

## Brooklyn College – L'Institut Supérieur de Gestion (ISG) International Business School (Paris, France) Exchange Program

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The Brooklyn College exchange program with L'Institut Supérieur de Gestion (ISG) International Business School is open to all Brooklyn College students who are business majors or who are interested in taking business courses. Students may study for a semester or year while paying their CUNY tuition and fees, making this opportunity very affordable. Additional expenses will include airfare, accommodations, meals, books and supplies, and personal expenses. ISG prepares students to become business managers with leadership responsibilities to apply them holistically to adapt to a constantly changing global environment. Courses at ISG are taught in English. ISG is in the heart of Paris and a great jumping off point to explore the historical and multicultural facets of this great European city.

### A. Eligibility

- 3.0 GPA
- Completed 45 credits within an institution of higher education prior to participation
- Clear academic and disciplinary record
- Completed required application and post-acceptance documentation of the home institution by established deadlines
- Recommended study of two semesters of college level French

### B. Application Process

There are two parts to the application process. One application is submitted to Brooklyn College and, upon acceptance, a second application to L'Institut Supérieur de Gestion.

- Submit to IEGE (Brooklyn College's Office of International Education and Global Engagement):
  - [Brooklyn College Study Abroad Application/Notification of Study Abroad Plans](#) and supporting documentation submitted online. (Note that statement of purpose is very important).
  - IEGE Application Deadline
    - No later than April 1<sup>st</sup> for the fall semester and October 1<sup>st</sup> for the spring semester.
  - Interested students should submit their applications as early as possible.

- ISG Application:
  - After initial acceptance by IEGE, students will then be nominated for admittance and will complete an [online application](#) to ISG:
  - ISG Application Deadline:
    - Fall term: No later than June 1st
    - Spring term: No later than November 1<sup>st</sup>

### **C. Housing Information**

Finding a place to stay in Paris can sometimes be quite difficult so we strongly recommend that the search begins before leaving the U.S. Housing will cost you between 600 and 1000 Euro/month (first months are more expensive, agencies' fees, deposit, etc.). Lodging insurance is mandatory and costs about 150 €a year. Remember to bring all your financial information (account sheets, parents' information and ID card, etc.) you will need it

Here is a range of housing costs:

- Temporary: Night in 2 star hotel 100 Euro; Hostel for 30 Euro/night
- Private residence: from 600 to 1000 Euro/month
- Cité Universitaire Internationale: 400 Euro/month
- Studio Apartment: between 600 and 1000 Euro/month
- Room: from 500 and 1000 Euro/month.
- Shared Apartment: from 400 to 800 Euro/month.

### **D. ISG Academic Offerings**

As an exchange student at ISG, you are able to choose from several course modules offered by the University. Courses are available in the areas of Business. Visit the following link for a full list of course offerings. <http://www.isg.fr/bba-mba/bachelor/undergraduate-programme>

### **How Your Credit Applies to Your CUNY/BC Transcript**

Students receive credit and grades for the courses taken abroad. As part of the study abroad application process, you will need to complete a signed [Study Abroad Course Equivalency Form](#). This helps guarantee that the coursework for which you register abroad will apply to the coursework you need at Brooklyn College. (Changes can be made to the Course Equivalency Form once you arrive on site if you find other classes of interest).

### **E. Academic Calendar/ Important Dates** (dates are approximate)

Fall

- 1<sup>st</sup> week of September: Arrival/Move-in
- 2<sup>nd</sup> week of September: Orientation
- 3<sup>rd</sup> week of September: First Day of Classes
- October 17 – November 2: All Saints Holiday
- 1<sup>st</sup> week of January: Last Day of Classes
- December 19 – January 4: Christmas Holiday
- 2<sup>nd</sup> and 3<sup>rd</sup> week of January: Final Exams
- February 20 – March 7: Winter Break

## Spring

- 2<sup>nd</sup> week of January: Arrival/Move-in
- 3<sup>rd</sup> week of January: Orientation
- 4<sup>th</sup> week of January: First Day of Classes
- 1<sup>st</sup> week of May: Last Day of Classes
- December 19 – January 4: Christmas Vacation
- April 16 – May 2: Spring Break
- 2<sup>nd</sup> and 3<sup>rd</sup> week of May: Final Exams

## F. Scholarships and Financial Aid

Most Brooklyn College state and federal financial aid can be applied to semester abroad exchange programs. Students should consult Marcus Richardson in the Financial Aid Office about how their specific financial aid package applies. Many scholarships are also available for semester study abroad. Refer to the following links for more information on available scholarships.

Scholarship Information on the IEGE Website

<http://www.brooklyn.cuny.edu/web/academics/international/scholarships.php>

Brooklyn College's Scholarship Office:

<http://www.brooklyn.cuny.edu/web/about/administration/enrollment/financial/scholarships.php>.

## G. Visa Information

A long stay student visa is required for any study in France that exceeds 90 days. A request for the visa should be made within three months of departure. However, we strongly suggest completing this sooner than later. The visa process will take place in two steps. First, one must register with Campus France (see link below) and once the Campus France application is processed and accepted, an appointment with the local French Consulate must be made. In preparation for the visa appointment, one must have original documents and appropriate copies of the all the required documents which can also be found on the consulate website.

For further information:

<http://www.usa.campusfrance.org>.

<http://www.usa.campusfrance.org/en/page/applying-a-student-visa-%E2%80%93-step-step-0>

<http://www.consulfrance-newyork.org/Long-stay-student-visa>

## H. Health Insurance

Students are required to purchase CUNY CISI/Travel Insurance for their entire time abroad (approximately \$50/month). The insurance covers different aspects of your study/travel program and will provide powerful coverage while you are abroad. For more information about CISI Health/Travel Insurance see the [2015/2016 Policy Brochure/Claim Form](#). In order to obtain the special CUNY rate, students must use the link to the application and sponsor code provided on the [CISI Health/Travel Insurance](#) sheet.

## I. Estimated Costs (per semester)

	Estimated Monthly Costs (Euros)	Estimated Semester Costs (Euros)	Estimated Semester Cost (US Dollars)
Rent*	600-1000€	2400-4000€	\$2,621.14 - 4,368.56
Food	200€	800€	\$790.40
Travel (Bus pass)	40€	160€	\$243.20
Materials for class	45€	180€	\$196.58
Leisure	100€	400€	\$436.85
Various	100€	400€	\$436.85
CUNY mandated CISI insurance (\$50 per month)			\$200
Airfare (Round-trip, NYC-Edinburgh)		900€	\$983.32
Estimated Semester Costs		5,240€	\$5,908.34-7,655.76

Plus CUNY Tuition and Fees = \$3,165 + fees (based on 2015-2016)

Dollar estimate based on ISG average costs in euros multiplied by currency exchange of one Euro is equal to \$1.09 (1/11/16).

\*There are plenty of resources online for referencing cost of living and student expenses in Paris.

For up-to-date currency conversion rates use: <http://www.oanda.com>

## J. Applications, Forms, & Additional Information

- **Brooklyn College**

- [Office of International Education and Global Engagement](#): 1108 Boylan Hall, 718-951-5189 [iege@brooklyn.cuny.edu](mailto:iege@brooklyn.cuny.edu)
- Office of Scholarships: 213 West Quad Center, 718.951.4796, [scholarship@brooklyn.cuny.edu](mailto:scholarship@brooklyn.cuny.edu)
- International Student Services: 235 West Quad Center, <http://www.brooklyn.cuny.edu/web/about/offices/iss>, 718.951.4477

- **L'Institut Supérieur de Gestion**

- L'Institut Supérieur de Gestion Study Abroad: [www.isg.fr](http://www.isg.fr)
- Modules (Academic Offerings): <http://www.isg.fr/bba-mba/bachelor/undergraduate-programme>
- Yannick TREMBLAY: [yannick.tremblay@isg.fr](mailto:yannick.tremblay@isg.fr)  
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