



Fact Sheet International Exchange Programme



Academic Year 2025/2026

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GENERAL INFORMATION

Institution	Y SCHOOLS		
Country	FRANCE		
Address	217 avenue Pierre Brossolette CS 20710 10000 TROYES CEDEX FRANCE		
Phone	+33 3 25 71 22 22		
Web Site	www.yschools.fr		
Social Media	 YouTube YSCHOOLS  X @yschools_edu  LinkedIn Y SCHOOLS  Instagram @yschools_edu		
Erasmus Code	F TROYES07		
PIC number	943279993		

DEPARTMENTAL CONTACT INFORMATION

International Affairs - Incoming & Outgoing Mobility

Head of International Mobility	Sophie LORANDEAU sophie.lorandeanu@yschools.fr	+33 3 25 71 22 03
Academic Advisor	Stéphanie GIGET stephanie.giget@yschools.fr	+ 33 3 25 71 22 88
Cooperation and Mobility Manager - Europe	Diaga SARR diaga.sarr@yschools.fr	+ 33 3 25 71 10 72
International Relations Assistant Apprentice	Alexandre Santamaria Carnicero alexandre.santamaria-carnicero@yschools.fr	

KEY DATES

*(Dates are indicative and might change during the year)

ABOUT NOMINATIONS

Students must be nominated by Home Coordinators via the following link :

<https://intranet.yschools.fr/international/>

Simple exchange students : <https://intranet.yschools.fr/inscription>

Double Degree students : https://intranet.yschools.fr/inscription_incomings

FALL SEMESTER

Nomination dates	March 1st 2025 until April 15th 2025
Application dates	April 15th 2025 until May 15th 2025
Course selection dates	July 1st to July 15th 2025
Arrival days	August 28th and 29th 2025 (<i>pick up service available on registration</i>)
Orientation days	September 1st and 2nd 2025
Exam period	Continuous and/or final exam (<i>dates depend on the courses chosen</i>)
Semester dates	September 1st 2025 - January 30th 2026 (<i>including retake exams</i>)

SPRING SEMESTER

Nomination dates	September 1st 2025 until October 15th 2025
Application dates	October 15th 2025 until November 15th 2025
Course selection dates	December 1st to December 15th 2025
Arrival days	January 6th and 7th 2026 (<i>pick up service by ISA at Troyes train station</i>)
Orientation days	January 8th and 9th 2026 (<i>dates to be confirmed</i>)
Exam period	Continuous and/or final exam (<i>dates depend on the courses chosen</i>)
Semester dates	January 8th 2026 - June 30th 2026 (<i>including retake exams</i>)

DOCUMENTS REQUIRED

Compulsory documents to upload for acceptance

- **Passport / ID** (for ID's, upload both sides)
- **Transcripts of records**
- **Completed Application Form** (signed by student and coordinator and stamped)
- **Double Degree students** : copies of previous diploma and transcripts of current year
- **For Design students only** : portfolio, motivation letter and recommendation letter

Extra documents (may be uploaded later but must be at least two weeks before arrival)

- **European Health Insurance Card or private insurance**
- **Arrival form** (to be filled in before August 15th for fall semester/ December 15th for spring semester)
- **Birth certificate + mandatory translation into French**. They will have to be issued no more than 2 months before applying to CAF
- **Visa** (as soon as you get it)

VISA PROCEDURES (non-EU students)

IMPORTANT FOR ALL NON-EUROPEAN STUDENTS:

All Non-European students need a visa to come and study in France.

BEFORE coming to France: compulsory application for a visa, either on Campus France website www.campusfrance.org/en (if your country is part of the Campus France/Etudes en France procedure) or directly at the nearest French Consulate (please check on Campus France website). For students who do not live in their home country, visa applications must be submitted at the French consulate of the country of residence.

ONCE in France, and depending on the visa you received:

- **Visa 'Etudiant' 'CESEDA R311-3 6°'** also called **VLS-TS** (valid 3 months before extension) : this type of visa is given to students who come for an academic year, and sometimes for a semester. **Compulsory procedures once in France** to get an extension (with help of International Office). Payment of official tax (60 € in 24/25) and registration online through OFII, French Immigration Bureau. **With this type of visa, you may apply to CAF housing benefit and work in France (60% of legal working hours).**

- **Visa 'Long séjour temporaire' 'Dispense temporaire de carte de séjour' also called VLS- T** : this type of visa is generally given to students who come and stay for one semester. There is no special procedure to go through once in France, but **students are not entitled to apply for CAF housing benefit and are not allowed to work.**



Campus St. Martin Troyes – Design School



ARRIVAL INFORMATION



Accommodation

HOUSING PLATFORM : <https://yschools.studapart.com/en/>

- **Studapart** : Students will be asked by Studapart to either have a French guarantor, or to register to the “Guarantee of Confidence” with a fee.
- **VISALE** : free service to get a guarantor. Only for EU students and non-EU students holding a ‘Visa Etudiant CESEDA R311-3 6°’

<https://www.visale.fr/#!/>

<https://www.campusfrance.org/en/VISALE-free-security-deposit-for-students>

- **Home insurance** : it will be required to enter your flat (mandatory in France, approximately 60 €/student).
- **Housing benefit (CAF)** : For European students and non-European students holding ‘Visa Etudiant CESEDA R311-3 6°’. Information for application to CAF <http://www.caf.fr/> - Applications must be made once in France, with the help of French buddies, at ‘Maison des Etudiants’ or taken directly to CAF by students.

NB: Local tax (approx. one-month rent) will be required by French authorities at the end of the civil year (whatever the length of your stay)

- **A pick-up service from Troyes train station is offered** only on arrival days. Students are taken to their flats by ‘ISA’ (International Student Association) French students. **ONLY ON REGISTRATION !**

Expenses

OFII registration online (*compulsory*) for non-European students holding 'Visa Etudiant CESEDA R311-3 6°', (60€ in 2024/25).

Home insurance (*compulsory*) : approx. 60 €

- Lunch ticket at school: 4,35€ (2024/25)
- Rent in Troyes : approx. 350€ per month, depending on the flat
- Food: approx. 200€/ month
- Public transport (for under 26 year-old) : approx. 21 €/ month
- "Baguette de pain": approx. 1 €



Concierge service

Livinfrance, the platform for international students in France.

The platform is designed to make your installation easier and allow you to fully enjoy your stay here, with its paying services.

Livinfrance has supported **over 40.000 students** in their project of studying in France. From visa applications to housing, banking, health, and insurances, they have simplified all the procedures, ensuring a stress-free installation and an unforgettable stay in France.

<https://livin-france.com/fr>

HEALTH INSURANCE REQUIREMENTS



Health Insurance
Requirements

- **EU students** must bring the **European Health Insurance Card (EHIC)**. They can also ask in their country of residence for the "S1" document and make the procedures upon arrival with the CPAM (Caisse Primaire d'Assurance Maladie) to be covered by the French social security.
- **Non-EU students** must take out a **private insurance policy** before departure. Those holding a VLS TS visa will have access to Sécurité Sociale, free of charge.

Please note that an information meeting with CPAM professionals is organised during the orientation days.



COURSE INFORMATION

Course details

- Available on our Intranet: <https://open.yschools.fr/>

Language of tuition : English or French

New list of courses available in July / December of each year.

Normal load (*for french students*) : **30 ECTS** per semester or **60 ECTS** per year.
International students can select the courses and the number of credits according to the requirements of their home institution.

Double Degree students do not have to select courses, as specialization is chosen when filling online application

French classes	Our Language Department offers intensive and regular French as a foreign language, from beginner to advanced level. <i>Intensive French: only on the first semester</i> <i>Regular French: both semesters</i> → Compulsory registration on the application platform! <u>Fall semester</u> : Placement test early September 2025 (dates to be confirmed) <u>Spring semester</u> : Placement test early January 2026 (dates to be confirmed) Intensive French classes : from September 8th 2025 to September 12th 2025						
Grading System at Y SCHOOLS	<table> <tr> <td>A: 18-20 / EXCELLENT</td><td>D: 12-13,9 SATISFACTORY</td></tr> <tr> <td>B: 16-17,9 / VERY GOOD</td><td>E: 10-11,9 / SUFFICIENT</td></tr> <tr> <td>C: 14-15,9 / GOOD</td><td>F: <10 / FAIL – FA: Absent</td></tr> </table>	A: 18-20 / EXCELLENT	D: 12-13,9 SATISFACTORY	B: 16-17,9 / VERY GOOD	E: 10-11,9 / SUFFICIENT	C: 14-15,9 / GOOD	F: <10 / FAIL – FA: Absent
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C: 14-15,9 / GOOD	F: <10 / FAIL – FA: Absent						
Exams	Students have the possibility to resit exams once (compulsory registration). Y SCHOOLS student card must be presented at the beginning of every exam. Students arriving late to an exam will not be admitted. <u>We strongly advise you to arrive 5 min at least before the exam</u> <u>Retakes are only possible if you have failed the exam (<10/20).</u>						
Language certifications	<u>Not requested</u>. However, we rely on our partner institutions to ensure that students coming to study at Y SCHOOLS have a sufficient level of English or French : (B1 recommended) For students taking part in our <u>Double Degree Programs</u>, a good command of English is compulsory (B2 recommended)						
About our programs	Programme Grande Ecole (PGE) : French and English, depending on the specialization Bachelor in Business Administration (BBA) : fully in English Bachelor in Tourism Management (BTM) : French and English / BTM3 - 1st semester : fully in English Bachelor en Management (BeM) : fully in French Bachelor and Master in Design : French and English. <u>Courses in English are only available on the 1st semester.</u>						

FURTHER INFORMATION



Inhabitants in Troyes	62 500 in Troyes 165 000 (including suburbs)
Number of students in Y SCHOOLS	1800
Staff	• 65 administrative staff • 350 professional teachers • 35 permanent teachers
International Mobility <i>Approximately</i>	• 250 incoming students per year • 250 outgoing students per year • 300 students on work placement abroad • 200 partner universities

School Facilities

- Wireless System Network (WIFI)
- Library (Y LAB)
- Language Lab
- Restaurant and Cafeteria
- Computer rooms
- Fitness Center
- Multi-sport stadium
- Student Unions (BDE, ISA, BDS (15€/semester)
- 3 Campuses in Troyes : Campus Brossolette (for Business and Tourism students), Campus St Martin (only for Design students), Technopole (incubator)

Useful Links

Troyes Tourism Office : <http://en.tourisme-troyes.com/>

TCAT (Troyes bus transport) : <http://www.tcat.fr/>

Le Marcel (Troyes bike service) : <https://tcat.fr/se-deplacer/les-services-velo>

SNCF (French railways) : <https://www.sncf-connect.com/>

RATP (Paris transport) : <https://www.ratp.fr/>

Virtual tour of the Campus : <https://www.vir360.fr/scbs-yschools/troyes-360>

More information about all the process : <https://www.scbs-education.com/international/etudiants-internationaux/>



University Library - Y LAB



Y SCHOOLS multi-sport stadium



Cultural Forum Event



CONTACT

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10000 Troyes

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www.yschools.fr



We are certified

*SCBS - South Champagne Business School,
our management school is a member of*

