

SCHILLER
INTERNATIONAL
UNIVERSITY



Student Handbook

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Welcome to Schiller International University



We exist to connect!

We connect knowledge, people, cultures and technologies because together we are the engine transforming the world into a more sustainable place.

Our mission is to prepare students, personally and professionally, for future leadership roles in an international setting. The educational process puts particular emphasis on developing international and cross-cultural competencies through foreign language training, intercampus transfer, or other international academic opportunities, and intense interaction among people with diverse backgrounds.

We recognize that international perspectives are crucial to solving contemporary problems and developing a globally literate, intercultural competent citizenry.

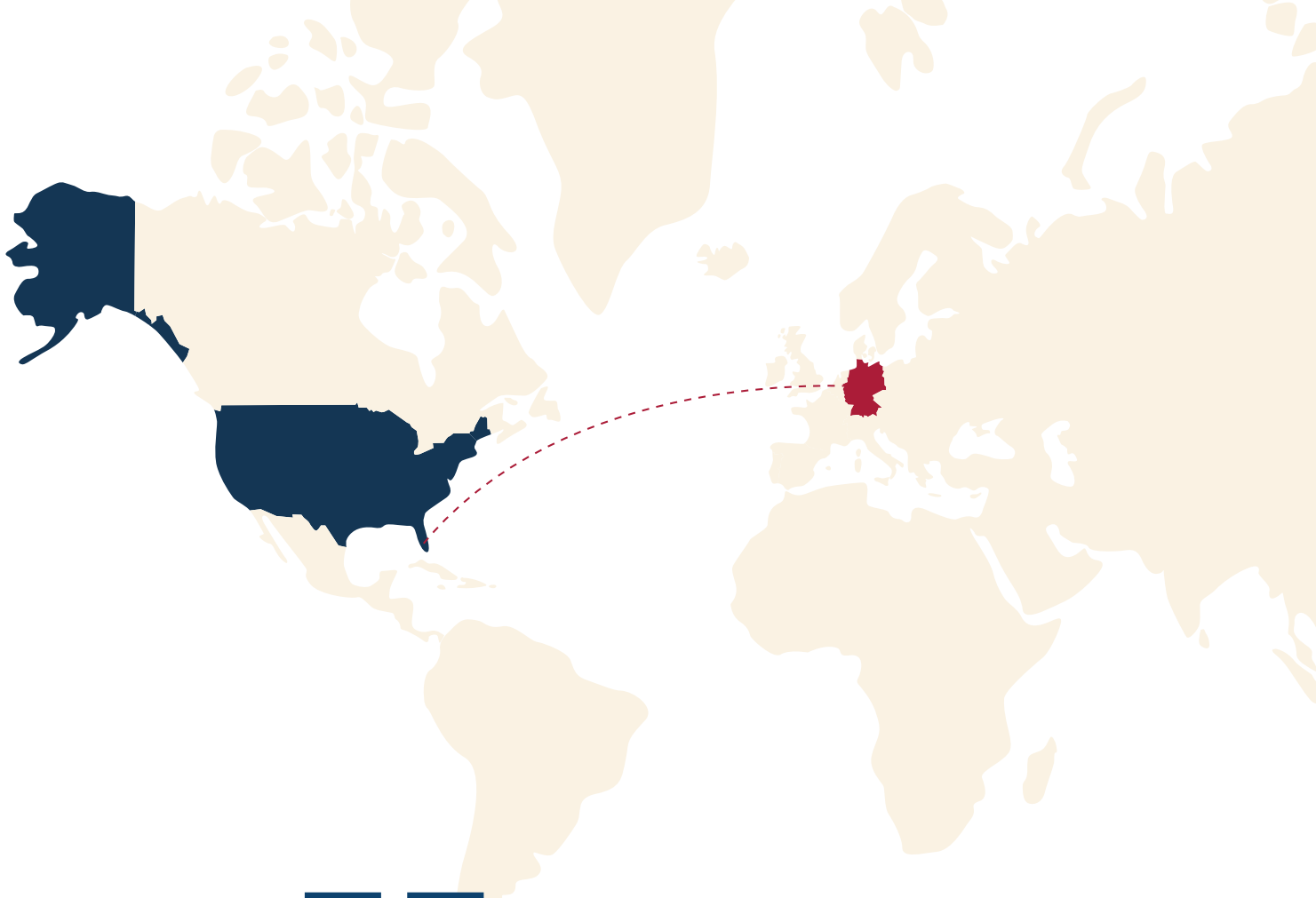
Schiller is committed to providing a high-quality education to all students without regard to race or color, gender, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry, or political affiliation.

[Read more about our commitment HERE.](#)



Non Discrimination





Schiller was named for the German philosopher, poet and dramatist, **Johann Christoph Friedrich von Schiller**. This unique University was founded in 1964 by Dr. Walter Leibrecht for the purpose of providing American students with an **American educational experience in Europe**.

In time, this original concept was broadened to include students from all over the world seeking an **American study program** in an international setting.

Schiller International University has campuses in Heidelberg, Germany; Madrid, Spain; Paris, France; and the Tampa, Florida USA.

GLOBAL ACCREDITATION

Schiller University performs under strict excellence's parameters, **supporting the quality of our programs**, and including valuable features that help students build a personalized Global Profile.

This academic excellence provides multiple benefits to our students:

- Obtain both US and EUR Degree performing just a single Study Plan
- Apply for an OPT and have access to work in the US for 12 months*
- Build a customized Global Profile based on your preferences

*Applicable just for the students that complete their Degree at our SIU Tampa International Campus.



GOBIERNO DE ESPAÑA

MINISTERIO DE CIENCIA, INNOVACIÓN Y UNIVERSIDADES



Bundesministerium für Bildung und Forschung



ACCSC
Accrediting Commission of Career Schools and Colleges



US Accreditation (ACCSC)

SIU is a U.S.- Based university with an international scope accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Our degrees are valid in the United States and issued under its academic parameters.

EUR Accreditation (University of Roehampton Partnership)

Thanks to our partnership with the prestigious University of Roehampton (London, UK) our students have the opportunity to add a complementary European Degree to their studies.

SIU International Recognitions

Schiller International University is an academic institution included in the whitelists of multiple Country Governments around the world, such as China. This fact facilitates student access to the benefits that countries may provide in helping students study abroad.

Schiller Education



ACADEMIC INFORMATION



Scheduling

Students typically complete four courses each semester by taking **one course per month**. Each course is four weeks (one month) in length. Course schedules are specific to the students' degree requirements. [READ MORE](#)

E-Books

Schiller International University have transitioned from using print textbooks to an online eBook platform for all ground and distance learning students.

Once downloaded and registered with [Vital Source](#), the student will have access to the e-book for three (3) years or more.

Physical books will not be available for purchase with the university unless a formal Student Accommodation has been approved.



[Get Access to E-Books](#)



Undergraduate credit hours and course loads

Students who meet **specified GPA requirements** may enroll in more than 12 credit hours in a semester only with prior approval of the appropriate University official(s). Undergraduate students must enroll in a minimum of 12 credit hours per semester to be considered a full-time student. Students may enroll in more than 12 credit hours in a semester only (Maximum credit hours possible) with prior approval of the Campus Academic Dean, according to the parameters listed as follows. Each three-credit course class will maintain a minimum of 45 contact hours during the four-week course. Online courses are handled the same way. Students will have to meet with Financial Aid to assure additional funds are available to exceed 12 credit hours per semester.

Undergraduate Course Load	Prior Term GPA	Cumulative GPA
15 credits per semester	2.5 or higher	2.5 or higher
18 credits per semester	3.0 or higher	3.0 or higher
21 credits per semester	3.5 or higher	3.5 or higher

Evaluation of SAP

To determine if a student is making satisfactory academic progress, a student's CGPA and completion rate are evaluated at the end of every semester after grades are posted (approximately 10 days after the end of the semester). The completion rate is calculated by comparing the amount of credits earned to the amount of credits attempted.

[Click Here](#)

SAP Criteria

[Click Here](#)

Academic / Financial Aid Warning for failure to meet SAP Criteria

[Click Here](#)

Satisfactory Academic Progress Appeals, Academic/Financial Aid/Probation and Academic Plans

[Click Here](#)

Procedure for Re-Establishing Satisfactory Academic Progress

Dean's List

Students named on the Dean's list have displayed a **high level of academic performance during the preceding semester**. Students are eligible for the Dean's List if they have earned a grade point average of at least 3.5 for Undergraduate Degrees and at least 3.8 for Graduate Degrees and have successfully completed all courses for which they have registered.

Final Grade Appeals

Students have the right to appeal their final grade in a course if they believe their grades reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin.

[Apply Here](#)

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is designed to monitor a student's progress through their program of study based on **qualitative** (cumulative grade point average) and **quantitative** (completion rate) achievement.

In order to be considered to be making satisfactory academic progress toward a degree, a student must both maintain a minimum cumulative grade point average (CGPA) and a completion rate to ensure they can complete the program within **150 percent of the normal time frame of the program length**.

How to Request an Official Transcript of Records

[Click Here](#)

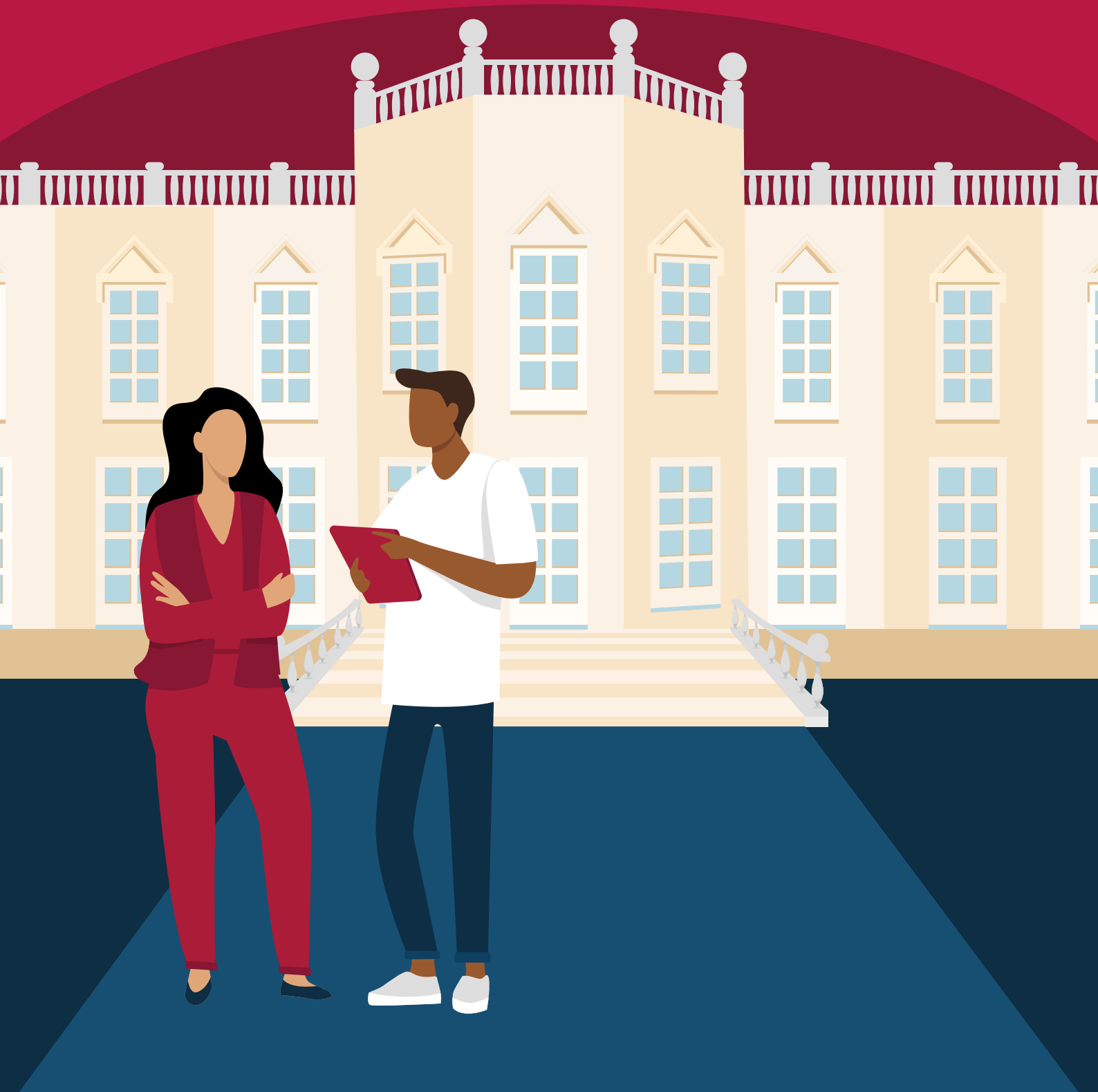




University of
Roehampton
London



SCHILLER
INTERNATIONAL
UNIVERSITY



UNIVERSITY OF ROEHAMPTON PARTNERSHIP

Schiller International University and the University of Roehampton (UoR) in London have signed **an agreement where students will study for a degree awarded by Roehampton alongside their Schiller degree and receive two separate qualifications.** Students will be enrolled in both Schiller International University and the University of Roehampton (UoR) in London at the same time.

Over a four-year period, (one year for postgraduate programs) **undergraduate students will achieve two degrees**, one from Schiller International University, and one from The University of Roehampton delivered by Schiller.

Students enrolled in the Distance Education / Online programs are not eligible to receive a second degree awarded by the University of Roehampton.

Students' courses will include several modules/credits which will count towards both degrees, in addition to a number that are specific to either their Schiller, or their Roehampton qualification, including a Thesis. **All teaching and the Thesis will be carried out by Schiller's academics.**

UNIVERSITY OF ROEHAMPTON AWARDS

Restrictions apply to the number of online courses an on campus student can take as part of their degree program while maintaining eligibility for the second degree awarded by the University of Roehampton.

For both undergraduate and graduate level students, **25% of the courses required for the University of Roehampton degree can be taken online.** For undergraduates this is a maximum of 7 courses and for graduates a maximum of 3.

Grading System

Dissertation

IMPORTANT INFORMATION for students enrolled in Dual Degree with University of Roehampton

Click Here

INTERCAMPUS TRANSFER

Domestic or international students wishing to transfer **permanently** to another SIU campus must complete an Intercampus Transfer (ICT) form, the student **must complete the form** prior to the semester when he/she plans to attend a different campus. Transfers are normally approved if the program and courses are offered at the location of interest.

The student must be in good academic standing, **have no outstanding financial obligations with the campus, and have an approved legal status to study in the respective country.**

Transfers cannot occur in the middle of a student's term (during a particular 4 month semester) or if a student's required course would not be available at the destination campus in the first month when the student plans to transfer.

Ask an academic advisor how you can apply.



GRIEVANCES

For complaints and other than a final grade appeal that a student wishes to address formally with the University:
Contact your Student Advisor either in person or via email.

[Contact your Student Advisor via E-Mail](#)



Anonymous reporting to raise concerns about any wrongdoing is available through Schiller International University's whistleblower process. **Incidents may be reported online by [navigating HERE](#).** After submission the reporter will receive confirmation within 7 days that a case has been opened.

Review will begin and the response and outcome will be delivered to the reporter within 3 months. Reporters can track their case and view updates via the portal. Reporters control what information they share and can choose to remain anonymous if preferred. No personally identifiable information is required to submit a new case.

GRADUATION

Students are responsible for satisfying the requirements for graduation in their specific program and for observing the academic policies of Schiller International University.

Petitions for graduation have to be submitted **at least one month before the proposed graduation date.**

The Registrar's Office will have to approve these petitions if all required documents have been submitted before graduation date.

Graduates must fulfill all financial obligations including outstanding tuition charges, fees, and other expenses, before the degree is granted. [READ MORE](#)



Undergraduate Graduation with Honors

[Click Here](#)



Graduate Graduation with Honors

[Click Here](#)



Participation in Graduation Ceremonies

[Click Here](#)

[Contact the Graduation Committee](#)

POLICIES

[Click Here](#)

LEAVE OF ABSENCE POLICY

Students are eligible to take up to 180 days of LOA in a 12-month period to include military and lack of course offering absences. LOA does not have to be taken consecutively.

[Click Here](#)

READMISSION POLICY

Students considered to be in a “drop/dismissal/withdrawal” status must be formally re-admitted to the University.

Re-admitted students will be subject to the requirements set forth in the **current catalog** at the time of readmission including enrollment into the current program version. All students must complete an updated Enrollment Agreement along with all required documentation.

[Click Here](#)

REFUNDS AND WITHDRAWALS

Our Institutional Refund Policy as outlined here applies to all students who completely withdraw from all classes during a semester. The Return of Title IV Funds Policy applies to students if they received or were scheduled to receive federal student aid program funds.

[Click Here](#)

DISCLOSURE OF STUDENTS RECORDS

[Click Here](#)

CLASS ATTENDANCE POLICY

[Click Here](#)

ACADEMIC INTEGRITY & PROFESSIONAL CONDUCT

[Click Here](#)

ALCOHOL AND ILLEGAL DRUG USE POLICY

[Click Here](#)

INCOMPLETE GRADE POLICY

[Click Here](#)

TRANSFER CREDIT POLICY

[Click Here](#)

COPYRIGHT POLICY

[Click Here](#)

GRIEVANCE POLICY

Student Life

Mobility Options

International Programs

Student Portal



INTERCAMPUS MOBILITY

Domestic or international students wishing to study at another Schiller campus for a term (4 month semester) or longer **shall apply to the Intercampus Mobility (ICM)** during the call for applications that occur once a year. Students will be notified about the application period in advance.

Students shall:

- Be in good academic standing
- Have no outstanding financial obligations with the University
- Have an approved legal status to study in the respective country
- Must not have a pending Disciplinary Committee resolution

Intercampus Mobilities cannot occur in the middle or in between a student's term or if a student's required courses would not be available at the destination campus. Intercampus Mobilities are normally approved if the program and courses are offered at the receiving campus. **The University does not guarantee the approval of an Intercampus Mobility application**, reserving the right to postpone or cancel the application for any reason, if necessary, especially in the benefit of a better academic performance of the applicant (student).

[FAQ's](#)

STUDY ABROAD

Study Abroad programs are options provided by Schiller International University to **complete a semester or a year of your degree program at a different university**, usually in a foreign country.

These programs are an excellent opportunity to see a new part of the world, experience a different culture. Studying abroad can help you expand your academic horizon and develop the capacity to adapt to various educational settings.

[Click Here For More](#)

STUDENT PORTAL

Our Student Portal will improve the student experience with many new features. **Students will be able to create groups, manage communications, see their grades, access their To-Dos list and book appointments with their advisor(s).**

The portal is fully inclusive and the core functions cover all the academic, administrative, financial as well staff and students communication needs.

[Click Here For More](#)

Student Journey



STUDENT EXPERIENCE DEPARTMENT

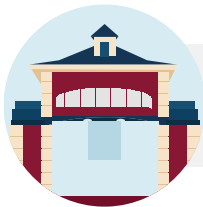
We are committed to ensuring success at every level of a student's education.

The student experience department provides a **variety of services** including orientation, assistance in locating housing, health insurance options, transportation, events, student organizations, volunteerism, and much more. [READ MORE](#)



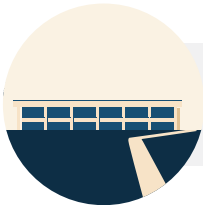
Services for **Students with Disabilities**

[Click Here](#)



Student Experience Department Madrid

[Click Here](#)



Student Experience Department Tampa

[Click Here](#)



Student Experience Department Heidelberg

[Click Here](#)



Student Experience Department Paris

[Click Here](#)

STEP 1

Insurance

Students are encouraged to maintain **personal health and accident insurance** through an employer or independent provider. The University **does not provide any type of insurance coverage for students.**

European students attending to **Heidelberg campus** must have health insurance coverage or document that their own health insurance covers them in Germany. **Heidelberg** and **Madrid** may register with the National Health Insurance department; however, all non-European students must have private health care.

Paris campus students are advised that they can apply for a private student health insurance, as AME, PGA, AVI International.

Students with a student Visa are strongly encouraged to maintain adequate Visa Insurance coverage while studying in the USA; however, there are no insurance requirements set forth by the US Department of State.

Schiller International University is not responsible for students' lost or stolen personal property. Students are encouraged to take out personal insurance to cover the loss of belongings.

Housing and Meals

Housing and meal expenses are the **responsibility of each student and are not included in the cost of tuition and fees.** The costs students can expect to incur for housing and meals may vary greatly with individual student preferences as well as with each campus.

Each campus should be contacted for current information on this subject.



STEP 2

Academic Support Services

The Department is committed to ensuring success at every level of a student's education.

In addition, the university has an active and growing Alumni Association, to recognize and applaud alumni around the world as well as support current students.

Student Experiences 

Student Activities

Coordinated by the **Student Experiences Coordinator** in conjunction with students, faculty, and/or Student Experiences and paid for by student activity fees.

The appropriation of student activity fees requires approval by the Campus Director. Student activities enable students to immerse themselves in the local culture and activities, participate in sporting programs, and travel on educational trips.

Look for activities from your Campus:

For Current Students, Activities can be Checked Here 

Tutoring

Students may request assistance for classes in which they are experiencing difficulty. In addition, the university offers 24/7 tutoring for all students through [tutor.com](https://www.tutor.com) and [khanacademy.com](https://www.khanacademy.com) which can be accessed through Blackboard. Contact the Librarian for additional information [HERE](#).

The SIU Library Dept.

The SIU Library Department is part of the Schiller Student Experience Department and includes four campus libraries in Tampa, Madrid, Heidelberg, and Paris, along with the SIU Digital Library with over 500,000 digital resources. Our collections cater to the needs of undergraduate and graduate programs, accessible via our Blackboard platform. The content of the databases is from ProQuest, Gale Cengage, and Harvard Business Publishing (HBP)."

Please [CLICK HERE](#) for links and information regarding specific campus and country offerings.

Student Council

The Student Council is the student governing body at SIU which advocates student rights and responsibilities at the University.

Student Experiences and/or Campus Director work closely with the Student Council to provide the best possible guidance to our students.

STEP 3

Faculty and Staff

Administration, Faculty and staff for all campuses are listed in the current Catalog Supplement available [HERE](#).

Course syllabi also contain contact information for Schiller instructors.

Separate from the admissions process is the **process of immigration as an international student** to the Tampa Bay campus in the United States as well as to a campus in the European Union.

All applicants who are granted a student visa to attend SIU must commit to an enrollment of at least two academic semesters (eight months) of continuous enrollment in order to be admitted to SIU.

www.schiller.edu

Tuition and Fees

Refer to the SIU Catalog Supplement for the current Tuition and Fee schedule available from the Admissions Office and [HERE](#).

[Schiller's Catalog](#)

Student Responsibility

Students are responsible for knowing their scholastic standing as it relates to the published regulations and standards of SIU which you can find [HERE](#).

This responsibility includes knowing the regulations of the University and the department or division in which a degree is being earned.



Global Employability Path



SCHILLER EDUCATIONAL MISSION

To prepare students, personally and professionally for future leadership roles in an international setting.

Schiller commitment towards the employability of students.

The global employability path is a step forward towards taking the employability of students to the next level. It is built in tandem with the academic life of the students to develop and continuously monitor their skills during their time at Schiller.

GLOBAL EMPLOYABILITY PATH

The global employability path (GEP) is a non-mandatory extracurricular program that trains undergraduate and graduate students to gain the most demanded skills of the labor market. During their academic life, they will be able to gain those skills by participating in different activities.

Students shall be an active part of their training process. For this reason, the activities proposed to improve their skills shall make them transform from observers to active learning professionals.

Once students complete their global employability path, they will obtain a certificate attesting to the skills acquired.

Interested?

[Click Here to Watch a Video](#)

Competency Bundles



**Innovation
and Creativity**



Interpersonal



Digital



**Business
Entrepreneurial**

Training Activities



Challenges



Active Training



Simulations



Volunteering



Workshop

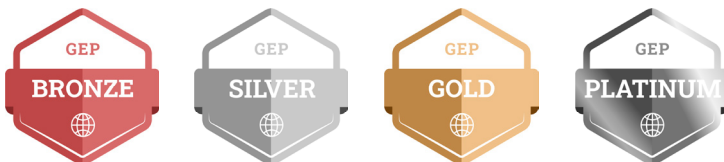
[Find Out More About the Skills Trained](#)

PUNCTUATION SYSTEM

	Bronze	Silver	Gold	Platinum
Undergraduate	≥ 100 pts	≥ 150 pts	≥ 180 pts	≥ 250 pts + volunteering
Graduate	≥ 80 pts	≥ 130 pts	≥ 160 pts	≥ 180 pts + volunteering

Employability Certificate

▶ Obtain levels in each competency bundle depending on the points gained



▶ Carry out an internship work experience

▶ **Obtain your employability certificate!**

[Find out More](#)



Alumni Association



ALUMNI ASSOCIATION

With more than 50 years of history, the Schiller Global community has a growing network of more than 20,000 graduates of 130 nationalities. Their unique learning experience at Schiller unites them and has helped them to become what they are today. Professionals leading and achieving success for a wide variety of companies and institutions around the world.

At Schiller, we are devoted to our mission and values and we believe that our Students/Alumni are some of our greatest assets.

With the purpose of promoting the welfare of the University by cultivating a mutually beneficial relationship within our growing worldwide community of Alumni, we have reactivated the Schiller Alumni Association. Through activities, programs, and opportunities, we want to inspire and support our Alumni in their lifelong learning and personal development while engaging and connecting them back to their Alma Mater, so together we can perpetuate a sense of pride and commitment.



Paris Campus





Dear Student,

Schiller Paris is a fully accredited institution of higher education in the USA and in Europe through the dual degree in cooperation with the University of Roehampton. The campus is situated in the 8th arrondissement of Paris, a few steps from the Champs Elysées, right in the heart of the city of lights! Our mission is to provide students an excellent academic grounding in fields that prepare them for international careers. The community of students and scholars that is Schiller Paris helps students grow intellectually without neglecting to provide an unparalleled learning experience that allows them to grow as persons prepared to assume tomorrow's leadership roles.

Now is the time for you to make the most of this once in a lifetime opportunity of living and studying in Paris!. Welcome aboard and see you soon!

Aude Prebay
Campus Director – Paris

WELCOME TO SCHILLER INTERNATIONAL UNIVERSITY

The Paris campus of SIU is located in the 8th arrondissement. Paris campus resources **include a student study area, a student lounge and other facilities.**

As an independent, international and American university in Paris, SIU offers students a multicultural environment with faculty that

encourages diversity, leadership and global understanding.

Studying in Paris is a great opportunity for students to be immersed in **one of the most important political, diplomatic, economic and cultural capitals in the world.**



Emergency Services

Students are encouraged to take precautions to safeguard their persons and their valuables. **The University is not responsible for lost, damaged or stolen items left unattended.**



Campus Security

The University is not responsible for lost, damaged or stolen items left unattended in the campus or outside.

17 ☎

Police

18 ☎

Fire

15 ☎

Ambulance

CAMPUS LIBRARY

The local library of the Paris Campus **holds a collection of more than 4,700 documents**. Your librarian will help you to find the documents you need for your studies. Please **schedule an appointment** for any question on information resources during the office hours. The library department (or “digital library”) on your Blackboard provides you with many digital resources including lists of useful open access sources and the **four campus library catalogs online**. It also gives access to LIRN (Library and Information Resources Network), which enables you to search among thousands of full text printable documents from **more than 120 databases**.



The Library is

Library: from 10:00 to 17:00 Monday to Friday.

Librarian's office: from 10:00 to 16:00 Tuesdays, Thursdays and Fridays.

LIBRARIES & BOOKSHOPS IN PARIS



Libraries and Bookshops in Paris

BEFORE ARRIVAL

Student Visa

In order to enter France as a student, non EU-candidates must go to the French consulate of their country and present all required documents included admission letter from Schiller International University to apply for the student visa. For information on the necessary documents that students have to present upon request of a student visa for France, as well as the exact address of the nearest French Consulate from the student's country go [HERE](#). Students can also contact their own embassy in France.



France Visas
Find Out More Here

Please note that students who come to France on a short-stay (tourist) visa, cannot change this to a long-stay visa while in France. **Get your student visa before arriving in France (for non-EU citizens)!**

In Paris



Click Here

Once you have arrived in France and within 3 month, students are required to **validate their student visa by completing registration process at the French Office** of Immigration and Integration (OFII). The procedure is entirely online:

Renewing your visa and getting a “titre de séjour” 3 month prior to the expiration date of your visa, you should connect to the Prefecture website to book an appointment to renew your visa and get a “titre de séjour étudiant” which will be valid 1 year as well.

GUIDE TO PARIS

Student Identity (“I.D.”) CARD

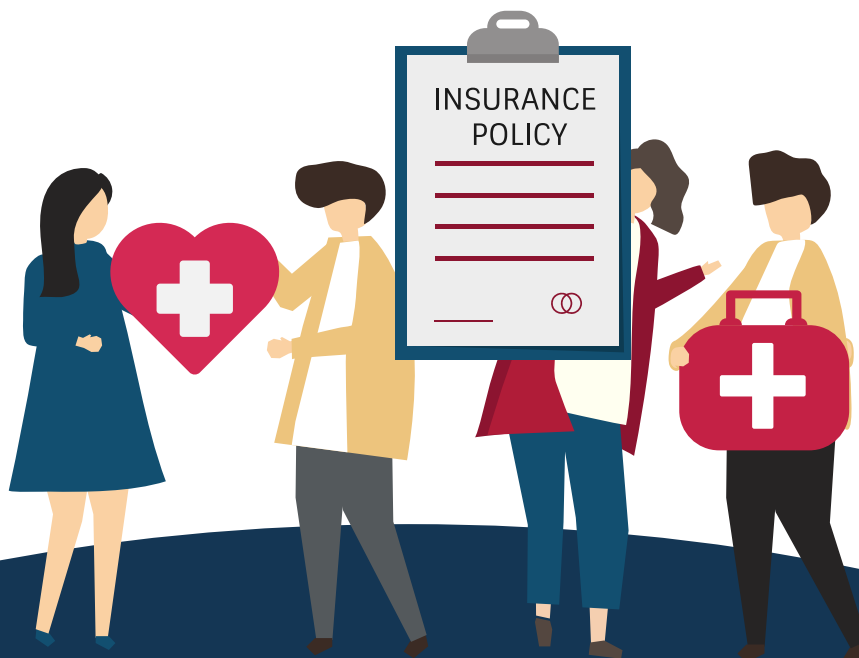
All students are advised to request a student “I.D.” Card at the time of registration. The student should have this card available for presentation upon request by members of the Schiller International University Administration.

A student “I.D.” Card permits reduced entry into museums and other Cultural Centers.



Insurance

In order to obtain your residence permit (“Carte de Séjour”), you must produce proof that you are either **covered by the French Social Security system or that you have arranged for individual medical coverage**. This is called “couverture sociale”. The documentation required is a certificate from the insurance company which sets forth: – the company’s name and the fact it is an insurance company (“raison sociale”) – your name and civil status (“état civil”) – the duration of the insurance policy – the risks covered (your insurance policy must cover at least doctor and hospital bills).



BANKING

Students staying in France for more than 3 months are advised to open a bank account. Students staying for less than 3 months may open an account at a savings bank (Caisse d'Épargne) or at the Post Office (La Poste).

The savings banks have a large network of branches and most post offices have a banking service. Savings bank and post office accounts are managed in exactly the same way as accounts at commercial banks.

To open a bank account, students need to show the 3 following documents:

- Valid passport
- Carte de Séjour
- Student card or enrollment certificate
- Proof of address: telephone or electricity bill, rent receipt, “certificat d'hébergement” (official document stating that you are staying with a private resident, obtained by your French host from the local townhall “mairie”), etc.
- Approximately 10 days after opening the account, students receive a checkbook and/or a credit card. Checkbooks are usually free of charge. Credit cards, which are valid for two years, cost between € 15, 24 to 30, 50 per year, depending on the bank and the type of card.

Credit Cards

With any valid credit card, you can withdraw cash from any automated teller machine (ATM) at any bank, savings bank or post office (not necessarily the bank where you have your account). **ATMs are open 24 hours a day** and take several types of credit card (Visa, Eurocard, etc.).

Most shops accept payment by credit card for purchases above a minimum amount (usually € 15). There is usually a minimum purchase amount for checks as well. Each shop has its own policy, there are no fixed rules.

If you have an international credit

card, it is valid in most European countries, including France.

You can also use your credit card to make phone calls from **selected public telephone booths.**

If your credit card is lost or stolen, **call the 24-hour telephone number (given to you when you receive your card and indicated on all ATMs)** to make a stop-payment order.

This will normally prevent anyone from using your card. However, you should confirm the stop payment order in writing at your bank.

POSTAL SERVICE

The main function of the French Post Office (La Poste) is to convey letters (though La Poste also provides banking services, and you can open an account there). Letters for destinations within France usually arrive the next day, for EU countries 2-4 days and for USA up to 7 days.

In many post offices, you will find automatic stamp machines, telephone booths and photocopiers.



Postcodes

An essential part of all addresses in France is the five-digit postcode that identifies the commune. The postcode immediately precedes the name of the town or village, on the last line of the address for all mail within France.

The first 2 digits of the postcode indicate the number of the department; and the last 3 digits identify the commune (for example, 56470 is the postcode for the town of La Trinité-sur-Mer in department number 56, i.e. Le Morbihan). For large cities with arrondissements -districts- like Paris, the last 2 digits of the postcode indicate the arrondissement; for example: 75006 PARIS means “Paris, 6ème arrondissement”. Post offices are usually open from 8 am to 7pm Monday to Friday and from 8am to 12pm on Saturday.

Exact hours may vary from office to office. In Paris, the post office on Rue du Louvre (2ème arrondissement) is open 7/24.



Office Hours: Monday to Friday 8:00 to 19:00
Saturday 8:00-12:00

POLICE

Lost and Stolen Property

All thefts and major losses should be reported to the police as soon as possible. Each of Paris twenty districts (arrondissements) has three or four police stations (commissariats); train stations also have one. You should go to the one which has jurisdiction over the area where the theft or loss occurred unless you were robbed in the subway.

In that case, you can go to any police station including **the one located near the American Embassy at 31, rue d'Anjou 75008 Paris (phone: 01 42 65 23 13)**. The police will give you a "cépissé de déclaration de perte ou de vol" (receipt for declaration of loss or theft).

If you have **lost your passport**, identification documents and other papers as well as personal effects, you will receive separate receipts, one for your papers

(pieces d'identité) and one for your valuables.

The report must be made in person. The police will not accept a report by telephone or from someone else on your behalf. Most police stations have English-speaking personnel; if you have difficulty making yourself understood in English, call the Embassy's Office of American Services (phone no.: 01 43 12 45 18) to obtain a translator to help you.

While it is unlikely that the thieves will be arrested as a result, **it is important that you report this to the police.** The police receipt is helpful and sometimes necessary in applying for the replacement of airlines tickets, EURAIL passes, passports, traveler's checks, etc. It is also useful for supporting insurance claims.

How to replace certain lost or stolen items

Airline Tickets

Report the loss or theft immediately to the Paris office of the airline company. **It is left to the discretion of each airline company whether or not to replace a ticket.** In any case, replacement tickets are issued only after verification of the initial purchase of the tickets has been obtained by telex from the airline's home office. **Credit Cards Notify the Paris office of the issuing firm immediately.**



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Police Station

EMERGENCIES

In extreme cases which require immediate hospitalization or are life threatening, Ambulances de l'Assistance publique (**01 43 78 26 26**) will ensure the rapid transport of any sick person to the nearest French hospital. You can also call the SAMU at **01 45 67 50 50**

For transportation to the American Hospital, call the hospital at **01 46 41 25 25**.

Health Care

Students are required to carry their own health and accident insurance ("couverture sociale") or be covered by the French Social Security system. Coverage is required from the date of their departure from their country of residence until their return.

All EU citizens staying in France must obtain the form E111 before leaving their country. They are entitled to use the French Social Security system, which refunds up to 70% of medical expenses. Nationals of non-EU countries should take out health insurance before leaving home. **Consultations and prescriptions have to be paid for in full, and are reimbursed, in part, on receipt of a completed form.**

If students undergo treatment while in France, the doctor will give them a prescription and a feuille de soins (statement of treatment). The doctor's consultation fee is about 30 Euros for a general practitioner ("médecin généraliste") and as of 80 Euros for a specialist. The medication will carry vignettes (little stickers) which you must stick onto your feuille de soins. Send this, the prescription and form E111, to the local Caisse Primaire d'Assurance Maladie (CPAM, in the phone book under Sécurité Sociale). Refunds can take over a month.



Pharmacy



Hospitals



SAMU



Police



Fire & accident



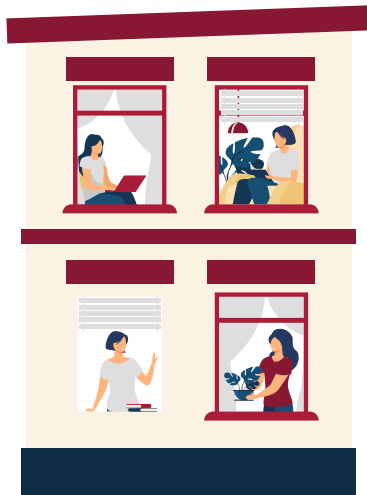
European SOS



SOS – all service



HOUSING GUIDE



The Paris Study Center does not have a student residence. However SIU Paris has partnerships with two housing agencies:

Les Estudines

Atome

TRANSPORTATION



Metro - Bus - RER

The usual mean of transportation within Paris is the Metro. Its network covers the whole of Paris and it usually has very good and reliable service. Students can buy their tickets at every metro station. [**CLICK HERE FOR MORE INFORMATION**](#)

TAXI

Taxi ranks are found on numerous major roads and at stations. Taxi charges are based on area, time, and pieces of luggage. **Most journeys in central Paris average € 10-20, whereas taxi rides from/to the Paris airports average € 40-50.**



To request cab service, call:

Taxi G7: 01 47 39 47 39

Taxis Alpha: 01 45 85 85 85

Taxis Bleus: 01 49 36 10 10



Train

Several attractions in the suburbs, such as the Versailles Castle or Disneyland Paris, are served by the RER local train network. However, most locations farther away from Paris are served by the SNCF (the state railway). The TGV (Train à grande vitesse) is a high-speed train which has revolutionized journey times and is gradually being extended all over France. Travellers have to pay a supplement and book in advance though.

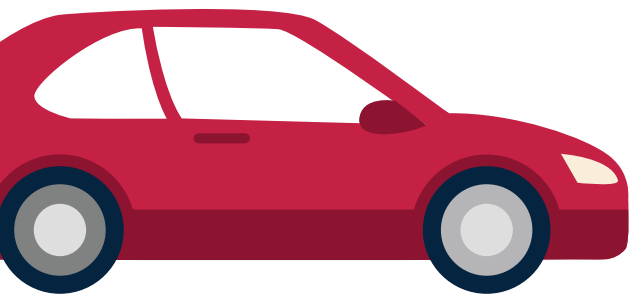
[SNCF Information](#)

Students under 26 benefit a 25% reduction on all the trains in blue periods (except from TGV's). Students planning to stay for at least one year should buy a year reduction card (Carte 12/15) to benefit a 50% reduction on all the trains (25% for TGV's) in blue periods (specific dates and hours) or a 25% reduction (for the rest of the time). Important discounts for international journeys are also made.

[Paris Train Stations](#)

Rent a Car

To hire a car, you must be 25 or over and have held a license for at least one year. However, some agencies accept drivers aged 21-24. **You should have your driving license and passport with you.** You can find most international rent-a-car companies, such as Avis, Europcar, Hertz or Ada in Paris and its airports.



Plane

ROISSY-CHARLES DE GAULLE - Most of the international flights arrive at the Roissy airport, 30 km north-east of Paris. Its two terminals are some way apart, so students should check which the right one for their flight is. **24 hr. information service in English: 01 48 62 22 80** Transportation to **Paris: RER B (the quickest and most reliable way to get to Paris which costs € 7.62)**, taxis, the Air France buses, the Roissy buses and some other airport shuttles to different points in Paris. There is also a SNCF train station at Terminal 2.

ORLY AIRPORT - French domestic and several international flights use Orly airport, 18 km south of the city. It also boasts two terminals: Orly-Sud (international flights) and Orly-Ouest (domestic flights). Information service in English: 01 49 75 15 15 Transportation to Paris: Orlyval and RER B (which also connects to Roissy airport), taxis, Orlybuses and Air France buses.

BEAUVAIS TILLÉ AIRPORT - 70 km from Paris, with a bus link to Porte Maillot. For flights from/to Ireland and Scotland.

Vélibe Bike Rentals

[Check Out Bike Rentals](#)



CULTURAL LIFE

Paris regards its vibrant cultural life and its many artistic activities as proof of its legendary quality of life. Paris is truly a city of culture and unrivalled arena for any kind of artistic expression: **3 opera houses, 141 theatres, 17 music conservatories, 343 cinemas, many concert halls and more than 200 museums and 1000 art galleries entice visitors with events, performances and exhibitions.** Paris is a city of both the old and the new, and in its cultural activities the voices of traditionalists and experimentalists find expression – and eager audiences. From one historic and artistic extreme to the other, and at all the points in between, there is an exciting variety from which to choose. To know what is going on in Paris in terms of cultural events, you may find information **HERE** or buy the weekly Pariscope, Figaroscope (a supplement of Le Figaro newspaper) or L'Officiel des Spectacles at a kiosk or in a book store.

There are also some monthly publications, such as Paris Nuit, the Paris Free Voice and the booklet “Saisons de Paris” published by the Paris Tourist Office. You can also get an insight into the cultural life in Paris with the magazines Fusac, Time Out or Paris voice for English-speaking Parisians. You can find them on campus.

Cultural Affairs

The University has a Cultural Affairs Program. Throughout the semester there will be **several trips to museums, plays, ballet, and concerts.** Overnight trips and special dinners are sometimes planned. The students can always approach the Dean of Students or the Cultural Affairs Coordinator with any ideas and preferences and are encouraged to participate in cultural affairs activities, to enrich their life at the Campus.



Tourist Information

L'Office de Tourisme et des Congrès de Paris: 127 avenue des Champs-Élysées, 8th District

(01) 08 36 68 31 12.

www.paris-touristoffice.com

info@paris-touristoffice.com

Information in English:

01 47 20 88 98



Opening Hours

Summer daily

9:00-20:00

Winter:

Sun 11:00-18:00

Tourist offices located

Gare de Lyon (Mon-Sat 8:00-18:00)

Eiffel Tower (May to Sep 11:00-18:00)



Museums in Paris

CHURCHES

Churches in Paris are predominantly Catholic. For other faiths:

- **American Church,**
65 quai d'Orsay – 75007 Paris
phone no.: **01 47 05 07 9**
- **American Cathedral in Paris,**
23 avenue George V – 75008 Paris
phone no.: **01 47 20 17 92**
- **Christian Science,**
36 bd. St Jacques - 75014 Paris
phone no.: **01 47 07 26 60**
- **St George's (Anglican),**
7 rue Auguste Vacquerie – 75016 Paris
phone no.: **0147202251**



[Click Here For More](#)

PARKS

- **BAGATELLE**
- **BOIS DE BOULOGNE**
- **LUXEMBOURG GARDENS**
- **PALAIS ROYAL GARDENS**
- **MONCEAU PARK**

[Click Here For More](#)



SPORTS

The sports venue for everything from ballroom dancing to judo is the Palais Omnisports de Paris- Bercy (POPB), 8 boulevard Bercy, 12th district (phone no.: 0 1 4002 6060). The major horse-racing events take place in October in the Bois de Boulogne – the Prix de la République and the Grand Prix de l'Arc de Triomphe. L'Officiel des Spectacles details sports events and Le Guide du Sport à Paris, available at tourist offices, book stops and town halls, lists sports facilities. Allo Sports (phone no.: 01 4276 5454), Direction Jeunesse et Sports, 25 boulevard Bourdon, 4th (phone no.: 01 4276 2260), offers information on municipal facilities.

Golf

Golf Disneyland Paris (phone no.: 01 6045 6890), 77 Marne-la-Vallée, 32km (20 miles) east of Paris, has a 27 hole course open year round from 0830 in summer and 0900 in winter.

Gyms/health clubs

A number of companies (such as Moving, Gymnasium and Gymnasium Club) dominate the gym scene in Paris but these tend to be open to members only. Gyms open for one-time visits are listed in the Squash section. Club Med Gymnase Club: 1 year EUR 460,00 (www.clubmedgym.com). This special rate is offered ONLY for students enrolled at Schiller Paris with a Schiller student I.D. card.

Squash

Squash Montmartre, 14 rue Achille Martinet, 18th district (phone no.: 01 42 55 38 30), has four courts, saunas, fitness equipment and restaurant. The charges are € 13 per person per hour. Club Quartier Latin, 19 rue de Pontoise, 5th district (phone no.: 01 5542 7788), charges € 14 for a day-pass.

Swimming

The underground Piscine Suzanne-Berlioux, Les Halles, 10 place de la Rotonde, 1st (phone no.: 01 42 36 98 44), is extremely central and open daily. Aquaboulevard, 4 rue Louis-Armand, 15th (phone no.: 01 40 60 15 15), has a selection of indoor and outdoor swimming pools open daily. Admission costs € 12 (concessions available).

Tennis

To play on municipal courts, application for a Carte Paris-Tennis should be made at the Mairie; alternatively simply turn up and hope for the best. Either way, the price is € 6 per hour. There are also private clubs which often charge high membership fees. Forest Hill Tennis at Aquaboulevard (see above) charges € 23-30 per visit and is open daily.



