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CHAMONIX TRAVEL GUIDE – CHECKLIST

FIRST DAY OF THE COURSES. A welcome program is given on the first day of your course. It is aimed to serve as guidance to all new students at our school and includes:

- * Presentation of the school and the university. Information about the courses and Chamonix.
- * Placement test to find out your current level in French and place you in the right group.
- * You receive your schedule.
- * You are registered at the school. **Bring your passport.**
- * If you would like a student card, please bring two photos (passport size).

The welcome program is held at 08.00 in the school office, *l'accueil*, on 285, rue des Allobroges in Chamonix. See map on www.insted.com/PDF/chammap.pdf.

GOING TO CHAMONIX. You can travel to Chamonix either by air, train, bus or car. More details about how to get there are found at our website, www.insted.com. Most students fly to Geneva, and from the airport there are several ways to get to Chamonix, for example with the following two companies:

SAT Mont-Blanc. Coach company with between four and five daily departures from the airport to Chamonix. A one-way ticket costs approximately 32 EUR and the journey takes around two hours. A timetable is available at the SAT website www.sat-montblanc.com.

ATS. This company uses minibuses to take people between Geneva and Chamonix. They operate a door-to-door service and online reservations are necessary at www.a-t-s.net. The price is around 40 EUR per person and the transfer takes about an hour.

TIME AND DATE OF ARRIVAL. We advise you to plan your trip so that you do not arrive too late for the moving-in procedures, pick up of keys, etc. We recommend that you arrive in Chamonix around noon or in the early afternoon.

PASSPORT AND VISA. You must bring a passport with you to France. If you are from outside the EU you must also get a French visa before you go to France - if you intend to stay less than 3 months you need a tourist visa and if you stay for more than 3 months, a student visa. Contact the French embassy in your home country for more details.

INSURANCE. We strongly recommend for all students to take out a private travel insurance policy covering their whole stay in France. This insurance should cover illness, accidents, theft of valuable belongings and personal liability. The insurance must be arranged at home before you go to France. You cannot issue insurance in France.

E128 FORM OR EUROPEAN HEALTH INSURANCE CARD. (Only for EU-citizens) With this form or card you will have the same right as French citizens to emergency treatment. It is usually your local social security office that issues these documents.

DICTIONARY AND GRAMMAR BOOK. To make the most of your French studies we recommend that you bring an extensive French dictionary. A grammar book will also be useful.

REMAINDER. The remaining course fee and rent must be paid four weeks before your courses start. The due date is indicated on the invoice which is attached to the confirmation email you received after booking your course.

FINDING YOUR OWN PLACE. It is sometimes hard to find an apartment in Chamonix during winter - in November most places are already booked. So do not wait too long if you plan to arrange accommodation by yourself. Also be aware that rents are very high during Christmas and New Year.

CHANGE OF ADDRESS? After you have finished your course in Chamonix you will receive an attestation with your grades sent by our partner university in Grenoble. This document will be sent to the address that you filled in on the booking form. If you have changed or will change your address in your home country, please let us know.

CHAMGUIDE In December each year we update our ChamGuide with useful addresses, contact information and student reductions in Chamonix. You find the guide at www.insted.com/PDF/chamguide.pdf.

MOVING IN – CHECKLIST

Bring this list when you move in! It is primarily intended for students who have booked their accommodation with INSTED. However, students renting their own place in Chamonix will also find much useful advice.

The keys to your apartment in Chamonix are given to you by your moving-in host. This person or agency will help you with the moving in and is responsible to assist if there should be any problems with your accommodation during your stay.

MOVING-IN INSTRUCTIONS

About one week before the moving in we decide where you will stay and you can visit our website to find out the following:

- ✓ Where you will pick up your keys and contact details to your moving-in host.
 - ✓ Instructions from your moving-in host, for example opening hours or if you need to make an appointment.
- To access this information enter the link in your web browser following this model;
www.insted.com/pdf/moveinYYYYMMDD.pdf. For example if you move in on 2007-01-20 you should go to www.insted.com/pdf/movein20070120.pdf.

SECURITY DEPOSIT OF 230 EURO

When picking up your keys you must pay a security deposit of 230 EURO in cash. The deposit will be returned to you upon your moving out if the state of the apartment is the same as when you moved in.

MEET YOUR MOVING-IN HOST

- ✓ Show your passport and pay the deposit to receive the keys to your apartment.
- ✓ To avoid being liable for damages and loss that you or your co-tenants did not cause, it is important that you ask for an inventory list. Use this list to report all damage on furniture and equipment in your apartment. Also report spots and marks on the floor and walls. If there is no inventory list, make one on your own. When the list is complete it should be signed by your landlord. All remarks must usually be made to your moving in host within 24 hours after moving in. Please contact INSTED if anything should be unclear.

OTHER ISSUES TO CLARIFY...

- ✓ Contact number? Your moving-in host is responsible for the state of the apartment and for problems that may occur during the term of the rental. Find out who you should contact or what telephone number to call in case any problems occur. Is there an emergency number for problems like water and heating or power failure?
- ✓ To which address should your post be sent? Sometimes, you must pick up your mail at your moving-in host's office.

PLEASE NOTE...

- ✓ You are, together with your co-tenants, fully responsible for the apartment, including damage, loss and disturbances that interfere with your neighbours' peaceful enjoyment. Please note that you are also liable regarding problems caused by non-occupants in the apartment, for example visiting friends.
- ✓ Bed linen is not included but must always be used.
- ✓ INSTED takes no responsibilities for problems between co-tenants. Any changes of apartment and apartment groups must be approved by INSTED and all concerned tenant.