The following information will guide you to prepare your stay in France.
COVID-19 Important information

RULES & RESTRICTIONS IMPOSED BY THE GOVERNMENT

Today, KEDGE is getting ready for the intake of the new semester. Campuses are closed for now but we are working towards the reopening of campuses early 2021, in compliance with the health protocol decreed by our supervisory ministries, the Ministry of Higher Education and Scientific Research and the Ministry of Labour. Each campus will be disinfected; the implementation of safety distances will be applied in classrooms and living areas.

Students must respect the national rules such as the curfew from 9pm to 6am implemented until, at least, end of January. Please note that the French government can make reforms within certain procedures, newcomers who have confirmed their participation into our programmes will be informed in case of any update.

COVID-19 guidelines

- Wearing a mask is mandatory on the campus
- Follow the arrows on the floor and when there is only one door to a classroom, wait until all participants have exited the room before entering yourself
- Greet without shaking hands or hugging
- Cover your cough or sneeze with a single use tissue, then throw the tissue in a trash
- Avoid touching your eyes and mouth
- Wash your hands often with soap and water for at least 30 seconds
- To ensure everyone’s safety, our classrooms, restrooms, brain bubbles and food corners are being routinely cleaned and sanitized
- There is hydro alcholic gel at your disposal at the entrance of all classrooms
**TEST PCR**

- The PCR test is used to screen for CoV-2-SARS infection (Covid-19). It makes it possible to determine whether or not a person is a carrier of the virus at any given time.

- It is a non-invasive test, lasting a few seconds, which consists of taking deep nasal cells using a swab, which is inserted into the nasal cavities.

- It is possible to have a PCR test performed after your arrival in France. To locate the nearest screening centres and laboratories follow the link here below. The website is in French but the interactive map will show you the closest medical centre according to your location:
  
  https://sante.fr/recherche/trouver/DepistageCovid

- Of course, if you are demonstrating any of the COVID-19 symptoms, please do not come to the campus, and see a local doctor. Please remember to keep up to date regarding travel regulations and restrictions as they may change. Information can be found on the Campus France website as well as the Ministry of Foreign Affairs.


HOSPITALS

SAINTE MUSSE HOSPITAL
54 rue Henri Sainte-Claire Deville
83100 Toulon
Tel: 04 94 14 50 00
Bus: 14-40-54-72-91
Bus 9 or 31

STE ANNE HOSPITAL
2 boulevard Sainte-Anne
83000 Toulon
Tel: 04 83 16 20 10
Bus: 15

GENERAL PRACTITIONERS

DOCTOLIB: https://www.doctolib.fr/

IN TOULON:
Dr Pierre-Christophe DAVID
121 place de la Liberté
83000 Toulon
04 94 93 11 57

Dr Alain MIRABELLES
43 rue Gimelli, 83000 Toulon
04 94 92 94 07

Dr René MONGES
306 rue Jean Jaurès, 83000 Toulon
Tel: 04 94 62 22 38

SOS MEDECINS (on-duty Doctors):
04 94 14 33 33

EMERGENCY NUMBERS

- Firefighter - 18
- Samu - 15
- Police - 17
- European emergency - 112
- Safety Kedge - 08 05 04 44 44
OPHTHALMOLOGISTS

IN TOULON:
Dr Robert BENHAMOU
165 place de la Liberté, 83000 Toulon
Tel: 04 94 92 71 30

Dr Rodolphe VIGNAL
12 rue Picot, 83000 Toulon
Tel: 04 94 22 38 20

Dr Michelle DUFLANC
12 rue Picot, 83000 Toulon
Tel: 04 94 22 38 20

GYNECOLOGISTS

IN TOULON:
Dr Elisabeth RUDLOFF
6 place d’Armes, 83000 Toulon
Tel: 04 94 28 76 82

Dr Françoise FOUCAULT-CHIOZZA &
Dr Françoise ODANO
8 avenue du Maréchal Foch, 83000 Toulon
Tel: 04 94 62 03 41

DENTISTS

In Toulon:
Dr Edouard HAMPARTZOUMIAN
205 place de la Liberté, Toulon
Tel: 04 94 93 14 53

Dr Stéphanie JAMIN
6 rue Picot, Toulon
Tel: 04 94 41 22 44

Dr Didier DURBEC
43 rue Gimelli, Toulon
Tel: 04 94 62 04 06
CHECK LIST - SUMMARY

BEFORE YOUR ARRIVAL
- Acceptance letter
- Student Visa for non-EU citizens
- Kedge BS Virtual Campus
- Registration
- Course registration & Learning Agreement
- Health Insurance
- Housing services

UPON YOUR ARRIVAL
- Pick up service
- Mandatory Orientation session
  (Incl. basic information on the city, daily life and Kedge: bank account, transportation, library, etc.)
- Arrival certificate
- OFFI registration and residence permit
- Housing Insurance, EDF, CAF

DURING YOUR STAY
- Kedge BS Student services
- Emergency numbers & useful addresses
- Kedge BS Academic coordinators
- Welcome

BEFORE YOUR DEPARTURE
- Certificate of departure and stay
- Housing notice of departure
- Closure of various French accounts

AFTER YOUR DEPARTURE
- Transcript of records
BEFORE YOUR ARRIVAL

Before leaving your home country and your family, you must complete several formalities. Some are related to the Kedge Business School student registration, others to your daily life in France. Check Campus France advice on how to prepare your stay in France: Campus France arrival sheets.

KEDGE BS CAMPUS VIRTUEL REGISTRATION

After you have been accepted at Kedge BS, the registration office will send you an email, which will enable you to log into KEDGE intranet: “Campus Virtuel”-https://campusvirtuel.kedgebs.com - and create a private account. Once you are logged into your Virtual Campus, fill in the required fields according to the integration procedure closely explained in the email.

More information on:
https://welcome.kedge.edu/welcome-international-student/toulon-campus/degree-seeking-student/my-registration-procedure

COURSE REGISTRATION

After the completion of your Virtual Campus file, you will be sent an email indicating the procedure to select your courses online. This depends on the programme in which you will study at KEDGE BS. It can only be done once your “Campus Virtuel” registration is completed. All instructions will be given via email.

Credits earned at Kedge BS are the ECTS (European Credit Transfer System). 60 ECTS credits represent the workload of a year of study (30 credits per semester). Credits are awarded when the course and all required examinations have been successfully completed. Most of our courses are worth 5ECTS. Each course is composed of 10 lectures, which corresponds to 30 contact hours & 70 hours of personal homework. Grading is out of 20 points, passing grade being 10/20.

Programme information:
https://student.kedge.edu/programmes/business-engineering

Course registration information and syllabus:
https://welcome.kedge.edu/welcome-international-student/toulon-campus/degree-seeking-student/my-registration-procedure

LEARNING AGREEMENT

Most of Erasmus+ students are required by their home institution (not by KEDGE BS) to have their Learning agreement signed before their departure. You can send your learning agreement for signature to incoming@kedgebs.com or directly to your Kedge BS academic coordinator (see during your stay section for further details).

SPECIAL NEEDS FOR INTERNATIONAL STUDENTS

KEDGE Business School has established a service in line with our values of equality for all to support students with special needs during their time with us. If you chose to provide us with details about your disability or special needs, we will work with you to identify the types of support you need.

The whole campus is accessible with a wheelchair. Moreover, the examination office can organize examination arrangements such as separate rooms, additional time or working on a laptop as opposed to hand written exam.
For all your questions, please contact: handikaptoulon@kedgebs.com

ACCEPTANCE LETTER

Your acceptance letter will be available only after you have finished your exchange application form and have been accepted.

The acceptance letters will be sent automatically ONLY to students who are non-European citizens for the purpose of visa. If you are an EU national, you can request your acceptance letter via email: incoming@kedgebs.com

Your acceptance letter will include an "end date". This is a hypothetical date and refers to the last possible date to sit an exam. Erasmus students must communicate their real departure date to their home university International Office. Only the real departure date will be included in the Certificate of departure. This adjustment may affect your Erasmus grant, so you must check the policy of your home University regarding your last date in your Certificate of departure.

KEDGE INTERNATIONAL FACEBOOK GROUP

We offer the opportunity to join the international student group to all our enrolled international students via our Facebook Group. You will be able to find important information and get in touch with your future classmates as well as other international students attending KEDGE BS.

This group is private and we only accept Kedge students. You can ask to join here: FACEBOOK
STUDENT VISA

We advise all students who need a VISA to make an early contact with Campus France [www.campusfrance.org/en] or the French consulate [https://france-visas.gouv.fr/en_US/web/france-visas] in the home country. Check the list of documents to be submitted and note whether these documents need to be translated or certified. Submit only one file and make sure it is complete in every way.

EUROPEAN STUDENTS
No VISA required

NON EUROPEAN STUDENTS

Extended-stay visa (more than 90 days)
Students from the following countries apply for a French student visa at Campus France:
Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chile, China, Colombia, Comoros, Congo Brazzaville, Ivory Coast, Djibouti, Egypt, Gabon, Guinea, Haiti, India, Indonesia, Iran, Japan, Kuwait, Lebanon, Madagascar, Mali, Mauritania, Morocco, Mexico, Peru, Republic of the Democratic Congo, Russia, Senegal, Singapore, Taiwan, Togo, Tunisia, Turkey, Vietnam

Students have to create an account on Campus France website and will receive an access code to keep carefully for their visa process and follow up. Neither Campus France nor any other organisation, individual or entity will have any role in the visa-granting process, which is the sole responsibility of the French consular service.

Students from other countries have to contact the closest French Consulate or Embassy:

Short-stay visas (less than 90 days)
In case your stay in France does not exceed 90 days, there is no need to apply for a residence permit with a short-stay visa. Also, note that the temporary visa cannot be renewed and cannot be transformed into a long stay visa while in France.

More information about visas/
[https://welcome.kedge.edu/welcome-international-student/marseille-campus/exchange-students-simple-exchange-and-double-degree-students/administrative-formalities]

HEALTH INSURANCE

By law, all students being less than 28 years old on September 1st of the current academic year and coming to study in France for more than 3 months are required to purchase the French student health insurance through their French higher (i.e. KEDGE Business School) before the classes start.

SOME EXCEPTIONS
- Students from Quebec holding form SE-401-Q-106
- Students holding a European Health Insurance card
- Students being more than 28 or studying less than 3 months


GUARANTEES
In the event of sickness, the French Health Security [“Sécurité Sociale Française” - http://www.ameli.fr] refunds a certain percentage or the expenditure based on set charges called “tarifs de base (TB)” or “tarifs conventionnés (TC)”. The coverage is sufficient for a very basic visit at the general practitioner but might not be sufficient to cover higher expenses such as hospitalization, change of glasses, dental / eye surgeries, etc... We therefore highly recommend students to subscribe for a complementary health coverage (complémentaire santé) in order to benefit from a better coverage.

There are several French health insurance companies, please consult the following websites to get familiar with their services.

More information on:
KEDGE Business School welcomes international students and is happy to help them getting accommodation. Housing in Toulon may be difficult to find, so we strongly recommend students to book accommodation before arrival.

KEDGE BS, Toulon campus does not offer rooms on campus.

However, Studapart is the best way to find an accommodation in Toulon:

https://kedge.studapart.com/en/

**Off-Campus Housing**

KEDGE Business School does not offer rooms on campus in Toulon, Kedge BS provides help finding an off-campus accommodation.

**STUDAPART**:  
https://kedge.studapart.com/en/

*other accommodations:*

*Housing Toulon*

The monthly rent is around 400€-600€ depending on the type of the room.
Private market

Another possibility is to rent a room or a shared flat on the private market (flats run by landlords).

The prices can be very different as it depends on the location of the flat, its size, if it is furnished or not and if all or part of the charges are included (household rubbish collection tax, water, electricity, heater, internet, etc.).

Rents generally do not include electricity, water and internet access and range from 450-700€/month for an individual flat and 300-700€/month per person for a shared flat (2 people or more).

You can check on the following websites for individual and shared flats. Private landlords post some of the advertisements whereas others are published by estate agencies:

- www.leboncoin.fr
- www.paruvendu.fr
- www.pap.fr
- www.seloger.com
- www.info-jeune.net
- www.lokaviz.fr

N.B: The websites are in French so if you cannot speak it, this may be complicated. Some of the advertisements you may see on those websites can be published by estate agencies. Usually you have to pay some management fees to the estate agencies equivalent to one-month rent.

If you are asked to pay management fees around 200€, be careful because it may be a fraudulent ad as the estate agency will offer you a list of flats which, most of the time, are no longer available.

Tips for your housing hunt

You will need to find a furnished apartment or you will need to buy furniture (you can always buy second-hand furniture and sell it back to the other international students the following semester).

- If possible, try to avoid estate agencies as they will charge you a lot and will ask for French guarantor. Try to deal directly with owners.
- Never send money in advance to private landlords (except for private residences and the private owners dealing with the Interacts).
- Some specific real estate agencies ask you to pay to give you a list of apartments. DO NOT BUY APARTMENT LISTS
- Do not forget to ask if the utilities (heat, hot water, cold water, waste, elevator) are included or not in the rent. If not, be aware that you will have additional bills. Always ask exactly which are the operating costs included in the rent to avoid nasty surprises!
- If you intend to book a room in a hotel, you will pay a minimum of 60 € per day.
- Rent is to be paid in advance, usually before the 5th of the month by check or bank transfer.

French guarantor

Most of the landlords/estate agencies only agree to rent their accommodation if you can provide a French guarantor. So, before applying for an offer, make sure the lessor will consider your request without this condition.

In that case, they may require many documents in order to rent you an apartment. This is to assure them that you can afford to pay the rent. As you are a student and do not have a regular income (salary), your parents are your guarantors.

As your guarantors, if you want to find housing, they will need to provide you:

- 3 last payslips or an evidence of their income tax (you will add the translation of the salary/income tax amount in euros)
- A proof of their address (electricity, gas bill...)
- A copy of their passports and yours
- Their bank account details
Adjusting to life in new country can be challenging but also rewarding. One good way to cope is to prepare so you know what to expect.

Culture shock can hit you in many different ways. You might experience culture shock all at once or feel it at different times.

In any case, you need to be prepared and know how to handle it.

Culture shock is defined as, “the mental shock of adjusting to a new country and a new culture, which may be dramatically different from your own”. It is also said that it is a normal stage in the acculturation process that all newcomers go through. Being in a strange place and losing the power to communicate can disrupt a person’s worldview, self-identity, and systems of thinking, acting and feeling. France has many cultural differences from your home country. Some of these differences can become so overwhelming that you will want to leave France forever (culture shock). Learning how to deal with these differences and understand the French reasoning is the key to coping with culture shock.

Tips to properly adapt to the French culture

- Learn to speak French! This is one of the best ways to settle in among locals.
- By patient, administration is rather complicated and takes time. Be prepared!
- Adapt to the French schedule: meal time, shops opening days and hours, party time..
- Learn to enjoy your meal! There is no need to hurry. Most French people eat with no hurry.

Information about studying and living in France

- http://www.campusfrance.org/en
- https://student.kedge.edu/student-services/prepare-my-studies-abroad/practical-information

Consult some interesting web sites about our Region and city

- https://www.campusfrance.org/en
  [The official French Tourist Office]
- https://toulontourisme.com/
  [Toulon Tourist Office]
**How to get to KEDGE BS Toulon Campus**

The KEDGE Toulon campus is located in the centre of Toulon, near the train station.

[https://student.kedge.edu/about-kedge/campuses/toulon-campus](https://student.kedge.edu/about-kedge/campuses/toulon-campus)

**From the train station**
The best way to get to KEDGE Toulon from the train station is to walk to the Campus (5 minutes walk)

**From the Toulon/Hyères airport**
Bus 102 [https://www.reseaumistral.com/](https://www.reseaumistral.com/)

**From Marseille airport (Marignane)**
Shuttle bus from the airport to the train station ‘Saint-Charles’ and a train (TER) from Marseille Saint-Charles to Toulon [https://www.oui.sncf/](https://www.oui.sncf/)

**From the Nice airport**
Shuttle bus from the airport to the train station in Nice and a train (TER) from Nice to Toulon [https://www.oui.sncf/](https://www.oui.sncf/)

**From the airport**
You will be landing to Marignane city at the Marseille-Provence Airport OR to Toulon/Hyères Airport which is the closest airport to travel to Toulon. This airport is located outside Toulon, at 30 minutes by car from Toulon’s town centre.

Transfer by bus from Toulon/Hyères Airport to Toulon (bus 102)

From the Marignane city Airport to Toulon: take the airport shuttle (it leaves every 20 mn and costs approx.. 8.30€ one way and takes 25 mn) from the Airport to the Train Station of Marseille Saint-Charles and take a train (TER) to Toulon centre.

**Reseau Mistral Public Transportation System**
[https://www.reseaumistral.com/](https://www.reseaumistral.com/)
a “solo” ticket costs 1.40€.

There are different types of cards: monthly, annual (depending on you age and needs)

Bus-boat to Saint-Mandrier or la Seyne sur mer or les Sablette/Tamaris
[https://www.reseaumistral.com/](https://www.reseaumistral.com/)

**Welcome Orientation Session**

Kedge BS organizes a mandatory orientation session for its newly arrived incoming students at the beginning of each semester. During this session, you will be provided with general and academic information.

You can as well participate in workshops related to different administrative formalities (residence permit, opening a bank account, health insurance...), as well as cultural events to meet other students and start making friends.

Arrival certificate

If your home university requests you to have your arrival certificate signed, please drop it off at the student office upon your arrival and you will have it signed and returned to the student office or sent directly to

incoming@kedgebs.com

Physical Address

Maison de la Créativité
1 parvis des Ecoles, Toulon
[click here](https://student.kedge.edu/about-kedge/campuses/toulon-campus)

Erasmus code

F BORDEAU 57
Housing benefit from the CAF

The French Caisse d'Allocations Familiales (C.A.F) grants a monthly amount to help to pay rent to students staying in the same place more than 6 months (if your stay is shorter you will not be eligible). The housing benefit is subject to income conditions and depends on the size of the flat, the amount of the rent, if you are living alone or in a shared apartment, etc. You will be able to have an idea of how much you can get (once you have found your housing) by doing a simulation on their website.

Note that the first and the last month are never paid.

Non-E.U. students may receive - or not - this housing benefit depending on the type of visa they are holding. Please note that if on your visa it is written “Dispense temporaire de carte de séjour”, you are not eligible for this grant.

When you are in France and as soon as you have your definitive housing address, you should apply on-line on www.caf.fr. Once you are registered, you will have to send your file and the requested documents to the CAF either by post or by going to one of their offices.

Once your application is accepted, the amount will be transferred to your bank account in France, so you have to pay the full amount of rent to your lessor or the grant will be paid to your lessor’s bank account and you will have to pay the remaining amount to your lessor.

Electricity

In France the electricity account is attached to a person occupying the housing. Each new lessor needs to open an account with EDF (the original French electricity company) or any other company on the market. The electricity number is needed and it should be provided by your landlord.

The same may be done for gas. However the water bill is usually sent to the landlord directly, therefore you do not need to open a water account.

EDF website: https://particulier.edf.fr/en/home.html
GAS website: https://particuliers.engie.fr/en.html

French residence tax

In France when you are occupying an apartment on January 1st (no matter when you entered or when you will leave), you have to pay the French residence tax which is usually equal to one month rent. As the tax document is sent in autumn (around October), and if you already left Toulon, you will have to give your new address to your lessor in order to receive this document in your new apartment even if you are not living in France anymore.

The tenant, not the lessor, must pay the French residence tax.

Housing Insurance [mandatory]

Upon arrival, all students are legally required to buy an insurance for their room/apartment (against flooding, fire or natural disaster as well as theft). Note: CROUS residences are not concerned.

This document is necessary to check-in at most residences and landlords the first day.

- The Welcome association can help you getting housing insurance by opening a bank account.
- Banks may offer this kind of insurance when opening a bank account. Please contact your bank in France for further information about the cost and guarantees.
Having a French bank account may be necessary in order to pay for 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 checkbook and/or a credit card after the opening of the account (upon request). Checkbooks are usually free of charge.

International students can ask for assistance from the Interact association who can help them to open a bank account.

**OFII Registration Process**

**International students holding an "Extended-stay student visa"** (visa Long Séjour" VLS/TS), with the following statement on their visa: “CESEDA R311-36” must register with the OFII Immigration Office [Office Français de l’Immigration et de l’Intégration]. KEDGE BS will provide help to the students in this process.

Upon arrival, students must submit within the 2 months of arrival the following documents to the OFII:

- OFII form that you received from the French Consulate completed
- Copy of passport, visa and stamp of entry in the Schengen area

Approximately 4 weeks later, the OFII will send two letters to the students (in French):

- the 1st letter is an acknowledgement of receipt
- the 2nd letter (approximately 1 month later) is a notification requiring students to go to the OFII to submit additional documents: passport + 1 passport size picture + proof of living in France + tax stamps (about 58 euros)
- At the end of this appointment, students will receive a stamp equivalent to a residence permit. For double-degree students, or students staying for 15 months, the renewal of the residence permit must be asked at the latest 2 months prior its expiry date.

**OFII contact information**

61 Boulevard Rabatau
13008 Marseille [marseille@ofii.fr]
[04 91 32 53 60]
[Monday to Friday] [8.30am - 12.00pm]

**Residence Permit Application**

**International students holding an "Extended-stay student visa"** (visa Long Séjour" VLS/TS), with the following statement on their visa: “Carte de séjour à solliciter dans les deux mois suivant l’arrivée” must apply for a residence permit through the French administration.

All steps will be explained during the visa workshop of our welcome orientation session.

**International students holding an "Extended-stay student visa"** (visa Long Séjour” VLS/TS), with the following statement on their visa: “Dispense temporaire de carte de séjour” do not have to proceed to any registration process nor residence permit application.

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

- Copy of passport & visa (for students from the EEC, a copy of Identity Card)
- Proof of accommodation in Toulon
- RIB: statement of French Banking Identity.
- IBAN: statement of International Banking Identity

**BANKS CLOSE TO SCHOOL**

<table>
<thead>
<tr>
<th>BANK</th>
<th>ADDRESS</th>
<th>Phone Number</th>
<th>Phone Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAISSE D'EPARGNE</td>
<td>1 avenue Vauban 83000 Toulon</td>
<td>08 26 08 30 78</td>
<td></td>
</tr>
<tr>
<td>SOCIETE GENERALE</td>
<td>14 place d’Armes 83000 Toulon</td>
<td>+33(0)494 18 57 00</td>
<td></td>
</tr>
<tr>
<td>BNP PARIBAS</td>
<td>21 Bd de Strasbourg 83000 Toulon</td>
<td>+33(0)494 24 64 00</td>
<td></td>
</tr>
</tbody>
</table>
KEDGE BS STUDENT SERVICES

Student office
In case you have any questions, you may directly contact Françoise Jégou:
francoise.jegou@kedgebs.com

IT Support
The IT Support team is available from Monday to Friday from 8:15am to 5pm in front of the Student Services front desk.
Contact information:
IT-support@kedgebs.com
04 91 82 73 00

Wellness Center
The Wellness staff members listen to you, in the strictest confidence, support you and accompany you if you experience any difficulties (personal, family, health, financial integration issues...)
wellnesstoulon@kedgebs.com

Le Cube (Library)
The Kedge Library is open from Monday to Friday and offers large selection of books and e-document database.

Professional network
https://student.kedge.edu/student-services/professional-and-personal-development

OTHER KEDGE BS SERVICES

KEDGE BS email
Each student will be given an e-mail I.D. username & password. It is the students' responsibility to check their email account regularly.

“Campus Virtuel”
Students can consult online their class schedule, their marks, via their Virtual Campus network:
www.campusvirtuel.kedgebs.com

TV sets
Important information may also spread over the televisions located throughout the school.

Printers & copy machines
Students can print or make copies using their Student ID cards. Credit is given free at the beginning or the year. It is possible to buy more credit at the Library’s reception. (3 € for 100 copies)

MAIN CONTACTS AT KEDGE

International Student Office [ISO]
Incoming@kedgebs.com

Academic issues
Ingénieur d’Affaires:
Nathalie.ferrer@kedgebs.com

Wellness Center
wellnesstoulon@kedgebs.com

Safety Kedge
08.05.04.44.44 (emergency only)

STUDENTS ASSOCIATIONS

An active extra-curricular calendar is one of the hallmarks of KEDGE Business School. Students participate in the daily life of the school, develop projects and become involved in activities such as marketing, the Stock Exchange, international activities, sports, and student offices and functions.

More information on
https://etudiant.kedge.edu/services-aux-etudiants/vie-sur-les-campus/associations/les-associations-etudiantes?filter2%5B5%5D=Toulon

WELCOME

Welcome is the association in charge of welcoming and integrating the international students who come to study at KEDGE BS Toulon. We help them in their housing search, and, once arrived, in their administrative processes. Throughout the year, we organize events for both French and international students, in order to create an international community within the school.
BEFORE YOUR DEPARTURE

HOUSING & ADMINISTRATIVE STEPS

In order to properly leave your housing, you must undertake several administrative steps:

NOTICE OF DEPARTURE

→ Inform the housing department at KEDGE Business School and your landlord of your departure date. Send/give your letter of notice of departure 1 month before your departure date to your landlord/residence.
→ If you rent an apartment, the rental agreement is for 9 months or 1 year (for furnished flats) or 3 years (for unfurnished flats) but can be dismissed by a registered letter (“lettre en recommandé avec accusé de réception”) 1 month prior to your departure.
→ Organize an appointment with your landlord/residence for your inventory of fixtures.
→ Deposit: note that all the lessors have a legal delay of 2 months to refund it to you.

FRENCH ACCOUNTS

→ Close your various accounts: electricity account, gas account, housing insurance, CAF (we advise you to close your bank account a few months after your departure.

ACADEMIC PROCEDURE

→ Fill out the professor’s evaluation surveys on Campus Virtuel as required, in order to find out your grades after your departure.
→ Update your personal information indicating the new address to use for sending mails.

→ Certificate of departure / stay
Exchange and double degree students: check with your home university if any certificate needs to be signed by KEDGE BS before your departure.

AFTER YOUR DEPARTURE

TRANSCRIPTS OF RECORDS

→ Exchange and double degree students: the transcripts of your grades (2 official copies) will be automatically sent to your home institution (around February/March for students who studied during the Fall semester and around Mid-July for students who studied during the Spring semester).
→ You can also find your grades on www.campusvirtuel.net under the section “My Marks” a few weeks after the end of your final exams, as long as you fill in your professor evaluation surveys (confidential) in due time.

LAST ADMINISTRATIVE STEPS

→ Close your bank account
→ ERASMUS students, do not forget to complete the last steps for your Erasmus scholarship
ANY QUESTIONS?

CONTACT

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