Arabic).

The whole process is explained in English on the following website [HERE](#)



Insurances

Complementary health insurance: **RECOMMENDED**



The choice to subscribe to a **complementary health insurance** to top up the refunds of your medical expenses is entirely up to the students. It is not mandatory, but we do recommend it strongly as the French Social Security only refunds partially.

You can take an insurance from your home country or from French insurance companies such as HEYME or LMDE.

Third-party liability insurance: **MANDATORY**



You must take out a **third-party liability insurance** (covering accidents caused to other people by the policy holder) either with an insurance from your home country or from French insurance companies such as HEYME or MACIF.

It may also be included into your housing insurance plan or your international insurance plan, if you have one. Check your certificate of insurance. It must be clearly written "**third-party liability insurance**" on it.

Housing insurance: **MANDATORY**



In France, whether you are going to take a room in student residencies, move into a joint arrangement or share an apartment, housing insurance is mandatory to protect your place of accommodation.

Our partner, Studapart will automatically suggest to you a housing insurance. If you don't go through Studapart you can find housing insurance with other companies (such as the ones listed above)



Accommodation & Housing Aid

Accommodation



Finding accommodation in Paris can be quite difficult, especially at the beginning of each semester. We recommend students to look out for a place to live in as soon as possible!

To find an accommodation, you can access to our partner's dedicated housing platform [Studapart](#). You will have access to many offers such as studios, flatshares, homestays... and benefit from personalized support throughout your rent.

From applying to booking, follow all the steps online on the platform. To get started, click on "Tenant space" and sign up using your personal email address and the access code **HOUSINGIPSA**.

Most accommodation places require a guarantor living in France. Book your accommodation online and benefit from the Studapart Guarantee and support from a multilingual team over the whole duration of your stay.

A question ? Send an email at booking@studapart.com

Housing Aid



caf·fr

All students regardless of age or nationality can benefit from rental subsidy. You must apply to the CAF ([HERE](#)), and have a bank account in France. Although getting this allowance is not necessarily guaranteed as it is based on previous incomes, it is still strongly advised that students apply.

All the information about CAF is available in English on the online platform [HERE](#).

Eligibility :

- Being a tenant or roommate of a new or old accommodation (sized 9m2 minimum).
- This accommodation must be your primary residence, with a lease in your name.
- Being in possession of a VLS-TS student visa

Daily life at IPSA

Sports

Students from IPSA can benefit preferential rates and access to one of the main private gyms in France, the **annual fee** for students is 95 Euros.

<http://www.forest-hill.com>

Please check with the administration office upon arrival if you're interested.



Eating

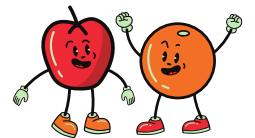
Around IPSA, you will find a great variety of restaurants from which to choose. If you like Chinese, Turkish, Greek, Italian, or any other ethnic foods, you will not run out of places to eat! You will always find the typical French boulangerie when you are in the mood for a classic baguette. Prices vary, but you are sure to find quick and affordable snacks or meals in the area.

You can also bring your own prepared meal and enjoy it in the cafeteria.



A rich and dynamic student life

IPSA motivates students to try out activities that enables them to work in partnership and encourage entrepreneurial skills. Student associations are therefore placed at the heart of the teaching programme at IPSA. The diversity of associations divided into **more than 70 clubs** shows that IPSA students are drawn towards a diverse and rich background with a wide range of interests.



IPSA International Student Association (IISA)

This association offers **support and follow-up** for international students coming to study at IPSA. The members organize **various activities** throughout the semester to help the international students make the most of their time in Paris.

A **French buddy** is also assigned to each international student.



Upon arrival at IPSA

Student e-mail account



All students get an **IPSA e-mail address** (firstname.lastname@ipsa.fr) before they arrive. This e-mail will be the only one used by the Academic Office, the International Office, and teachers to communicate with you during your stay. It must be checked regularly. To get access to it, you must use the webmail **Outlook 365**.

Wifi access



There are two wifi networks at IPSA: **IONIS and Ionis Portal**. Your login is your IPSA e-mail address and your password is your IPSA e-mail password.

Moodle



Moodle is a platform that enables you to share documents with your teachers (lessons, works...). It might also be used for examinations. You can log in to moodle with your Outlook 365 account through the following link: <https://moodle.ipsa.fr/>

PEGASUS portal



Each student has access to his own personal **Pegasus portal** where they can check their weekly timetable, marks, etc. To log in, you must first connect to your Outlook 365 account and then click on "log in with Outlook 365" on this link [HERE](#)

PEGASUS must be checked daily, as classes can be changed (date, time, room).

Registration

Before the beginning of the semester, you will receive an e-mail from the International office with the procedure on how to fill in your administrative file "profil étudiant".

Once you have registered and provided all the required documents, you are given a **student card** (carte d'étudiant), which grants you access to various discounts on cinemas, public libraries, concerts, public transports, etc...

Furthermore, the student card is personal, it states: the current academic year, the full name of the student, the student number and their photo.

We remind all students that this card should be kept throughout the academic year.

Important notice

The student card must be showed to all exams: exams, resitting exams, oral exams...

In case of loss or theft of your student card:

- an email must be sent as soon as possible to administration.etudiants@ipsa.fr
- the duplicate card is charged 10€



Rules of attendance

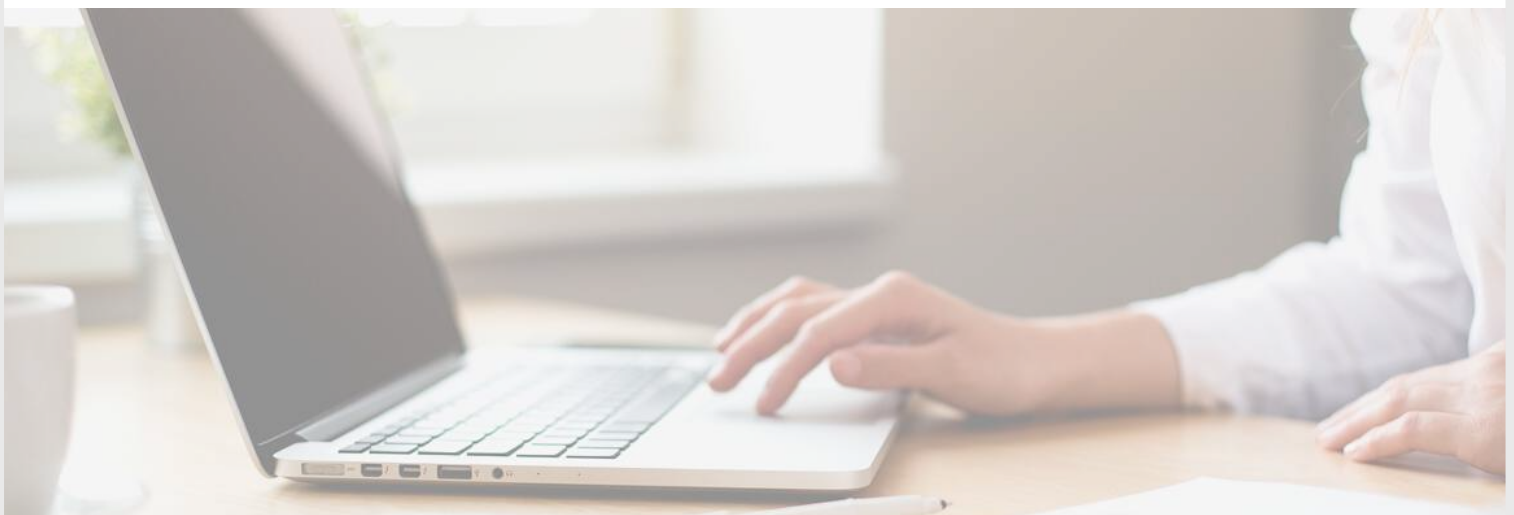
Class punctuality and attendance are mandatory, all classes are important.

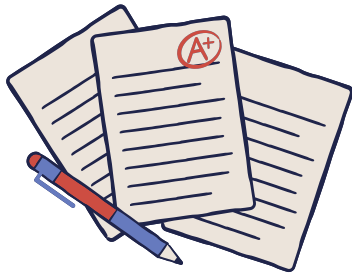


If you know that you will be missing out on a class :

- send an e-mail to your professor before the class to explain your absence
- have a proper justification (proof of appointment, doctor note, etc) and upload it on your Pegasus portal not later than 48 hours after your inattendance

You need to be on time for your classes: professors have the right to not accept you in class if you are late. If it happens, you must tell the Academic Office.





Resitting exams

In general all exams have to be taken at IPSA. Students are expected to stay until the end of the exams. It's very difficult for IPSA to organize resitting exams at your home university. Plus, resitting exams for regular students at IPSA are always held later in the semester (after you have left).

Add/drop courses

If you want to make changes in your learning agreement you can do it by submitting a Change Form or During Mobility form. You can find these documents at the international office.

IMPORTANT : Courses can only be added or dropped during **the first three weeks** of classes.

The procedure is as following:

- On the Change Form you fill in the courses you want to add or drop and sign the form yourself
- Give the form to the International Office
- We ask our Dean of studies for approval for the changes in your course selection
- As soon as we know if the courses are approved we will notify you
- To make your file complete we need a signature from your home university as well

Once the form is signed by all parties the complete file will be uploaded in our system.



Important notice

Master courses have **limited seats available**. Indeed, IPSA class schedules are designed to strike a balance between maximizing student choice and using limited classroom space. Class sizes are limited based on academic needs and space limitations.

When you first choose a Major and Option on your learning agreement, you are given priority on all the courses included in the major and option.

However, if you wish to add courses that are not part of your initial major and/or option, it will be subject to the number of remaining seats.



Useful information

Public holidays

Fall 2023

All Saints Day: November 1st
Armistice Day: November 11th
Christmas Day: December 25th

Spring 2024

New Year's day: January 1st
Easter Monday: April 1st
Labor Day: May 1st
WWII Victory Day: May 8th
Ascension: May 9th
Pentecost: May 20th

School holidays (to be confirmed)

All Saints Holidays (except AERO5) : October 28th to November 6th

Christmas Holidays : December 22th to January 8th

Winter Holidays (except AERO4 and AERO5) :

- AERO 1 and 2 : February 16th to February 26th
- AERO3 : February 9th to February 12th

Easter Holidays : April 13th to April 22th

Ascension weekend: May 7th to May 13th



IPSA is on social networks, do not hesitate to add us to know the latest news!



[IPSA](#)



[ipsa.aero](#)



[@IPSA](#)



[ipsaOfficiel](#)



[IPSA, école d'ingénieurs de l'air et de l'espace](#)



STATE-APPROVED SCHOOL
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the European quality label for
engineering degree programs.



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