



ICP
UNIVERSITAS
CATHOLICA
PARIENSIS

iLCF INSTITUT DE
LANGUE ET
DE CULTURE
PARIS FRANÇAISES

Welcome to ILCF



2025
2026



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1875

Foundation
of ICF

1948

Foundation
of the Institut
de Langue et
de Culture
Françaises
(ILCF)



11 000

students

including

2 500

internationals

per year



200

**international
partnerships**

in 55 countries

Dear students,

You have chosen to study French language and culture at ILCF. We are delighted to welcome you to the campus of the Institut Catholique de Paris.

To help you prepare for this new experience, here is a guide containing information to help you settle down in Paris and deal with all the formalities (accommodation, bank account, residence permit, etc.).

We'll be here to help you throughout your stay, so if you encounter any difficulties, don't hesitate to contact us by phone or email, or come and see us at the secretary's office if you have any questions. We hope you enjoy your studies at the ILCF !

ILCF Team



6 faculties Canon Law / Education / Humanities / Philosophy / Social Sciences, Economics and Law / Theology

6 institutes IDSP- Institut Du Savoir Partagé, IER- Institut d'Études Religieuses, IFOMENE – Institut de Formation à la Médiation et à la Négociation, ILCF - Institut de Langue et de Culture Françaises, Institut Vaugirard Humanités et Management, ESQESE Paris - École Supérieure pour la Qualité, L'Environnement et la Sécurité en entreprise

1 Research unit «Religion, Culture and Society» EA 7403

BEFORE YOUR DEPARTURE

PASSPORT AND RESIDENCE PERMIT (visa)

• You are national of a European Union country

Students who are nationals of countries in the European Economic Area, Andorra, Monaco, Saint Martin, Switzerland or the Vatican do not need a visa to study in metropolitan France and the Schengen area, regardless of the length of their stay.

> *All you need is your valid identity card or passport.*

• You are not a national of a European Union country

You must apply for a student visa several weeks before your arrival in France at a French consulate or Campus France, depending on the country. You must apply for a long-stay D visa for studies, which is compulsory for any stay of more than 3 months. This enables you to obtain a student residence permit as soon as you arrive in France.

Depending on the country :

> www.france-visas.gouv.fr

or

> www.campusfrance.org

HEALTH: SOCIAL SECURITY & INSURANCE

The French healthcare system comprises compulsory basic health insurance (Sécurité Sociale) and optional supplementary health insurance (mutuelle). Social Security entitles you to reimbursement of your medical expenses for the duration of your study stay.

• You are national of a European Union country

European students who are nationals of one of the 27 member states of the European Union, the European Economic Area or the Swiss Confederation must bring with them a certificate or **European Health Insurance Card (CEAM)** and a civil liability insurance certificate, covering them for the entire duration of their stay in the event of accidents, hospitalisation or repatriation, and indicating the period of validity.

-You can apply for this card from the organisation that manages your health insurance.

- If you have the European Health Insurance Card, you no longer need to take out supplementary insurance in France.

• You are not a national of a European Union country

When you arrive in France to study, you must apply for French social security by registering on the [etudiant-etranger.ameli.fr](http://ameli.fr) website. Registration is free of charge. You will be asked to enclose a number of supporting documents and a residence permit. A provisional national insurance number will be automatically allocated to you by the site. You will be able to download a provisional social security certificate. Once your registration has been validated, you will be able to download the definitive certificate: the certificate of entitlement.

SUPPLEMENTARY HEALTH INSURANCE

Social Security reimburses only part of health costs, except in the case of surgery, maternity or long-term illness. Students can therefore sign up to a complementary mutual insurance scheme that will provide additional reimbursement. There are two student mutual insurance companies in France :

La Mutuelle des étudiants: LMDE

- 57 rue des Mathurins, Paris 8^e
Open Tuesday, Thursday and Friday
9am - 12.30pm and 1.30pm - 4.30pm
Metro 9 : station Saint-Augustin
RER A : station Havre-Caumartin
Phone : 09 69 36 96 01

> www.lmde.fr

HEYME

Monday - Friday : 9am-18pm

Phone : 09 71 09 07 07

> www.heyme.care

CIVIL LIABILITY

All students must take a civil liability insurance in their own country or in France for:

- body injured caused to third parties in their private lives,
- damage to property,
- repatriation..

ON YOUR ARRIVAL IN FRANCE

VISA VALIDATION

Within three months of your arrival in France, you must validate your visa online to register your stay in France.

You will need :

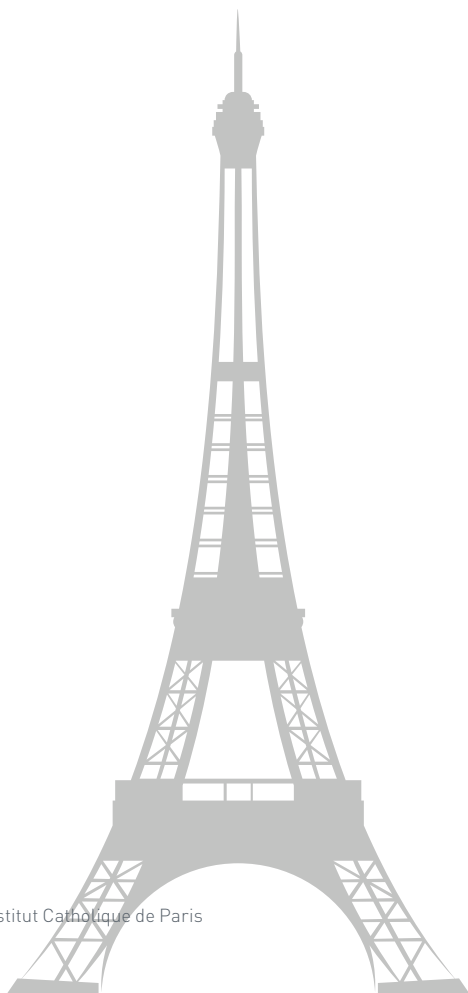
- a valid email address
- the information on your visa
- to give your date of entry into France
- your address in France
- your payment card to pay the fee for issuing a residence permit

The steps involved in online validation :

- Log on to the administration-etrangers-en-france.interieur.gouv.fr ;
- Fill in the information on your visa: visa number, date of start and end of validity, date of issue, reason for stay;
- Fill in the additional information: family situation, telephone number, e-mail address;
- Fill in your date of arrival in France and your address in France;
- Pay the 50€ tourist tax;
- Download your VLS-TS validation confirmation.

You will receive two emails:

- The first email will give you your login details. These will allow you to access your personal space. Confirmation of the validation of your VLS-TS will be available there.
- A second email confirming the information you have entered online. This email confirming the validation of your VLS-TS can be downloaded.



Renewing your residence permit

The procedure for renewing residence permits for students whose visas are still valid is carried out exclusively online at the following website :

administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/espace-personnel/connexion-inscription

If you have not already created an account on this site, you will need to do so. To do this, you will need your residence permit or the validation form for your VLS-TS visa. For your information, the visa or residence permit number has 10 digits.

To finalise your application online, you will also need to take an e-photo or digital photo. This service is available from Photomatons or professional photo studios. The format of the photos required to renew a residence permit is the same as for an identity card (the so-called 'official' format).

To know :
An application for a residence permit must be made four months before the expiry date of your visa

• For more information

Contact Christophe FARGES
(Direction des Relations Internationales)
at 01 44 39 84 95 or by mail at :
titresejour@icp.fr

• Prices

You must pay a tax and stamp duty of 75€ per [tax stamp](#).

If you submit your application for renewal of your permit after the deadline, you will also have to pay a regularisation fee of 180€ (except in cases of force majeure or if you present a valid visa).

Residence permit
service of ICP
P Building
Monday-Thursday:
9.30am-12.30pm
Friday: Closed
Mail : titresejour@icp.fr
Phone : 01 44 39 84 95

HOW TO GET TO ILCF

ILCF is located on the **Carmes** site of ICP's Paris campus, in the heart of the capital. The entrance is at 74 rue de Vaugirard.



Metro

Line 4 : St Placide or St Sulpice station

Line 12 : Rennes station

Line 10 : Sèvres-Babylone station



Bus

Lines 83, 95, 96 : Rennes-Assas stop

Lines 68, 89, 94 : Rennes-Raspail stop



STUDYING AT ILCF

WELCOME TO ILCF

At the beginning of each session, ILCF organises an orientation meeting for its students :

- Welcome and presentation of services
- Practical information to make your stay at ILCF and in France a success
- Activities to discover ICP
- Meetings with other students

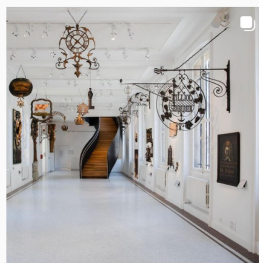
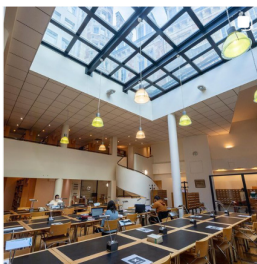
Follow us on social medias!

> facebook.com/ILCF.Paris/

Share your pictures with the hashtag #ILCFPARIS

> instagram.com/ilcfparis/

> LinkedIn : [ilcf-paris](https://www.linkedin.com/company/ilcf-paris)



ILCF

**Secretariat
P Building,
ground floor**

Monday-Thursday :
8.45am-12.30pm
1.45pm-5.30pm

Friday :
8.45am-12.30pm
1.45pm-4.30pm

EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

Each subject corresponds to a number of ECTS credits (European Credit Transfer System). ECTS credits are awarded based on the number of hours of classroom attendance required for the student to achieve the course objectives: final knowledge and skills acquired (see correspondence table below). ECTS credits are awarded if the average mark obtained is greater than or equal to 10.

Awarding of ECTS

Session	Duration	Weekly hours	Total hours	ECTS
ILCF semester	14 weeks	3	42	4
ILCF semester	14 weeks	6	84	8
ILCF semester	14 weeks	9	126	12
ILCF semester	14 weeks	12	168	16
ILCF semester	14 weeks	15	210	20
ILCF semester	14 weeks	18	252	24
ILCF semester	14 weeks	21	294	28
Monthly courses	4 weeks	15	60	6
Monthly courses	4 weeks	21	84	8
Monthly courses	4 weeks	30	120	12
Saturday courses	14 weeks	3	42	4
Evening courses	14 weeks	4	56	6

ADMINISTRATIVE REGISTRATION

Registration and payment

How to register ?

- online
- on site

- Monthly courses: payment upon registration
- Semester courses: minimum deposit of 400 € or full payment

Once your payment has been made, you will receive a pre-registration certificate, which is required to apply for a visa at the French consulate.

Online French level testing and educational registration

You will receive an email with a link allowing you to access a level test that you will take online. You must take this test within 72 hours of receiving the email. Your level will then be communicated to you, along with a course proposal.

Course changes

It is possible to change classes at the beginning of the term. Please discuss this with your teacher.

Educational advice

Head of Education
Geneviève VASSAUX-BONTEMPS
 > g.vassaux@icp.fr

Educational assistant
Laure RANNOU
 > pedagogie.ilcf@icp.fr

Class representative

Elected by classmates to:

- Act as their spokesperson on educational or administrative matters
- Organise activities

ACADEMIC CALENDAR 2025-2026

FALL SEMESTER COURSES

september 8th, 2025 - december 20th, 2025

SPRING SEMESTER COURSES

February 2nd, 2026 - may 23rd, 2026

FALL EVENING COURSES

september 9th, 2025 - december 18th, 2025

SPRING EVENING COURSES

february 3rd, 2026 - may 21st, 2026

FALL SATURDAY COURSES

september 13th, 2025 - december 20th, 2025

SPRING SATURDAY COURSES

february 7th, 2026 - may 23rd, 2026

MONTHLY COURSES

january 5th 2026 - january 23rd, 2026

June 1st, 2026 - June 26th, 2026

July 1st, 2026 - July 28th, 2026

August 3rd, 2026 - August 28th, 2026

ANNUAL COURSES

September 29th, 2025 - May 21st, 2026

Academic year: from september 8th, 2025 to may 23rd, 2026.

BANK HOLIDAYS

All Saints' Day	november 1 st
Armistice Day	november 11 th
Christmas day	december 25 th
New Year's day	january 1 st
Easter monday	april 6 th
Labour day	may 1 st
Victory day 1945	may 8 th
Ascension day	may 14 th
Pentecost	may 25 th
National holiday	july 14 th
Assumption day	august 15 th

ILCF Holidays:

- All Saints' holiday: 27/10/25 - 2/11/25
- Christmas Holiday: 22/12/25 - 4/01/26
- Winter holiday: 2/03/26 - 8/03/26
- Spring holiday: 20/04/26 - 26/04/26

STUDENT LIFE AT ILCF

Student life at ILCF: Numerous activities are organised regularly for ILCF students



Music Club: ILCF Music Club is a place to learn French songs, sing, or play an instrument (beginner, amateur, or professional level).

Film Club: ILCF offers a Film Club to introduce international students to French films during the sessions. Each film is shown in its original version with subtitles and commented on by ILCF teachers.

Philosophy Café: Hosted by an ILCF teacher, the Philosophy Café allows students to discuss and debate philosophical or social issues and to practise public speaking and free thinking.

ILCF Journal: Participate in the ILCF journal with the teaching team and share your experiences with your classmates.

Board Games during lunch break: Head to the international lounge to discover card games such as President, Kem's, Battle, and many others,

RCALF: (FREE) Friendly French Conversation Meetings. French conversation sessions on campus, led by volunteers.

ILCF & Pôle Langues Tandem: The ILCF & Pôle Langues Tandem is a language exchange with a French student. An intercultural activity that gives rise to beautiful friendships.

STUDENT LIFE





STUDENT ASSOCIATIONS

As a student, you are eligible to join the associations and participate in the activities offered by the Institut Catholique de Paris. The ICP's main student association, better known as the 'Fédé' ICP, brings together all the ICP's student unions, clubs and associations. Sports, music, chaplaincy... there's something for everyone. Discover all the associations:

> www.icp.fr/vie-du-campus/vie-associative-et-etudiante/les-associations-etudiantes-/

> www.facebook.com/groups/institutcatholiquedeparisexchangestudents/

TANDEM

Tandem is a mentoring programme that provides foreign students with personalised support from a French student at ICP. Throughout the year, the Tandem association organises events to bring students together, create new encounters and share moments of conviviality:

- International themed lunches
- Language cafés
- Outings in Paris

For more information :

> www.facebook.com/tandemicp/

> Instagram: @tandemicp

SPORTS

Visit the following webs :

- Paris International City:

> www.ciup.fr/sports/

- Where can you play sports in Paris ?

> www.paris.fr/sport

- Municipal swimming pools:

> www.paris.fr/piscines

over
40
student
organisations

SERVICES

INFIRMARY

This service is open to all students and offers the following services from Monday to Friday:

- A warm welcome,
- A listening ear, health advice, guidance,
- Various treatments for discomfort and emergencies,
- A rest room



infirmierie@icp.fr
01 70 64 29 87

> www.icp.fr/vie-du-campus/gestion-du-quotidien/prevention-sante

LISTENING AND WELCOME CENTRE

This service offers:

- Psychological support: talk through your everyday worries, big and small
 - Psychological guidance: get to know yourself better to make better choices
- Consultations are free for ILCF students. By appointment from Wednesday to Friday, 10:00 a.m. to 5:00 p.m.



eap@psycho-prat.fr
01 70 64 29 83

ICP HUB

Central reception and information service

Main tasks :

- Assisting you with administrative procedures
- Provide information about community

activities and services offered by ICP

- All requests will be processed quickly
- Carmes Site - Room L22 (ground floor)
Monday - Friday: 8:00 a.m. - 6:00 p.m.
Saturday: 8:00 a.m. - 12:00 p.m.



hub@icp.fr
01 86 47 27 75

RESIDENCE PERMITS

The Residence Permits Department, in conjunction with the French authorities, particularly the Paris Police Headquarters, assists international students in obtaining their residence permits and/or renewing their visas. Located within the International Relations Department, Building P, 2nd floor.



titresejour@icp.fr
01 44 39 84 95

CAFETÉRIA

At ICP, you can have lunch at the cafeteria, run by the CROUS (Regional Centre for University and School Services). This place is open all day and offers fast food.

NEAR ICP :

CROUS Mabilion University Restaurant:
3 Rue Mabilion, 75006 Paris
Monday - Friday: 11:30 a.m. - 2:30 p.m.
Information:

> www.crous-paris.fr/restauration/les-%20lieux-de-restauration



LIBRARIES

ICP has five specialised libraries with online catalogues.

> bibliotheques.icp.fr/

FELS libraries

ICP Building Z: 1st floor room:
Monday - Friday: 9 a.m. - 7 p.m.
5th floor room:

- Monday - wednesday: 9am - 8.30pm
 - Thursday - friday : 9am - 7pm
 - Saturday : 9am - 12.30pm
- 29€ per semester / 7€ per month*

André Malraux Municipal Library

112 rue de Rennes

Opening hours:

- Monday: Closed
Tuesday: 10am to 7pm
Wednesday: 10am to 7pm
Thursday: 1pm to 7pm
Friday: 1pm to 7pm
Saturday: 10 a.m. to 6 p.m.
Sunday: Closed

Paris City Libraries

Library network includes 57 libraries in all arrondissements. They are free and open to everyone. Find out all the practical information about Paris municipal libraries:

> www.bibliotheques.paris.fr/

STAY CONNECTED - MONICP

MonICP is the mobile app for students at the Institut Catholique de Paris. It provides detailed timetables, geolocation for quick navigation around campus, and access to various services. The ICP mobile app is 'my student life in my pocket!'

FREE WI-FI

Accessing the ICP's Wi-Fi couldn't be easier!

Select ICPWIFI ACADÉMIQUE:

- Step 1 - Search for the Wi-Fi network: ICPWifi ACADÉMIQUE and click on 'Connect'.
- Step 2 - Once connected to the network, the 'ICP Wi-Fi Access Portal' page will appear in your browser. Simply enter the username and password you received by email

Don't forget to read and accept the 'IT Charter' by ticking the box. Finally, click on the button to log in.

- Step 3 - Once this page is displayed, it means that you are successfully connected to the ICP Wi-Fi network.

ICP ID AND PASSWORD

Please contact our office for further information.

LIVING IN PARIS

MANAGING YOUR BUDGET

The main expenses in Paris are accommodation, food and transport. The approximate monthly budget shown below is for a single student:

- Rent: for a studio flat in private accommodation: 1,100€
- Rent in university accommodation: 95 € to 590€
- Additional health insurance (if required): 50 €
- Internet/mobile phone package: between 20 € and 40€
- School supplies: 20€
- Culture/outings: 100€, but this depends on the individual.

Some examples of prices:

- A baguette: 1.30€
- A butter croissant: 1.30€
- A cinema ticket: 11.90€ (student price and under 26s: 6€ to 12€)
- A theatre ticket: 10€ to 17€ for under-26s (sometimes under-30s).

• Transport :

A single metro/bus/RER ticket costs 2.50€. For those who use public transport every day, there are season tickets:

- Monthly pass: Navigo pass at 86.80€/month (zones 1-5)
- 'Imagine R' pass: annual pass reserved for students under 26 years of age: 392.40€/year (2024/2025 rate).

OPENING A BANK ACCOUNT

If your bank in your country of residence has a partnership with a French network, opening your account in France will be simplified. If this is not the case, as soon as you arrive in France, visit the banks closest to the ICP or your place of residence and compare the services they offer. Some banks offer preferential rates to students or young people under the age of 25.

Before opening an account, the bank will verify your identity and address. You will also be asked to provide proof of residence, which must include :

- Passport or identity card
- Residence permit (except for European students)
- ICP student card or certificate of enrolment
- Proof of address (bill showing your address: telephone or electricity bill, rent receipt, certificate of accommodation, etc.)

Advice :

- *Choose a bank near you*
- *Students under 25: special offers*
- *Check the cost of the debit card and the annual cost of the bank account*



Emergency numbers

Firefighters	18
European emergency number	112
Police	17
SAMU	15
SOS HELPLINE in english	0146214646

ACCOMMODATION IN PARIS

A. Finding accommodation

ILCF's website offers a wide range of accommodation options in Paris, including (private) student residences, rooms and studios to rent, rooms with host families, shared flats, etc.

> www.icp.fr/vie-du-campus/gestion-du-quotidien/logement

Choosing homestay accommodation means:

- Simplify your pre-departure arrangements (booking accommodation, obtaining your accommodation certificate)
- Choose to live in the centre of Paris (all accommodation is located in Paris and accessible by metro from ILCF)
- Make the most of your studies and Parisian life at your own pace
- Immerse yourself in the language and culture by sharing the life of a French family

For more information, please visit :

> www.staystudy.fr/
> www.atomeparis.com/en/partners/ilcf/

Studapart rental service :

ILCF is a partner of Studapart. This online platform allows you to search for individual accommodation, shared accommodation or student residences. Several offers are available, with all the necessary information: rent price, minimum rental period, etc.

For more information, please visit : > housing.icp.fr/fr/

B. Home insurance

Tenants are often required to have home insurance when applying for accommodation. It is compulsory for unfurnished rentals. This insurance protects you against fire, water damage, etc.

> www.icp.fr/vie-du-campus/gestion-du-quotidien/logement

C. Housing assistance

Depending on your type of accommodation and family situation, you may be eligible for financial assistance with housing: Personalised Housing Assistance (APL) or Social Housing Allowance (ALS). This housing assistance may be paid if the accommodation is a room in a hostel or university residence, a studio, a flat or a house.

> www.d.caf.fr/wps/portal/caffr/aidesetservices/lesservicesentigne/estimervosdroits/lelogement#/stateaccueil

STUDENT JOBS

Remember to check our job offers regularly at: > icp.jobteaser.com

Other useful links:

- > www.fusac.fr
- > www.indeed.fr
- > www.linkedin.com
- > www.jobaviz.fr

You can find help with writing your CV on the following websites:

- > www.apec.fr
- > www.letudiant.fr
- > www.studyrama.fr

USING YOUR MOBILE PHONE IN FRANCE

You can activate a French mobile phone number by purchasing a SIM card. You can take out a subscription or buy a prepaid 'mobicarte'.

In France, the four main operators are:

- Bouygues Télécom
- > www.bouyguetelecom.fr
- SFR > www.sfr.fr
- Orange > www.orange.fr
- Free > www.free.fr

Remember to unlock your phone before coming to France!

GETTING AROUND

A. Public transport

Metros, buses and RER trains are operated by RATP in Paris. If you use public transport frequently, it is more advantageous to purchase a travel pass (Navigo or Imagine R) as these are cheaper than individual tickets. RATP website and app also offer a service to help you plan your journey by public transport.

- > www.ratp.fr

Navigo Pass: for all your travel needs in the Île-de-France region

If you are under 26, order your Navigo Imagine'R student card from your personal Navigo account:

- > www.jegeremacartenavigo.fr/connexion/connexion_ou_creation_compte

If you are over 26 years old, you can subscribe to:

- Your Navigo Annual pass
- Your monthly or weekly pass

B. Vélib'

The city of Paris offers self-service bicycles in the capital and some nearby suburbs. Information, prices and subscription terms:

- > www.velib-metropole.fr/

SAFETY

Always be vigilant: opt for a small shoulder bag or a bum bag rather than a backpack.

- Carry as little cash as possible with you;
- Do not keep your wallet in your back pockets;
- If a pickpocket tries to snatch your bag, do not resist, as you could be injured;
- Be wary of individuals who may distract you in order to steal your personal belongings, particularly at café terraces, when withdrawing money, etc

GOING OUT IN PARIS

Paris is a city of culture, brimming with cultural activities and events.

Calendars of exhibitions, concerts, outings, cinemas and great deals:

- > www.75.agendaculturel.fr
- > www.sortiraparis.com
- > www.parisinfo.com/sortir-a-paris/
- > www.timeout.fr/paris
- > www.visitparisregion.com/fr
- > www.offi.fr/

We also recommend visiting the Paris City Hall website:

- > www.paris.fr

The Paris Tourist Office website provides a wealth of information and practical guides. You can download free guides to help you plan your trips around the capital.

- > www.parisinfo.com

TRAVEL IN FRANCE

With our partner Erasmus Place, discover Giverny, the cliffs of Etretat or enjoy a weekend trip to Mont Saint-Michel, Nice, etc., at very attractive rates

- > erasmusplace.com

Good deals

Depending on your age, simply show your ID or student card to enjoy discounted rates on a wide range of leisure activities, including cinemas, museums, fast food outlets, and more.



CONTACTS

INSTITUTE OF FRENCH LANGUAGE AND CULTURE Fréville Pavillon (P Building)

Director
Daniel OLLIVIER
> d.ollivier@icp.fr

Account and partner manager
Tiffany BOUBKEUR
> partenaires.ilcf@icp.fr

Administrative and Financial Manager
Maria DIMOPOULOU
> m.dimopoulou@icp.fr

Account manager
Phyllis YOUKBI
> ilcf@icp.fr

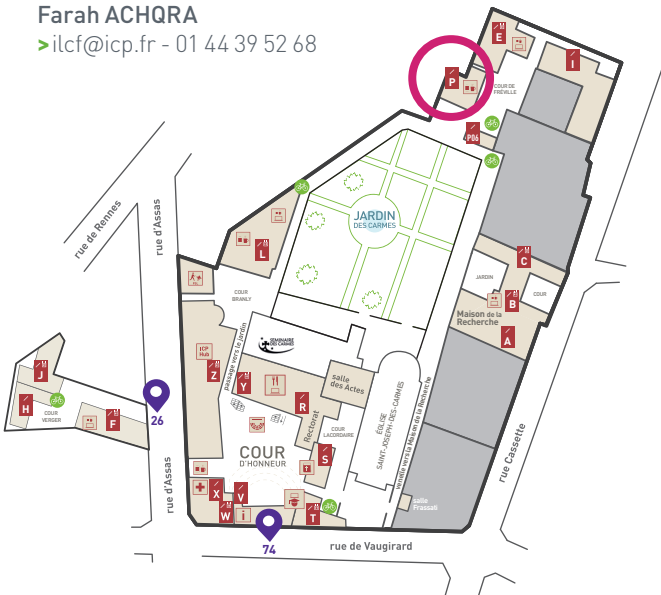
Financial monitoring officer
Claire RAGOT
> c.ragot@icp.fr

Educational assistant
Laure RANNOU
> pedagogie.ilcf@icp.fr

Head of teaching
Geneviève VASSAUX-BONTEMPS
> g.vassaux@icp.fr

Communications Officer
Suzanne COLLET
> s.collet@icp.fr

Account manager
Farah ACHQRA
> ilcf@icp.fr - 01 44 39 52 68



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Monday-thursday :
8.45am-12.30pm
13.45pm-5.30pm

Friday :
8.45am-12.30pm
1.45am-4.30pm





ICP
UNIVERSITAS
CATHOLICA
PARIENSIS

iLCF INSTITUT DE
LANGUE ET
DE CULTURE
PARIS FRANÇAISES

Welcome

Willkommen Bienvenue

Fogadtatás Welcome

Benvenuto

欢迎



Bienvenue