

International relations office

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Office hours :

Monday to Friday: 2:30 pm – 5:30 PM

By appointment in the morning

FREQUENTLY ASKED QUESTIONS (FAQ) – ERASMUS/EXCHANGE INCOMING STUDENTS

APPLICATION PROCESS
How do I apply at ENS Paris-Saclay ?
- Apply for an exchange mobility at your home University. <i>All applicants must be students from ENS Paris-Saclay partners universities (check if ENS Paris-Saclay is part of your home university partners list with your international office).</i> - After being nominated by your home university for an exchange at ENS Paris-Saclay, please fill out the application form. The application form will be sent to you by email with application instructions and deadline. Nomination does not imply acceptance !
What are the deadlines to submit my application?
Application form and supporting documents should be send by email at ri-incoming@ens-paris-saclay.fr Fall /full academic year deadline : May 31st 2019 Spring term deadline : October 31st 2019
When will I receive my letter of Admission?
Your application will be reviewed pedagogically by the relevant department/laboratory for approval and administratively by the international relations office. As part of this review you may be contacted to precise your study project, refine your courses choice or to provide additional document. Once your application will be validated by all parts (receiving department, Home institution and International Relations Office), we will provide you with stay confirmation in both french and english and the necessary practical information on housing facilities and ENS Paris-Saclay campus life.
LANGUAGE REQUIREMENTS
What language will the courses be held in?
Although many departments offer courses taught in English, the language of instruction at ENS Paris-Saclay is generally French, particularly at bachelor level (L3). Departments offering courses in English are listed in the ENS Paris-Saclay training offer pdf document international office will provide you. Departmental coordinators can also provide you with detailed list of courses held in English by Master program.
For courses held in English what is the English level requirment ?
In order to make the most of your experience at ENS Paris-Saclay, it is important to have good English language skills. Before beginning your studies as an exchange student at ENS you are required to have level B2 (according to the "Common European Framework of Reference fors Languages"). Your application will be individually assessed by the ENS Paris-Saclay Department in which you plan to take courses.

Are french courses available at ENS Paris-Saclay ?

French courses are offered during the year by the Language Department for all our exchange students (beginner, intermediate and advanced level). You may receive ECTS credits with the approval of the academic referent at both hosting and language departments.

What are accepted Language Certificates ?

TOEFL (internet based: minimum score B2: 90 / C1: 95 / paper based)
TOEIC (minimum score B2: 785 / C1: 945) IELTS (minimum score B2: 5.5 / C1: 7.0)
Cambridge English (B2: First (FCE) / C1: Certificate in Advanced English (CAE)
Recent confirmation of Language Skills* (signed by the exchange coordinator at your home university)

COURSES AT ENS PARIS-SACLAY

Where can I find the courses offered at ENS Paris-Saclay ?

ENS Paris-Saclay training offer is organized by subjects (in 3 major fields fundamental sciences, engineering and social sciences). ENS Paris-Saclay runs its own Master programs, Master's programs endorsed with the Université Paris-Saclay or Master's program jointly offer with other partner institutions.

For each Master program the list of courses will be provided to you along with 2019-2020 application form by the international relations office.

IMPORTANT : please make sure with the international office that the courses you chose belong to one of ENS Paris-Saclay Masters programs.

I am currently pursuing a Bachelor's degree at my home university. Can I take a Master's degree level course at ENS Paris-Saclay ?

Yes, with the approval of the departmental coordinators and your home university. We highly recommend to check the Master entry requirements and expected prior background.

I need help to pick-up courses and need information about ECTS in the course catalogue, what should I do?

The international office will put you in touch with the departmental coordinators who will help you figure out which courses are the best for you to take while in Cachan. Before submitting your application, departmental coordinators can do a pre-validation of your program of study. You can also have a look at the department's courses handbook.

You can arrange your own program of study according to the requirements of your home university.

Who can help me choosing courses and academic supervisor?

During the application process, the international relations office will put you in contact with the suitable departmental coordinator to define a study plan.

Please find below the main departmental coordinator list by subject :

- **Economics** : Pr.Thomas Vendryes - thomas.vendryes@ens-paris-saclay.fr
- **History** : Pr.Olivier Wieviorka - olivier.wieviorka@orange.fr
- **Sociology** : Pr.Elodie Bethoux - elodie.bethoux@ens-paris-saclay.fr
- **Physics** : Pr.Isabelle Ledoux - isabelle.ledoux@lpqm.ens-cachan.fr
- **Mechanics** : Pr.Fédérica Daghia - federica.daghia@ens-paris-saclay.fr
- **Computer sciences** : Sylvain Schmitz (M1)/ Gilles Doweck (M2) – sylvain.schmitz@lsv.fr
- **Maths** : Pr.Vianney Perchet - vianney.perchet@ens-cachan.fr
- **Computer Engineering** : Pr.Jean-Jacques Lesage and Pr.Gregory Faraut - Jean-Jacques.LESAGE@lurpa.ens-cachan.fr
gregory.faraut@ens-paris-saclay.fr

As an ERASMUS student, which documents do I need in order to complete a program of study at ENS Paris-Saclay ?
In the Learning Agreement, you agree on your program of study for your stay at ENS Paris-Saclay with your home university and the departmental coordinators at ENS Paris-Saclay.
How can I change the courses that I had listed in my learning agreement before the mobility?
In case of any change on the learning agreement, you should fill out “Section B: During the Mobility” part of your learning agreement and get it signed by your home university and departmental coordinator at ENS Paris-Saclay, following which you should submit the copy to EU Office by the deadline to be announced upon your arrival.
Where will courses take place ?
Most courses are taking place on Cachan Campus. However, some courses may take place in ENS Paris-Saclay partner institutions located in the Plateau de Saclay (Université Paris-Saclay campus located at 20 km south of Paris) or in Paris. For example some of the following partner institutions hosts some courses : Central supélec (Bâtiment Eiffel 8-10 rue Joliot-Curie - 91 190 Gif-sur-Yvette), Ecole Polytechnique (Route de Saclay 91128 PALAISEAU), Université Paris 1 Panthéon-Sorbonne (for exchange in History)... The Master in Economics (MIE) courses take place on Ecole Polytechnique, ENSAE (5 Avenue Le Chatelier, 91120 Palaiseau) and HEC (1 Rue de la Libération, 78351 Jouy-en-Josas) campus.
ARRIVAL AND PRACTICAL MATTERS
Where can I find practical information for incoming international students ?
The ENS Paris-Saclay international students guide provides the most important information to prepare and plan you stay at ENS Paris-Saclay. If You have any questions (regarding organizational issues, study related questions...), you are always welcome to visit or contact The International Relations Office (ri-incoming@ens-paris-sacaly.fr). All exchange students will receive an information email several weeks prior to their arrival and the beginning of their exchange. This information email includes accommodation details, travel information etc. In addition, the letter of acceptance will be issued to the students directly or sent to the International Office of the home institution.
How does the enrollment at ENS Paris-Saclay works ?
There are 3 steps to register at ENS Paris-Saclay 1.Pre-registration : Your department will grant you access to create your ENS Paris-saclay students account (email address and credentials). 2.Filling the registration portail (CORIANDRE) and uploading the supporting documents (Id or passeport, admission certificate, last diploma, last transcript, certificate of completion, emergency contact persons details ...). 3. Your department will validate the entry and finalize your registration. You will receive an email appointment notification to finalize onsite your registration and be issued your student card. NEW FOR ACADEMIC YEAR 2019-2020 : online pre-registration will be opened mid-June. *Registration to the Master in Economics (MIE) require 1 registration at each partner institution : - at Ecole Polytechnique for M1 courses (contact person Weronica Leduc : weronika-natalia.leduc@polytechnique.edu); - at ENSAE for M2 courses (contact person Ms Solotareff scolarite@ensae.fr).
Date of Enrollment and documents required
- Id or passport - Admission certificate - Copy of your European card (if any) - Insurance certificate which covers civil liability (responsabilité civil in french) <i>In order to finalize their enrolment, students must subscribe to a Civil Liability Insurance that covers the risks listed below. This type of insurance guarantees the repair of damages that may be caused by the student to a third person or animal, to possessions for which they are legally responsible or to their accommodation, regardless of whether the damages were caused through negligence or not.</i> <i>Several insurance policies (e.g. car and home insurances) include Civil Liability, but it may be limited. If you have already taken out such an insurance policy, find out exactly what it covers as you need to know whether the cover it provides is adequate.</i> - Hardcopy(ies) of latest diploma(s) and its English translation + certificate of completion.

Dorms on ENS Paris-Saclay campus

ENS Paris-Saclay is located on Cachan campus – 61 Avenue du Président Wilson 94230 Cachan - 20 minutes away from Paris, accessible by using – train (RER) line B : “Bagneux station” or « Arcueil-Cachan » station then bus 187 to « Fresnes-Charcot Zola », stop at « Division Leclerc – Camille Desmoulins ».

There are several possibilities of on-campus (Cachan) accommodation :

- [The Crous residences](#)
- [Pavillon des jardins](#)

On or near the Saclay Plateau (Université Paris-Saclay campus) :

Plateau De Saclay is located north of Essonne, 20 km south of Paris. It hosts universities, engineering and management schools and research centers, such as Université Paris-Sud, École Polytechnique, HEC, CentraleSupélec, IOGS, CEA, Inria, Danone research center, and national scientific instruments such as the SOLEIL synchrotron and the NeuroSpin Project... And soon ENS Paris-Saclay.

The new [Student Housing Portal](#) is a one-stop shop for students looking for housing on the Université Paris-Saclay campus. It is accessible to students from Université Paris-Saclay member institutions.

The portal aims to group together all available student housing on or near the Saclay Plateau, including single or shared accommodation in existing student residences and those under construction. It is run by the Versailles CROUS.

The portal has been set up to facilitate the procedures involved in finding student accommodation and to organize the dialogue between housing administrators, institutions and students.

I wish to keep in touch with other students. Is there a Facebook group for ENS Paris-Saclay international students?

-The student association of ENS Paris-Saclay (BDE) holds a Facebook page <https://fr-fr.facebook.com/BdeEnsParisSaclay/>

-International office can also connect you with former ENS Paris-Saclay Erasmus students or actual international students do not hesitate to ask !

- For ERASMUS students you can meet ERASMUS students from all over Europe in the ESN (ERASMUS students network) events. Don't miss Erasmus students events and visit their facebook page : <https://fr-fr.facebook.com/esn.paris/>

What facilities are offered to exchange students?

Exchange students have access to the same facilities as French students: language courses, a ENS Paris-Saclay email account, access to the wireless network, computer and printing facilities, orientation services and tutoring, digital resources, the university cafeterias, free medical care and emergency services, cultural activities, sports...

I am a student with special needs. Who do I contact to ask for guidance and support?

The “Relais Handicap” at the ENS Paris-Saclay can offer you support and guidance.

Each member of the team has a part to play in ensuring people with disabilities have the means to work and study to the best of their ability. Contact : cellule-handicap@ens-paris-saclay.fr