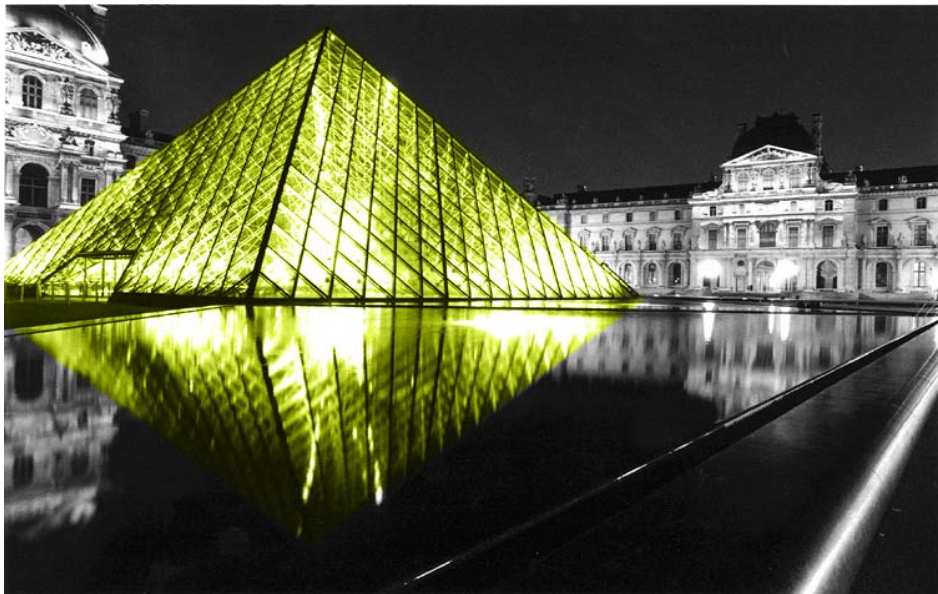


Paris Program Handbook

Undergraduate Edition



Architecture Program College of Architecture
Georgia Institute of Technology

Georgia Institute of Technology

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> coa.gatech.edu/arch

PREFACE

This booklet is designed to assist you while you prepare for your trip to France and during your period of residence abroad. You should read it carefully and keep it in a handy place. You will probably consult it often. The Paris Program staff will be glad to help and advise you in every way possible; do not hesitate to request their services, either before your departure from the United States or during your stay in France.

This handbook is designed to respond to most problems you will encounter as you settle in France, facilitate your day-to-day academic activities in the host school and insure your safety under normal circumstances.



INTRODUCTION

Being accepted into the Architecture Program's Study Abroad Program in Paris, France makes it possible for you to have one of the greatest educational experiences of your career. As in any other educational experience, a great deal depends on you and your willingness to become involved, prepare, and participate fully. The person who is not open to new ideas, the person who will view the cultural differences he or she encounters abroad as automatic inferiorities to American customs, the person who will not try to view Europe from the Europeans' point of view, will be uncomfortable abroad and feel that he is not getting his or her money's worth.

This Study Abroad Program is designed to give you the opportunity to examine one foreign country and culture in depth and to observe several others. You will have the benefit of direct exchange with French students, faculty, and practicing professionals. That exchange will be much more meaningful if you can communicate in French. The key to a fruitful year in France is a firm command of the French language. You will find nothing more frustrating than trying to communicate if you are ill-prepared. Your daily contacts with French people on all levels will be limited if you depend on English to express yourself. Between now and your departure in September, you must continue your basic French studies as part of your regular academic program here and as an individual study program over the summer. If you work diligently on your French now, the inevitable period of adjustment to your new surroundings will be shorter and much easier. Each year the College of Architecture welcomes several French exchange students; practice your conversation skills with them. Being prepared to carry on basic conversations with French people will make your year abroad a more enlightening experience and will help you overcome many difficulties inherent in living in a foreign country.

You will have many opportunities to travel in Europe. Those trips will be much more meaningful if you plan in advance what you wish to see and do. You can review your history courses to refresh your memory on the main architectural periods in Europe and their significant examples. Look through the contemporary foreign publications for recent projects that you may want to see. The architecture faculty, both here and in Paris, are ready to assist you, but ultimately the choice of where to go and what to see during your travel opportunities will be yours.

Since the unique nature of the program demands a greater degree of individual responsibility than normally required on campus, and since the Institute's responsibility goes no further than it does on the Tech campus, the College of Architecture and the Institute reserve the right to reject or withdraw any student for default in his or her responsibilities. Of necessity, this must include self-discipline, financial management, and good will, as well as satisfactory academic performance. Any student whose work is unsatisfactory, or whose presence disrupts the program in any way, may be required to withdraw from the program without repayment of funds.

A large part of the student's responsibilities rest in the many details that must be taken care of before overseas departure. These details are particularly important to insure that the trip abroad is as hassle-free as possible; these responsibilities must be fulfilled. In addition to the regular obligations associated with being a full-time student at the Institute, this handbook is intended to give you an outline and explanation of the various obligations and expectations you will be asked to fulfill.

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CALENDAR OF EVENTS IN ATLANTA

| | |
|-------------|---|
| October | -Paris Program Information Session -Interest forms due at end of meeting |
| December 15 | -Application form due to the Program Office -\$500.00 Deposit due to the Bursar's Office |
| February 2 | -\$2000.00 Deposit for Air transportation and Housing due to the Bursar's Office -Air transportation and Housing forms due to Program Office |
| February 16 | -Paris Program Scholarship Statement due. Stating why you want to be considered for a scholarship. (approx. 1 paragraph long) |
| March 30 | -Program cost set -Acceptance letters, Dean's letter and La Villette Letter sent to students |
| March 30 | -Individual Payment Schedule & signed Agreement due -Deadline to have met with James Spencer concerning graduation |
| April | -Housing assignments announced (tentative) |
| May 1 | -\$350.00 Housing Security Deposit due from students assigned to an apartment |
| May 1-Aug 1 | -Monthly Program Payments due to Bursar's office |
| June 1 | -Due to the Program Office: Six (6) Passport photos Copy of your High School Diploma Certified Copy of your Birth Certificate |

- July 2 -Due to the Program Office
Passport Number
International Student ID Card
- July 31 -All academic holds should be taken care of
-Forwarding address for Georgia Tech Post
Office
- August 1 -Proof of financial aid due to the Program Office
-VISA number due to the Program Office
- August 15 -Approximate date airline tickets are issued
- September 1 -Approximate departure date (subject to change)

ITEMS TO BE SUBMITTED TO THE PROGRAM OFFICE

1. Six (6) passport photos (4 for the carte de séjour, 1 for the Metro Pass, and 1 for our records)*
 2. A copy of your high school diploma*
 3. A certified copy of your Birth Certificate*
 4. International Student ID card number
 5. Passport Number
 6. Visa Number
 7. Proof of Financial Aid
- Some of these can and should be turned in before leaving for summer.

STUDENT FINANCIAL OBLIGATIONS

In addition to self-discipline, good will, and academic performance, it is important that you understand your financial obligations to the program. The cost of the Paris Program is basically self-contained. This means that the monies asked of the participating students go directly to support the program costs. The cost of the program is also directly related to the number of students participating. Therefore, students are asked to make two deposits that demonstrate their intention to participate. After March 30, your contract to participate in the Paris Program, with an approved payment schedule, must be in the Architecture Program Office in order for you to be considered a good-faith participant. Full payment is expected prior to departure unless other arrangements have been made.

STUDENT ACADEMIC OBLIGATIONS

As a Georgia Tech student you are responsible for online registration, adding and dropping courses, and for making sure that all course requirements for graduation are met. Before your departure, you must meet with the Academic Advisor and work out a plan of study for the year in Paris. Make sure you understand your requirements for graduation as outlined in your degree petition. Any deviation from these requirements may result in postponement of your graduation date. A full course load of at least 12 credit hours each semester is required, regardless of the student's standing relative to graduation. All courses in Paris must be taken on a letter-grade basis (no Pass/Fail).

Disruptive behavior or a grade of "D" or below in any course in the Paris Program will result in academic review of the student, regardless of his or her overall academic standing. This may lead to additional requirements being placed on a student or to immediate dismissal from the program without repayment of funds or reimbursement of housing costs. Class attendance and participation in regularly-scheduled Program activities are mandatory and more than two unexcused absences in a course will automatically result in a drop of one full letter grade. An excused absence requires prior consent of the instructor or a note from a Doctor.

In addition, all students are expected to abide by the Georgia Institute of Technology Honor Code, with special reference to the sections on academic and nonacademic misconduct. The Resident Director and Program Assistant are available to assist the student with academic problems or to discuss difficulties adjusting to the attendance requirements or daily life of Paris. Do not hesitate to contact them. Specialized counseling services are also available in Paris at an extra charge.

Students are required to notify the Resident Director, in advance, of any individual travel that they may take. They will be required to provide a detailed travel itinerary and contact information such as cell phone numbers.

FINANCIAL AID

If you are on financial aid, and you want to defer your Paris Program cost by the amount you expect to receive next year, you must provide the Program Office with documentation showing the amount you will be receiving. This can be an awards list or letter from the Financial Aid Office. You must give the Architecture Program Office a copy of your financial aid award letter for next year as soon as you receive it (generally around the middle of July).

If you choose to defer payments to the Paris Program with this process, the program office will, as a courtesy to you, postpone your payments to the Paris Program equal to the amount of financial aid you will be receiving. This courtesy does not replace any of your obligations associated with receiving financial aid, or to the Paris Program. Signing promissory notes will be your responsibility, as will any other requirements associated with financial aid awards. If, for any reason, your financial aid is reduced during your participation in the program, your obligations for full payment to the Paris Program remain unchanged.

AWARDS & SCHOLARSHIPS

There are many awards and scholarships directly related to the Paris Program. Most all are based on need and academic and professional promise. The Dominique Bonnamour-Lloyd Scholarship is our most prestigious award in the amount of \$5000.00. The Diane Gauspohl Memorial Award is an award of \$1800.00 to be used for expenses directly related to travel. The other awards range in value from \$1500.00 to \$3000.00.

PARKING & LIBRARY HOLDS

You must make sure that all parking, library and academic holds are paid and cleared. There will be no waivers. **THIS IS SERIOUS.** Georgia Tech will use holds to prevent registration for classes, which could result in your removal from the Paris Program with no refund of your program fees.



INDEPENDENT STUDY & COURSES AT LA VILLETTE

Students are free to submit proposals for independent study at the start of each semester. Typically, such proposals count for 1 credit hour. Independent Study Proposal Forms may be obtained from the Paris Program Office. Proposals must be approved by the faculty member and the Resident Director within 10 days from the first day of classes of each semester.

In recent years, some Georgia Tech students have enrolled in courses offered by French faculty at the Ecole Nationale Supérieure d'Architecture de Paris La Villette. Enrollment in these courses is recognized as an integral part of the exchange and equivalent credit is given. So far, Georgia Tech students have signed up in courses ranging from sculpture to photography, stage design, architecture and film, model-building, and drawing. As a registered student at Ecole Nationale Supérieure d'Architecture de Paris La Villette, it is your right to sign up in any course offered in the school, with the consent of the Instructor. You are strongly encouraged to explore other course offerings that may be compatible with your schedule. A copy of the La Villette course catalogue is available at the Paris Program Office. However, class schedules are usually not available before October of each year. Requirements for La Villette courses vary considerably relative to the calendar and scheduling of Georgia Tech classes. Because of the calendar differences between the Georgia Tech and the French academic calendar, moreover, you will be only eligible to sign up in the first semester of classes at La Villette (roughly from middle of October to the middle of February). Georgia Tech credit is usually granted in Spring semester.



PROGRAM STATUS AND GRADUATE SCHOOL APPLICATIONS

All students are personally responsible for verifying their own academic situation within the undergraduate program before leaving for France. If you expect to graduate in May, be sure that the Resident Director (Prof. Andreotti) is aware of this fact.

Students planning to attend Graduate School at Georgia Tech may apply from Paris by January 15th. Forms will be available there, but it is your personal responsibility to complete the application as if you were applying from Atlanta.

Students planning to apply to other institutions should make their inquiries before leaving for France. Your portfolio for graduate program admission should be completed as much as possible before departure (it will be more difficult and expensive to do this in France).

GRADUATE RECORD EXAMINATIONS

The Graduate Record Examination (GRE) is required for admission to the Georgia Tech Graduate Program in Architecture, for admission to many graduate and professional schools, and for fellowship competitions. If you are planning to continue your education at another university or in a field other than architecture, it is important that you take this examination, unless you know specifically that it is not required. We recommend that you take the GRE **BEFORE** you leave for Paris. GRE examinations can be taken in Paris on various dates throughout the school year if needed. Necessary information and registration forms can be obtained at the Franco-American Commission, 9 Rue Chardin, Paris, Metro Passy.



PASSPORTS by JUNE 1

This must be completed by June 1. To apply for your passport, you will need two identical passport photos, a certified birth certificate or other proof of citizenship, and a valid photo I.D. The cost is approximately \$65 payable by check or money order. As soon as you receive your passport, you must give its number to the Program Office, room 350. Passport forms may be obtained from most post offices. If this is your first passport, you must apply in person; renewals may be done by mail

NOTE: While in France, we advise you not to carry your passport with you every day - keep it in a safe place (you should always carry a photocopy with you).



INTERNATIONAL STUDENT IDENTITY CARD

You must get an International Student ID whether or not you are flying with the group. STA Travel will not issue a plane ticket if you do not have an ISID number on file. The cost is approximately \$22.00 and one passport photo. Proof of full-time student status is required. This cost will be covered in your plane ticket price if you are flying with the group. The INTERNATIONAL STUDENT ID entitles the holder to discounts and student reductions at some theatres, concert halls, shops, and most museums. Holders of the ID card are also eligible for the money-saving services offered by the European student travel bureaus, including intra-European student charter flights, student train and bus transportation, low cost tours and holiday centers, accommodations in student hostels, and meals in student restaurants.

INSURANCE

The French health insurance is only valid from October 1 (the start of the academic year). You will need to provide proof that you are covered from the day of your arrival in France until October 1. This can be any American health insurance, including travel insurance, but some American insurance policies do not cover international travel. Make sure that your plan covers international travel. You will need a letter from your insurance company stating that you are covered in France for the 2-3 weeks before October 1.

FRENCH VISAS - U.S. CITIZENS

All Americans visiting France for a stay of longer than three months must have a visa. You must file for a visa in the consulate having jurisdiction in the area of your permanent residence. This can be done by going directly to the consulate. However, since requirements may vary from year to year, you should call beforehand to verify exactly what you will need. Also make sure you obtain the temporary long stay visa (from 3 to 6 months), multiple entries, which is valid for the whole stay. Check with the consulate for fees, since these fees vary. In addition, the College of Architecture will certify by letter to the French Consulate that you are a participant in the Paris Study Abroad Program and that your financial support is covered by your payments to the College as well as providing a letter from La Villette stating that you will be attending (you will be given these letters to carry with you to get your visa). . As of Mach 1st, 2007, in order to obtain a temporary long stay visa or a one year visa, it is required to enroll in CampusFrance: www.usa.campusfrance.org

You will need to take:

- The two letters from Dean Allen and La Villette.
- Copy of the two letters (you will need these later)
- Passport
- Proof of insurance
- Copy of proof of insurance letter
- \$133.78 as of 2007 (they do accept credit cards)

You may or may not be asked for proof of your flight leaving the US and returning to the US in the time you have asked for a VISA. A printed itinerary is sufficient. When you fill out the forms there you will need to know the address that you will be staying at in Paris as well as the address of l'école la Villette:

Ecole Nationale Supérieure d'Architecture de Paris la Villette
144, avenue de Flandre, 75019 Paris, France

The French Consulate in Atlanta: French Trade Commission, 3475 Piedmont Road, Atlanta, GA. Telephone: (404) 495-1660. Hours: Monday through Friday, 8:45am to 12pm only. The building is located in Buckhead. MARSH is written on the top of the office building and the Consulate is located on the 18th floor. The Consulate may also process visas for residents of other states. Web site address: <http://www.consulfrance-atlanta.org/enfranceUS.htm>

NOTE: An extra copy of your birth certificate is not required but it is strongly recommended that you take one to Paris. If you were born in Georgia, you may obtain a birth certificate by requesting one from the county clerk at the courthouse in the county in which you were born. You should have your name and birthday clearly stated in any written request. If you were born in Fulton County, Atlanta, you can request it by phone. The first copy costs approximately \$20.00.

If you were born in a state other than Georgia, you should apply to the Bureau of Vital Statistics. A letter may be sent either to the courthouse of the county in which you were born or to the state capital. The Bureau of Vital Statistics will send you the necessary information for making an application. THIS TAKES TIME; therefore, begin immediately.

*NOTE: You will need approximately 30 black and white or color passport sized photos. They will be needed for various purposes. Six must be given to the Architecture Program Office by June 1 for our files, La Villette registration and Metro Passes.

FRENCH VISAS - STUDENTS WHO ARE NOT U.S. CITIZENS

A student who is not a citizen of the United States is responsible for obtaining the necessary visas for France and for any other countries to be visited. They may be obtained from the appropriate consulates. This may take longer than it does for American citizens (sometimes as long as three months).

REGISTRATION AT ECOLE NATIONALE SUPERIEURE D'ARCHITECTURE DE PARIS LA VILETTE

Shortly after beginning classes in Paris, you will be registered at ENSPLV. Registration in the French school entitles you to the privileges which a French student enjoys in the school such as significant reductions in the price of meals in the student cafeteria, movies, museums, etc. In order to be registered in the French school you must provide the following to the Architecture Program Office, room 351, by June 1. They will be sent to Paris before your departure.

1. A copy of your high school diploma
2. Six (six) passport photos (5 for Paris and 1 for our records)
3. A **CERTIFIED** copy of your birth certificate.

CARTE DE SEJOUR & FRENCH INSURANCE

To reside or work legally in France, there is a requirement for the resident's permit known as the carte de séjour. This will also allow you to acquire the required French Health Insurance. Shortly after your arrival in Paris, you will begin the process of applying for a residence permit (carte de séjour). There will be an application fee of approximately 50 euros. It is essential that all students acquire this permit by the end of the fall term or your freedom to travel outside of France and return may be affected. The permit must thereafter be carried with you at all times. The requirements for a carte de séjour tend to vary from year to year.

A certified copy of your birth certificate mentioning the place of birth and the names of both parents along with a certified translation into French, by a translator approved by the French Consulate, is required. Foreign born students may obtain their birth certificates from the consular services of their countries of origin. This is a new requirement. French health insurance is required to enroll you at the French school of La Villette and you have to expect the cost to be around 180 Euros for a school year.

ACCOMMODATIONS: WHAT TO EXPECT

The Program offers students a choice to stay in apartments at various locations in Paris or at the principal US student dormitory, the Fondation des Etats Unis, (Cité Universitaire, 15, Boulevard Jourdan, 75014 Paris Métro : Cité Universitaire (RER B) TEL : 01 53 80 68 80), on the Paris University Campus (Cité Universitaire). The dorms are located in an attractive cosmopolitan setting, with several major works of modern architecture nearby (Le Corbusier, Claude Parent). They offer single room accommodations. Bed sheets and towels are not provided, so you may want to take some with you as they are more expensive in France. A variety of services are available including a dining hall, small kitchens, game room, library, computer room, and sports facilities including tennis courts and a swimming pool. Each room has an individual telephone. Telephone charges are in addition to the rental fee and are not covered by the Program. The food at the dorm cafeteria is good, but may not be able to cater to special dietary needs. Churches, cinemas, parks, and concert halls are nearby.

The apartments are located as close to the center of the city as possible and offer the opportunity to live in Paris and enjoy life the way most other Parisians do. While apartment living offers many pleasures not available in the dorm, it carries responsibilities such as respect for one's neighbors and proper conduct (no loud parties or music after 10:00 pm) that many people not accustomed to apartment life find difficult. Most of all, apartments require personal care and attention. Students **MUST** contribute to their upkeep through cleaning, repainting (if necessary), and routine repairs as part of their normal responsibilities. Students must also report problems promptly to the Program Assistant. The Program will cover the cost of equipment, repairs or replacement of broken furniture, and it will cover professional work as needed. A refundable \$350.00 security deposit is required of all students staying in an apartment. Normal wear and tear that necessitates repainting or other maintenance costs will be deducted from the security deposit. There will also be a refundable key deposit assessed when you arrive in Paris of approximately 60 euros.

APARTMENTS

6, Place Jacques Froment, 75018 Paris, Métro: Guy Môquet or Lamarck
Code: 178 Escalier A staircase on your right, 2nd floor left
TEL : 01 58 59 17 53

36, rue Sorbier, 75020 Paris, Métro: Gambetta
Code: 73B6, building street, 3rd floor center
TEL: 01 43 49 76 64

39, rue Lamarck, 75018 Paris, Métro: Lamarck
4th floor right
Code *39*
TEL : 01 42 51 24 40

15, rue Michel Chasles, 75012 Paris, Métro: Gare de Lyon
Code: 0951, 5th floor left
TEL: 01 46 28 23 87

Fondation des Etats-Unis
Cité Universitaire, 15 boulevard Jourdan, 75014 Paris
RER B : Cité Universitaire
TEL : 01 53 80 68 80



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Ph :011-33-6 88 88 51 35
xwroni@yahoo.fr

Dominique Dockes, La Villette Culture and Communications
Ph: 011-33-1 44 65 23 70/ 71

School La Villette (Reception): 011-33-1 44 65 23 00



EMERGENCY CONTACTS

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Cell: 011-33-6 72 71 25 77
E-mail: gtechparis@orange.fr

Georgia Tech Dean of Students
John Stein
Tel. 404 894 6367
(404-894-2500 – GT Police Dispatch; ask police to page the Dean of Students.
This activates the emergency response plan.)
email: john.stein@vpss.gatech.edu
<http://www.deanofstudents.gatech.edu/>

Paris emergency help (the equivalent of "911" in the U.S.): 18
SOS Medecin: 01-47-07-77-77
Ecole de la Villette security: 01 44 65 23 00
Emergency medical aid: 15
Emergency police: 17
Emergency number for Europe: 112

Additional support phone numbers

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Georgia Tech Police: (in case of lack of response from the Dean of Students) 404 894 2500

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