

Make your talent a success !

KEYCE ACADEMY

Make your talent a **success** !

Computer Science - Digital - Tourism



Business and Management - Health Care Professions

.01

KEYCE ACADEMY

Presentation of our campus and its positioning

BEFORE YOUR DEPARTURE

Everything you need to know before you leave for Montpellier

.03

PREPARE YOUR ARRIVAL

Steps to take before your arrival in France

.02

LIVE IN MONTPELLIER

Visit of the city, discover of the heritage and good plans for restaurants

.04

YOUR ARRIVAL IN FRANCE

What you should do when you arrive

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INTERSHIP - WORK - STUDY AND STUDENT JOB

How to make a good CV : all the tips !

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■ **A WORD FROM THE GENERAL DIRECTOR**



“How to choose a school to continue your studies ?

The choice is decisive, the stake is major. Your project is like no other, your qualities, talents, and aspirations must be supported.

Because this project is unique, it requires that we devote time together.”

“ Find the training that will bring out your potential...”

The years ahead of you must be synonymous of commitment, discovery, openness and building. You will evolve in a multinational and multicultural environment: make the most of it and make these years of study rich in encounters and learning experiences.

Professional trainers, consultants, international mobility network, training consultants, more than 10 thematic Klubs, learning expeditions humanitarian trips, associative life.

These are the tools that will lead you to success, your success. The teams on our campuses are first and foremost fervent advocates of quality higher education. We will do everything in our power to help you achieve your goals

Academic goals, professional goals and personal goals...

We want your campus to be a place to live, learn and experience. You will discover many other promises... Acquire self-confidence, intellectual agility, create a professional and friendly network, live memorable experiences. I hope you find the training that will make your potential blossom, the campus that will allow you to express your personality and I wish you an excellent Keycian year.

I hope to meet you soon.

Welcome to the **#KeyceFamily**.

■ CAMPUS KEYCE ACADEMY



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Keyce Academy campus comprises six specialized higher education institutions that share common values :

- Education excellence
- Individualized follow-up
- International development

OUR SCHOOLS :

- **Keyce Business School :**
Graduate school of Business & Management
- **Keyce Tourisme & Hôtellerie :**
Graduate school of Tourism
- **Open I.T :**
Graduate school of Computer Science

Make your talent
a **SUCCESS !**

■ YOUR CONTACTS

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CÉDRIC BERCHEL

International pedagogical Manager
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International Business Developer
e-mail : l.anderson@keyce.fr

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■ BEFORE YOUR DEPARTURE

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- If you are not a national of a European country, **take steps to obtain your visa at least one month before your arrival in France.** You can apply to the French Consulate or Embassy in your country of residence as soon as you have received the admission certificate from your establishment.
- If you are national of a European country, of the European economic area or Switzerland, **you don't need visa to study in France.**
- Notify your host institution and your potential landlord of your arrival.
- Prepare your suitcase with closing suitable for all types of weather.
- Finally, prepare the necessary documents for your trip and your installation.



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Identity documents :

- Identity Card
- Passport
- Birth act
(Translation and certified copy)
- Drive licence
(If you intent to drive in France)

Documents related to your studies in France :

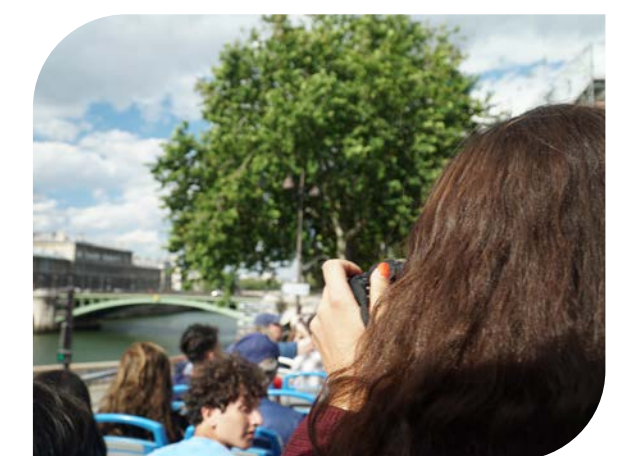
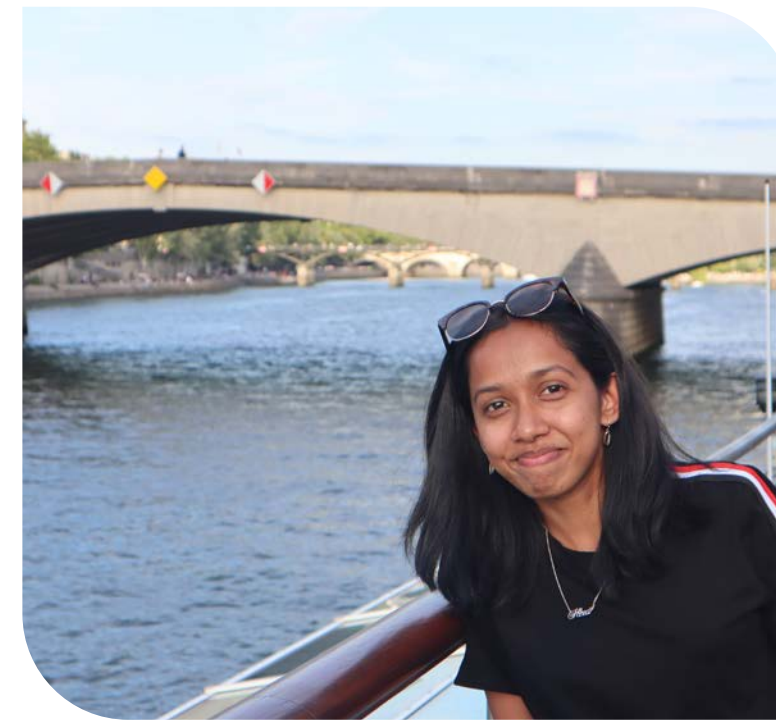
- Certificate of registration in your establishment
- Language level certificate
(French, English, etc...)
- Previous degrees
(Translation and certified copy)

Documents related to your installation :

- Print reservation for your accomodation
- The documents required for your entry into the accomodation
- The list and contact details of your contacts in France

Travel documents :

- Your train or plane tickets
- Your itinaryary from the airplane



Feel free to scan or take photos of your documents and email them to yourself or save them to a cloud. You will always have easy access to them. Don't forget to bring your mobile phone, a debit card usable in France and the original or copy of your health record.

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PREPARE YOUR ARRIVAL

YOU WILL BE WITH US SOON !

You are now assured to follow your studies in France from the next year university. Found here all to do and provide, step by step, to prepare your arrival in France.

If you do not have one, other solutions are available to you through the **VISALE** or the **GARANT ME** device a deposit granted by Action Logement to the tenant who takes charge of the payment of the rent and rental charges of the main residence, in the event of default in payment.

VISALE : www.visale.fr

GARANT ME : www.garantme.fr



AS SOON AS POSSIBLE BEFORE YOUR ARRIVAL IN FRANCE

Before your arrival in France, start as soon as possible to search for an accommodation. You can do your paperwork remotely. If you plan to search for accommodation once you arrive in France, consider booking temporary accommodation while you find permanent accommodation.

Note: In France, a guarantor is almost always required from people who wish to rent an apartment, whether they are foreign or French. A guarantor is someone who stands surety for you, which means, they agree to pay your rent if you can no longer afford it. **Your guarantor must be French.**

Solutions

FOR A FEW DAYS

From 30 to 90 € per night
(average price)

- www.aubergesdejeunesse.com
- www.fuaj.org
- www.booking.com
- www.bedncrous.fr

FROM A FEW DAYS TO A FEW WEEKS

from 40 to 120 € per night
(average price))

- www.adagio-city.com
- www.appartcity.com

FROM A FEW WEEKS TO A FEW MONTHS

Variable prices

- www.airbnb.fr
- www.homelidays.com
- www.morningcroissant.fr

Roommates

- www.appartager.com
- www.fr-fr.roomlala.com
- www.chez-l-habitant.com

Host families

- www.students-francestay.com/fr
- www.chez-l-habitant.com

Intergenerational housing

- www.ensemble2generations.fr
- www.leparisolidaire.fr/wp/

FOR A FEW MONTHS

Variable prices

University housing

- www.trouverunlogement.lescrous.fr
- www.lokaviz.fr

Private student residences

- <https://cutt.ly/PPFZzKS>
- www.residencesparme.fr
- www.suitetudes.com/fr
- www.estudines.com
- www.nexity-studea.com
- www.cardinalcampus.fr
- www.student-factory.com/fr

Apartments in private homes

- www.pap.fr
- www.leboncoin.fr
- Apartments via plateforme / agencies
- www.lodgis.com
- www.seloger.com
- www.fr-fr.roomlala.com
- www.adele.org
- www.student.com/fr-fr
- www.immojeune.com

International hostels – rooms

- www.unhaj.org
- www.etape.asso.fr

Alternative student accommodation

- www.campusvert.com



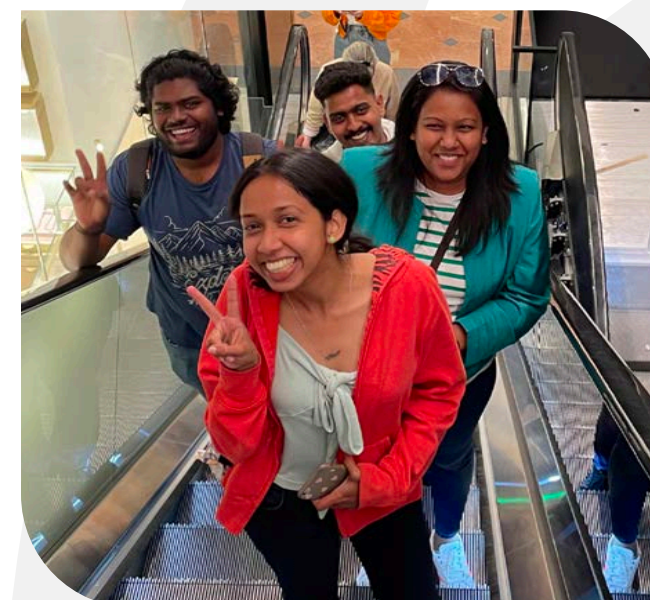
■ YOUR ARRIVAL IN FRANCE

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WELCOME TO THE #KEYCEFAMILY

■ THE DAY OF YOUR ARRIVAL IN FRANCE



IF YOU NEED TO TAKE PUBLIC TRANSPORT TO GET TO YOUR ACCOMMODATION

Buy your tickets from an automatic terminal or ticket counter. Payment by credit card is accepted ; you can use the TAM application or on the website directly

www.tam-voyages.com/index.asp

IF YOU ARRIVE IN FRANCE BY TRAIN OR PLANE

You will find cash machines at most train stations and airports. If necessary, take the opportunity to withdraw cash

- Go to your accommodation and settle the formalities necessary for your installation.
- Put down your suitcases, take a breath and take a walk to discover your new neighborhood.



■ THE FIRST WEEK AND THE FOLLOWING DAYS

As soon as you arrive, there are **5 very important steps to take**.
You need to deal with them immediately.

1. **Payment of the student and campus life contribution (CVEC)**
2. **Enrollment in your higher education institution**
3. **Opening a bank account**
4. **Validation of your residence permit**
5. **Social security registration**



1. PAYMENT OF THE STUDENT AND CAMPUS LIFE CONTRIBUTION (CVEC)

This is the first step to take before all the others. It is compulsory for enrollment in your higher education institution.

The student and campus life contribution costs 92 euros per year. You can pay it on the internet by connecting to the cvec.etudiant.gouv.fr. You can also pay it in cash at a post office. The student and campus life contribution is paid to CROUS to facilitate the reception of students and their social, health, cultural and sports support. It also finances preventive health actions.

All students enrolled in initial training in a French higher education institution, whether public or private, must pay this contribution, except for students :

- Holders of a scholarship based on social criteria managed by the CROUS or a scholarship paid by a region
- Benefiting from a scholarship from the French government (BGF)
- Benefiting from refugee status or subsidiary protection
- Registered as an asylum seeker and having the right to remain on French territory.

In all cases, even students exempt from paying the Student Life and Campus Contribution must connect to the cvec.etudiant.gouv.fr to validate their exemption and receive a certificate that will allow them to enroll in their institutions.

2. ENROLLMENT IN YOUR HIGHER EDUCATION INSTITUTION

Introduce yourself to the international relations department of your host institution. Take the opportunity to obtain the information you need to continue your studies in France. Then go to the registration service to finalize your registration, pay your tuition fees, and demand your student card.

KEYCE ACADEMY **ACCOMPANIES**
YOU IN ALL YOUR STEPS

3. OPENING A BANK ACCOUNT

Opening a bank account in France can be very useful, especially for paying your bills (electricity, telephone, rent) and subscriptions (transport, Internet). You will also be able to collect your possible salaries more easily and have your health costs reimbursed directly. A French payment card also allows you to pay most of your expenses and saves you from carrying large amount of cash.

To have a bank account is a right which is recognized by French law.

A foreign student who resides in France can open a bank account at any bank in France. The various banking establishments are represented in most cities; just open the door of an agency and make an appointment with an advisor.

Note: If you need help with your bank account, our school is in partnership with the "Société Générale", so we can help you with the process.

Three documents are necessary to open a bank account : **your passport, proof of address and a certificate of education or a student card.**



4. VALIDATION OF YOUR RESIDENCE PERMIT

If you came to France with a visa requiring validation, do this in the first few days of your arrival. It will then allow you to register for social security and to travel during your stay.

Here is the address to which you must connect:

<https://administration-etrangers-en-france.interieur.gouv.fr>

What do you need to validate your VLS-TS?

You will need :

- A valid email address
- Information on your visa
- To communicate your date of arrival in France
- To communicate your address of residence in France
- A payment card to pay online the tax for issuing a residence permit (tax stamp) with a value of 50€



Don't have a payment card?

No worries ! You can buy an electronic stamp in a tobacconist, at a dedicated terminal, and pay for it in cash.



5. SOCIAL SECURITY REGISTRATION

YOU ARE A EUROPEAN STUDENT

If you have a European Health Insurance Card (CEAM), you do not need to register for French social security. You can use your card and receive treatment in France. This card is required in your country of origin.

The students concerned are those having the nationality of a country of the European Union, Iceland, Lichtenstein, Norway or Switzerland.

YOU ARE A NON-EUROPEAN STUDENT

You must register for the general French social security system.

Registration is done online by connecting to the health insurance website dedicated to foreign students: <https://etudiant-etranger.ameli.fr/#/>.

It is available in French and English.

Registration is free. It must be done immediately after your registration in your establishment. This step is compulsory. It will allow you to be reimbursed for part of your medical expenses.

If you wish, you can also choose a mutual (medical insurance) that will allow you to supplement your reimbursements for medical expenses.

Note: If you need help with your mutual health insurance, our school is in partnership with Heyme Santé, so we can help you with the process. <https://heyme.care/>



■ LIVE IN MONTPELLIER

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TO GET TO THE CAMPUS:

Adress :

Keyce Academy

99 Impasse Adam Smith

34479 PÉROLS

Directions to Écopôle (Pérols) (tram station near the school) with public transportation:

- bus : 15, 18, 32
- subway : 3
- station : Écopôle



ALERT THE EMERGENCY SERVICES

When we witness an accident, we should sound the alarm. This moment is decisive because it makes it possible to trigger the rapid dispatch of suitable rescue and assistance resources to the scene of the accident. Three numbers are essential:

- **15** : number of the Samu, which centralizes all calls and then decides what help to send
- **18** : number of firefighters, who provide first aid
- **112** : European emergency number



EMERGENCY CALLS

- Poison center : **04 91 75 25 25** ou **15**
- CHU / CHR : **04 67 33 67 33**
- Montpellier 3M water authority : **0 969 323 423**
- ErDF Emergency electricity repair : **0 972 675 034**
- Gas Safety Emergency (GrDF) : **0 800 473 333**
- Gendarmerie : **04 67 54 61 11**
- National Police : **17**
- Firefighters : **18** or **112**
- SOS Doctors : **04 67 72 22 15**
- Medical emergencies / Samu : **15**
- Social emergencies : **115**
- Veterinary emergency : **04 67 45 46 84**



MONTPELLIER - MONTPELLIER



■ VISIT THE CITY OF MONTPELLIER

Discover our selection of must-see places to discover in the heart of the city of Montpellier and its surroundings.

AROUND THE PLACE DE LA COMÉDIE:

Take the walk to the end of Esplanade (the nickname given to the Charles de Gaulle esplanade by the locals). Then climb onto the panoramic roof of the Corum to discover an impressive view of Montpellier.



CULTURAL DISCOVERIES

The Saint-Roch and Sainte-Anne districts :

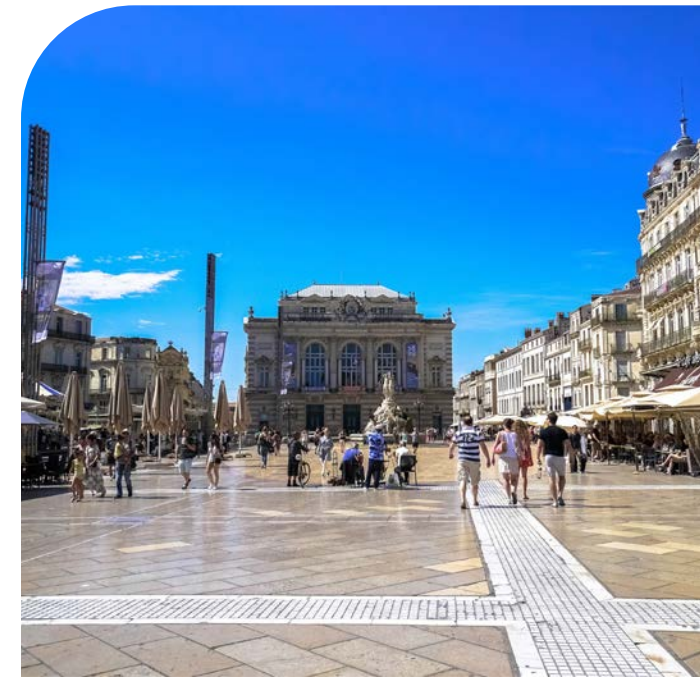
Go up rue Saint-Guilhem in the direction of the Place de la Préfecture and stop at the halls Castellane. This emblematic Montpellier market is a feast for the eyes and the taste buds

Saint-Pierre Cathedral :

Guided tours allow you to climb to the top of the Urban V tower. The view is breathtaking. Check with the tourist office for more information

The Fabre museum and the Popular Pavilion:

A stone's throw from the museum, the Popular Pavilion is a free place entirely dedicated to photography. Temporary exhibitions dedicated to photographers of yesterday and today follow one another throughout the year..



The Jardin des Plantes :

Crossing Boulevard Henri IV, discover the Tour des Pins, one of the last vestiges of the medieval wall that surrounded the city in the Middle Ages. One of Nostradamus's prophecies says that the day the pines planted atop the tower die, the city will meet the same fate. Rest assured, this is just a legend ...

The Arc de Triomphe and the Place Royale du Peyrou:

Climb to the top of the Arc de Triomphe during a guided tour to enjoy one of the most graphic aerial views over the Escutcheon, Avenue Foch and the promenade du Peyrou



The MOCO and the Panacea :

Every Sunday noon, the Panacea brunch is an unmissable event for locals from Montpellier. Come and enjoy one of the most beautiful patios in the city in the heart of the Escutcheon.

Contemporary architecture in Montpellier :

On the edge of the new Port Marianne - Jacques Coeur Basin, don't miss the Lez Market, a creative space bringing together galleries, street art, flea markets, artist residences and restaurants.

From Figuerolles to the Beaux-Arts :

The suburbs of Montpellier: Every Tuesday and Saturday morning, the Arceaux organic market brings together more than 80 producers and artisans from all over the region. This is a must-see event in Montpellier for lovers of good products



■ AROUND MONTPELLIER

Sète and the Thau basin :

If you love oysters and seafood, take a tour of the producers around the Thau lagoon. You will find that the seashells of the region have nothing to envy to those of the Atlantic!

Saint-Guilhem and the Hérault valley:

Less than 15 minutes from the banks of the Hérault, the Buèges valley is a secret swimming spot that I particularly like. You will see, the small village of Saint-Jean de Buèges is a true haven of peace!

Getaway to the top of Pic Saint-Loup:

If you are looking for an easy hike with a beautiful panorama of Pic Saint-Loup, I recommend the ascent of the Hortus. It's accessible to everyone and the view is fantastic.

Hérault beaches:

At sunset, meet at Villeneuve-les-Maguelone beach, between vineyards, pond and Mediterranean Sea. With the cathedral as a backdrop, it's sublime!

Hike to the Cirque de Navacelles:

Want to take a dip ? Then meet under the Navacelles waterfall for a refreshing swim. Be careful, the water is very cold!



■ WHERE TO GO OUT IN MONTPELLIER

The Shakespeare :

The Shakespeare is a large British-inspired pub located right in the center of Montpellier in a sumptuous 14th century building.

Irish Pub by Fitzpatrick :

Montpellierers and students alike flock to this Irish pub in the heart of Montpellier when they want to put their worries aside and make the most of a great night out.

The Rockstore :

The Rockstore located in the heart of the city is a cult place for rock and Montpellier nightlife!



L'antirouille :

This is essentially a concert bar located in the city center where you can listen to all current music without restriction, rock, French song, reggae, rap, and many more.

MO.CO Panacée :

From training to collection, including production, exhibition and mediation, Montpellier Contemporain (MO.CO.) is an artistic ecosystem bringing together an art school and two venues for exposure.

■ AVERAGE COST OF LIVING IN MONTPELLIER

RESTAURANTS	
Meal, Cheap Restaurant	12,50€
Meal for 2, Mid-range restaurant, Three course	60 €
McMeal at McDonalds (or equivalent combined meal)	9 €
Domestic Beer (0.5 liter pressure)	6 €
Imported Beer (0.33 liter bottle)	5 €
Cappuccino (regular)	2,85 €
Coke / Pepsi (0.33 liter bottle)	2,38 €
TRANSPORTS	
One Way Ticket (Local Transport)	1,60 €
Monthly pass (Regular price)	30 €
Taxi base (Normal rate)	25 €
Taxi 1km (Normal price)	0,82 €
Gasoline (1 liter)	1,53 €
RENT PER MONTH	
Apartment (1 bedroom) in the City Center	660,19 €
Apartment (1 Bedroom) Outside of City Center	547, 78 €
Flatsharing Appartement price per person	420 to 520 €



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■ INTERNSHIP - TRAINING STUDENT JOB



You are all looking for an internship to validate your academic course year or a student job. To be as lucky as possible on your side to find a company, it is imperative to have a nice resume (structured, original ...) because this is your first visual identity (recruiters see your CV first before you do. receive in interview).

- You must have a Professional photo, you are looking for a work-study program, be pro! (No Duck face, Snapchat filter and more). If you need to, the communication department at Keyce Academy can take professional photos for you.
- The Keyce College Paris school logo must appear (you will find it in Attachment).
- The training you take in September, for example: September 2021-2022 : BBA international business Keyce Business School, Pérols.
- At the top of your resume must appear the subject of your application : I am looking for a work-study contract in order to achieve my / BBA / MBA or a student job.
- In professional experiences, detail your missions, always think: What can I do, what is my added value for the company.
- Be careful not to confuse soft skills and professional skills, being dynamic or rigorous is not a professional skill !
- Please specify your date of birth or age, as well as the B License and if you are driving (this is a real plus for a company).
- Do not hesitate to put in interests that are out of the ordinary: If you play sports specify what sport, if you like going to the movies, specify the genre of film.
- In order to create your CV, you can go to the CANVA site which is free and very easy to use : https://www.canva.com/fr_fr/creer/cv/ (you register with your email address, you create a new CV design, you choose a template and HOP go).
- Put on some color! The average recruiter receives 400 CVs, so yours needs to catch the eye.
- READING FOR THE SPEECHOGRAPHER is imperative !
- **Be original !**

Make your talent a success !

COME AND BE PART OF THE #KEYCEFAMILY

Montpellier - Pérols

Keyce Academy - Collège de Paris
Siège
99 Impasse Adam Smith
34470 PÉROLS
04 67 99 48 10

Montpellier - Mauguio

Keyce Academy - Collège de Paris
Bâtiment 2 et 3
96 Rue Icare
34130 MAUGUIO
04 67 99 48 10

Nîmes

Keyce Academy - Collège de Paris
Immeuble le Saga, 2^{ème} étage
260 Chemin de la tour de l'évêque
30000 NÎMES
04 67 99 48 10

Clermont-Ferrand

Keyce Academy - Collège de Paris
OPEN I.T
19 Allée Alan Turing
63000 CLERMONT-FERRAND
04 67 99 48 10

Bordeaux

Keyce Academy - Collège de Paris
Keyce Santé
Les Bureaux du Lac II - Rue Robert Caumont
33049 BORDEAUX
04 67 99 48 10

Toulouse

Keyce Academy - Collège de Paris
84 Voie du Toec
31000 TOULOUSE
04 67 99 48 10

Lyon

Keyce Academy - Collège de Paris
Keyce Santé
100 Rue de Crequi
69006 LYON
04 67 99 48 10

Narbonne

Keyce Academy - Collège de Paris
Keyce Santé
Domaine De La Coupe
11100 NARBONNE
04 67 99 48 10

Fort-de-France

Keyce Academy - Collège de Paris
Centre administratif DELGRES
1^{er} étage Bat II - route de la pointes des sables
97200 FORT DE FRANCE
05 96 52 12 00

Pointe-à-Pitre

Keyce Academy - Collège de Paris
Keyce Santé
3617 Bd du Marquisat de Houelbourg
97122 GUADELOUPE
05 96 52 12 00

ADMISSIONS AND RE-ENTRY THROUGHOUT THE YEAR



www.keyce.fr
[@keyceacademy](https://www.instagram.com/keyceacademy)

