General Information

1) Application materials required (list all documents needed to apply, like application or any other forms)

- A portfolio (paper format would be appreciated)
- A letter of motivation of the applicant,

A letter of motivation is a letter that describes briefly why the student wants to study at the Ecole des Beaux-Arts.

We usually expect to see a short description about the current artistic work of each applicant, what kind of major and practice he/she is working on in his/her home institution, and whether there is a prior relationship with our study program or with one of our Professors with whom he/she would like to work. The letter could indicate how studying at the Ecole might allow the applicant to complete or to improve what he/she has already started, or provide the opportunity to study something completely different, or to discover more about our specific teaching methodology (working in an "atelier" with students of every level or in our theoretical courses for a student who is fluent in French).

- A study course contract (Contrat d’études - Learning Agreement) regarding the list of courses organized for Exchange students must be filled out by each applicant. This form is useful, as it provides the list of courses that the applicant would like to select for his/her stay at the Ecole. The list of the disciplines open for Exchange students is available on the website of the Ecole www.beauxartsparis.fr in the Student Handbook which can be downloaded (English and French version).

- A specific application form. Each applicant must fill it out with a digital photo on it (head and shoulders).
- A resume,
- A copy of the passport.
- An **ID photo** (head and shoulders) to establish the student’s identification card.
We usually ask our partners to send application materials by mail to the following address:
Ecole des Beaux-Arts de Paris – Service des relations internationales
14 rue Bonaparte – 75272 Paris cedex 06 - FRANCE

Please ask your students to pay careful attention to the section relating to health insurance.

When the application has been accepted, we are requiring each exchange students to provide a copy of an attestation from their insurer (in English or in French) confirming their coverage during the stay in Paris. Insurance must cover at a minimum, medical costs, hospitalization, surgery, repatriation and legal liability (“responsabilité civile” in French: cumulated personal injury, damage to property and consequential damage only).

Students who do not provide an attestation of insurance will not receive their student identification cards, which are necessary for access to many of the school facilities.

Students who do not have adequate coverage, must subscribe for a policy from a French insurer, covering any items that are not already covered by the home country policy.

These websites, bellow, are mutual insurances specialized for foreign students:

* SEM – Foreign students without social security: mutuelle-sem.fr

* Assistance étudiants A.C.S. : e-mail : contact@assistance-etudiants.com - http://www.assistance-etudiants.com/

* L.M.D.E. santé des étudiants : http://www.lmde.com/

* SMEREP : smerep.fr

2) Important Dates

- Application Deadline:

All application materials for our Fall Semester 2015/2016 must be received by May 1st, 2015.

All applications material for our Spring Semester 2015/2016 must be received by November 1st, 2015.

Applications received after this date and incomplete applications will not be considered.

3) Requirements:

During the orientation week, each non-French speaking exchange student takes a test to determine his/her level of French. Students are assigned to language classes based on this test, at either the beginner, intermediate or advanced level. French classes are given for three hours per week, and they are compulsory in our exchange study program.

Exchange students who are proficient or fluent in French may enroll in our theoretical courses (as an elective CU), which are mentioned in our student handbook. Theoretical courses are taught only in French at the Ecole. The only theoretical courses that are not open to exchange students are seminars, for which enrollment is limited to our full-time students, usually in their 5th year of study.

4) Exchange study program at the Ecole des Beaux-Arts of Paris

An English version of our student handbook including a biography of our Professors, is available on our website: http://www.ensba.fr/l-ecole/a-la-une

- How to select courses at ENSBA?
Foreign students study in the normal course program and must take 4 course Units in the semester they are at the Ecole, to be chosen among the following types for a total of 30 credits.
Each exchange student will make up his/her own schedule which is organized around these 4 CU in the chart below:

1 - **Studio / Atelier CU: 15 UC**
Artistic Practice Department (the list of our artists-Professors who run an artistic practice studio is on page 194 of our student handbook, and their profiles with a short presentation of their artistic work from page 154 and following)

2 - **Department Matter/Space: 6 UC**
(technical Skills: modeling, fresco, mosaics, stonecutting etc...) The list of the technical skills is on the student handbook, from page 65 of our student handbook?

3 - **Elective CU: 6 UC**
As elective CU, the Exchange students can chose:

another technical skill of the Department Matter/Space, from Page 65 of our student handbook,

or courses in **Drawing Section**, from Page 37,

or courses in **Center of Impression/ Multiples**- from Page 47. This section covers the following activities: Alugraphy, Etching, Lithography, Editorial Practice etc...

or **Digital Technologies Section**: sound courses, video courses, photography courses, animation, courses in website, from Page 55 of the student handbook. Its courses and schedules are available mostly in French at [http://pn.ensba.fr](http://pn.ensba.fr)

or **Theoretical Study Department**, from Page 81 of the student handbook.

4 - **Language FLE : 3 UC**  Français Langue Etrangère (French as foreign language). These courses are compulsory for non-French speaking students

OR  **Theoretical Study CU: 3 UC**
French speaking students may attend the theoretical classes (seminar of the second cycle excepted).

**Total Amount of the exchange study program: 15+6+6+3 = 30 UC**
According to the course guide for exchange students, students should take 15 credits in practical courses but all practical courses are 10 credit classes. This is because these are based on yearlong programs, so they most likely require 30 credits in a year thus divided to get 15/term. That is the reason why, staying in an Artistic practice studio is validated for 15 CU in our exchange program, whatever the artistic studio is. Seminar of the second cycle is not open to exchange students, they are reserved for our full-time degree students in their 5th year of study. Also, courses called “Analyzing artworks” (Department Matter/Space) are not open to exchange students, because they must be taken for a full school year.

**The Ecole des Beaux-Arts does not provide any grades or marks.**
The Ecole study program is aligned with the European Union System of first and second-cycle qualification, and the school defined its curricula according to the European Transfer System (E.C.T.S).

5) **Visa for France:**

**Campus France** must be able to explain the formalities you have to go through, to be allowed to stay in Paris. Below are some links about the type of visa that might help.

http://www.campusfrance.org/


For exchange students from U.S.A., below are some links about the type of visa that might help.


http://www.ciup.fr/en/mobilite/etudiant/a_qui_vous_adresser

http://www.consulfrance-chicago.org/spip.php?article675

6) **Housing :**

The Ecole des Beaux-Arts does not provide exchange students with housing in Paris.

The cost of living is expensive in Paris. We recommend that exchange students prepare their stay in Paris in advance, especially to find a place to live which is always time consuming.
The Ecole has an agreement with the CROUS which provides only for 5 students with a rental studio at an attractive location in Paris, near the Luxembourg garden in the Résidence Sarrhail, in the 5th area of Paris. We bring your attention to the fact that the Ecole des Beaux-Arts usually welcomes 35 exchange students per semester. For this location in Paris (Résidence Sarrhail), students' requests must be made through the Ecole des Beaux-Arts, which has an agreement with the CROUS.

To get a description of a studio located in Résidence Sarrhail, please, take a look at this Website: www.crous-paris.fr Then click on "Vous loger" - Then "Les résidences du Crous"- Then "Description des résidences"- Then "Sélectionnez une résidence" Then "Résidence Jean Sarrhail". Additional information on accommodation: laundry services, internet, reception desk day and night, control of the access to the Résidence.

If an exchange student rents a studio at this residence, they will sign a contract directly with the CROUS, when they will arrive in Paris. **It is compulsory to rent the studio in the Résidence Sarrhail for the whole semester, no matter what your dates of arrival and departure will be.**

**OTHERS WEBSITES FOR HOUSING IN PARIS:**

Taking a look at these websites bellow has helped many exchange students to find a rental studio:


[http://www.appartager.com/content/common/account.aspx](http://www.appartager.com/content/common/account.aspx)

**Résidences étudiants**

[www.estudines.fr](http://www.estudines.fr)  
[www.laureades.com](http://www.laureades.com)  
[www.arpej.com](http://www.arpej.com)  
[www.cheaphostel.com](http://www.cheaphostel.com)  
[www.fac-habitat.com](http://www.fac-habitat.com)  
[inter-logement.net](http://inter-logement.net)

[www.adele.org](http://www.adele.org)  
[www.ifrance.com/parislodging](http://www.ifrance.com/parislodging)  
[appartement.org](http://www.appartement.org)  
[www.estudines.fr](http://www.estudines.fr)  
[CERS Location de studios équipés](http://www.adele.org)  
[parispromo@wanadoo.fr](http://parispromo@wanadoo.fr)

**CROUS de PARIS** Siège social :  
39 avenue Georges Bernanos  
75005, Paris, France- Tél : 01 40 51 36 00
Cité internationale des Arts
18 rue de l'Hôtel de Ville
75004 Paris
www.citedesartsparis.fr

Chambrealouer.com
www.pap.fr—annonces immobilières
Franceforstudents.com
http://www.lokaviz.fr/n/infos-pratiques/n:41
http://www.parisstay.com/

Couchsurfing à Paris

Co-location www.placeducampus.com
www.apartager.com
www.koloc.org
Rubrique partage du particulier à particulier
www.centraledesparticuliers.com

La Cité Internationale Universitaire de Paris 19 Boulevard Jourdan 75014 PARIS
TEL 00 33 (0)1 44 16 64 00 FAX 00 33 (0) 1 44 16 63 00 www.ciup.fr

American Church 65 Quai d’Orsay 75007 PARIS www.acparis.org

C.I.D.J. 101 Quai Branly 75015 PARIS www.cidj.com TEL 01 44 49 12 00

AUBERGE DE JEUNESSE : BVJ Paris quartier Latin Tel : 01 43 29
34 80
44 rue des Bernardins 75005 PARIS
You will probably need to pay rent from a bank account in euros, which is also necessary to allow you to withdraw cash from ATMs without paying high fees. You should ask your bank for information about these fees.
If you wish to open a French bank account, there are banks with branches close to the Ecole – for example the Banque Postale, the Société Générale, the H.S.B.C – which are accustomed to welcoming students from abroad. You might be able to open an account with one of them without paying extra fees.

7) Information on “Calendar Academic Year”

Each semester, during the first week, we organize several orientation meetings to inform our exchange students about their study program at the Ecole, to introduce them to our Professors, to orient them to our artistic practice studios etc....

Our Fall term begins usually at the beginning of October and lasts until mid-December.
The Ecole is closed for two weeks during Christmas period.
Our theoretical courses end usually Mid-December, before the closing of the Ecole for Christmas vacation. The assessments (also for exchange students' works) are organized in January and end around Mid-January.

Our Spring term usually begins in February and lasts mid-May. The Ecole is closed for one week during Easter period. But the full-time students and the exchange students could have access to the Ecole according specific schedules during this time of the year.
Our theoretical courses end usually Mid-April. The assessments (also for exchange students' work) are organized from Mid-April until Mid-May.

If an exchange students must go back to their home institution before the end of our assessments, the International Affairs Office of the Ecole must be informed in advance and also his/her Professors. We usually try to adapt ourselves to the different calendars.

As our artistic practice studios stay open in June and July, we usually invite the exchange students to stay in the Ecole after the assessments. They also could have access to the artistic practice studios in June and in July. It is also the opportunity for them to participate in our open days usually organized the last week end of June.
**Internet**: We provide each exchange student with an email address ensba.fr and with a personal code access to wifi.

8) **Further information**: The ENSBA does not provide exchange students with **airport pickup**. Please, take a look at the airports’ website below: www.aeroportsdepas.fr – click on “Accès et Parkings” – then on “Transports en commun”.

There are buses, trains (R.E.R), shuttles “Air France”, which drop you off in the center of Paris.