



Paris  
College  
of Art



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2021

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GRADUATE HANDBOOK



# LETTER FROM THE DEAN

Dear students,

It is with pleasure and pride that I will soon be able to address you as alumni of Paris College of Art.

I congratulate you on your hard work both in the studio and the classroom, all the more laudable in the very special circumstances of this pandemic year.

No doubt has it taught you resilience and given you additional strengths that will contribute to your future careers.

Wishing you success and fulfillment,

A handwritten signature in black ink, appearing to read "Linda Jarvin". The signature is fluid and cursive, with a large, stylized initial "L".

Dr. Linda Jarvin, Dean

# PCA ALUMNI

PCA is thrilled to count you as a member of its alumni community: a worldwide network of artists, designers, and creative professionals spanning from Tokyo to Bogota.

After graduation, the PCA Alumni Association will be your link to the college and to your fellow alumni.

## SPONSOR INTERNSHIPS

PCA alumni often reach out to current students and recent graduates to offer internships within their professional fields. These internships are mutually beneficial to the intern - who gains valuable practical experience in their field of study and to the host company who can assign interns to specific missions and tasks that complement their academic skills. If you or your company is interested in hosting an intern, please send us a short description of the proposed internship and the qualifications needed to apply.

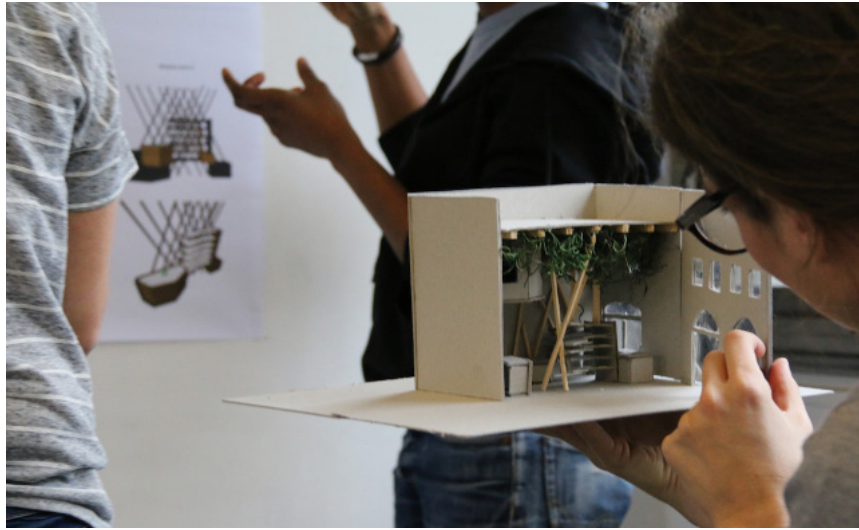
## BECOME A STUDENT MENTOR

Your professional experience and knowledge can provide invaluable guidance to current PCA students. Mentoring a student can be as simple as meeting for coffee or arranging a short informational interview by Skype.

## PROGRESSION DAY

Every year, senior students and alumni volunteer to speak at Progression Day, giving Foundation students necessary information to help them with the choice of their major.





# STAY INFORMED

## STAY IN THE LOOP

All alumni automatically receive our newsletter. Stay informed about what's happening in the PCA community including gallery openings, upcoming events, alumni spotlights and much more.

Have something you'd like to share with the community? Send us a short paragraph on your latest accomplishments such as a new job, an exhibition or an award to [alumni@paris.edu](mailto:alumni@paris.edu).

## GET LINKEDIN

Join the Paris College of Art Alumni Association LinkedIn group to post about job and internship offers, ask questions, keep informed about PCA, and receive updates about upcoming events.

## ALUMNI EVENTS + END OF THE YEAR ACTIVITIES

As PCA alumni, you are invited to celebrate with us by attending the end of the year shows + events.

## MONPARIS STUDENT PORTAL / EMAIL

As an alumnus you can still access the resources available on the MonParis student portal by logging in at [mon.paris.edu](http://mon.paris.edu) and enter your credentials.

If you have forgotten your ID (typically `firstname.lastname`) or password, please email the IT Office at [it.service@paris.edu](mailto:it.service@paris.edu).

## PCA EMAIL

Upon graduating, your [paris.edu](mailto:paris.edu) email address remains active. You will receive all communications from PCA directly to this email address.

**ALUMNI NETWORK,  
NEWS + EVENTS**  
[contact alumni@paris.edu](mailto:contact_alumni@paris.edu)

# ALUMNI BENEFITS

As a member of the growing PCA Alumni Association, you are entitled to certain privileges. Stay in touch with PCA by taking advantage of the benefits listed below.

Alumni are encouraged to contact the Careers and Alumni Office, that offers services including:

- Internship and job opportunities
- Assistance in writing cover letters and resumes
- Career advice and recommendations
- Networking and informational interviews with other alumni and members of the PCA network

## EVENTS AND ACTIVITIES

Participate in and attend guest lectures and conferences including End of Year events, PCA Talks and PCA gallery openings. You can find information about these events on the PCA website.



# GIVE BACK

## **MAKE A GIFT TO PCA**

Donate to our scholarship fund, to the department of your choice, or sponsor an initiative or project you wish to support.

## **GET YOUR COMPANY TO SUPPORT PCA**

If you work for a company based in France, giving back to your college can be as easy as designating a part of your tax d'apprentissage to PCA.

The tax d'apprentissage is an obligatory tax paid by all companies in France, in order to support educational institutions, and the company has the right to designate the school that will receive the funds.

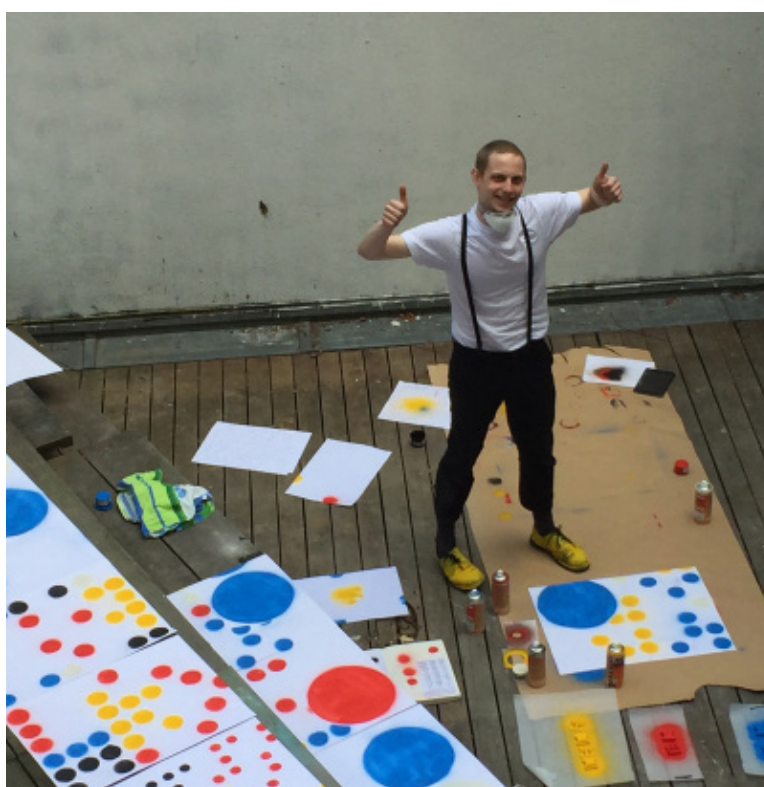
Funds raised through the tax mainly go towards scholarships for talented students with financial need.

## **BECOME A REGIONAL REPRESENTATIVE**

Participate in our alumni association by promoting events, proposing activities, and connecting members in your region.

## **BECOME AN ADMISSIONS AMBASSADOR**

Share your experiences with prospective students in your region through informational interviews or by volunteering at recruiting fairs and participating in interviewing applicants.





# CAREER DEVELOPMENT

As a graduate of PCA, you have gained skills and knowledge that set you apart in the creative workplace. Not only have you acquired a professional qualification in the domain of your choice, you have received a global education in critical thinking and creative problem-solving, that will make you uniquely suited to adapt to and succeed in the global art and design market.

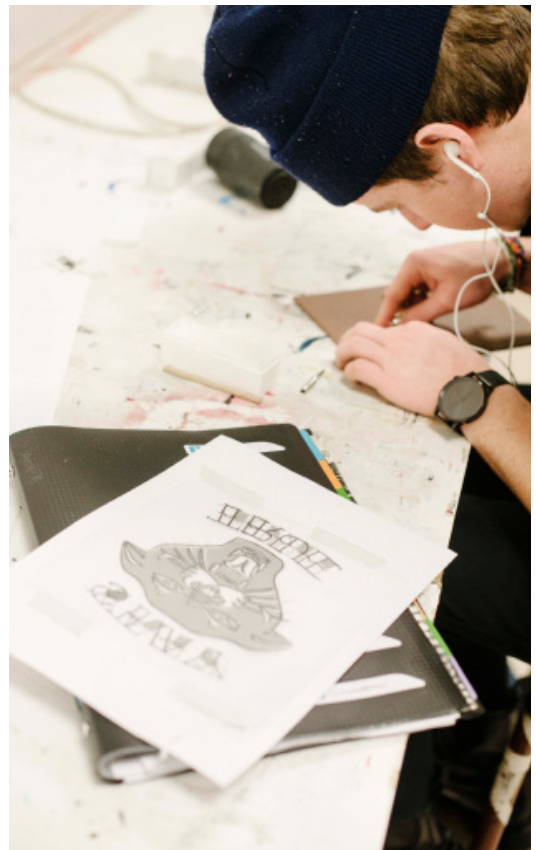
We look forward to following the evolution of your career just as we guided your academic progress as a Paris College of Art student.

**GOT NEWS? Email:**  
[alumni@paris.edu](mailto:alumni@paris.edu)

## CREATE ONLINE PRESENCE

It's important more than ever for artists and creatives to have active online presence. If you haven't done so already, do set up artist profiles on platforms such as Facebook, LinkedIn, Instagram, and Twitter.

Other platforms such as ARTSTHREAD reach a huge audience where you can upload artistic projects as well as artist profiles. For more information, visit [artsthread.com/register](http://artsthread.com/register).



## ARTBOUND INITIATIVE

Looking for an internship abroad? Our partners at ArtBound Initiative places students in their relevant fields in cities like New York, Berlin, London, and Hong Kong for a fee.

The fee includes services such as: resume and portfolio coaching, mock interview sessions, visa sponsorship, travel and health insurance aid, housing aid, on-site and in-country 24/7 support.

Each year, ArtBound Initiative will also award one PCA student an Ambassador Scholarship which will cover 50% of the program fee.

ArtBound Initiative will also award several Inclusive Scholarships of USD\$1000.

**Interested?**  
**Contact Laura**  
[info@artboundinitiative.com](mailto:info@artboundinitiative.com)

# MAKING THE MOST OF AN INTERNSHIP

## ALUMNI NETWORK

The alumni network is a good place to start your internship search. Don't hesitate to reach out to the PCA community to get in touch with alumni in a specific region or field.

## CAREER MANUAL

Download the Career Manual from the portal. It lists important search engines to find jobs/internships, tips on resume and cover letter writing, as well as an overview on interview culture.

## INTERNSHIP CULTURE IN FRANCE

An internship, especially in creative industries, can be a key stepping stone in your professional career path. Take advantage of strategic internship opportunities to gain crucial skills, build your network, and develop your resume.





## INTERNSHIP SPONSORSHIP IN FRANCE\*

PCA can sponsor recent graduates who have secured an internship by providing them with a *convention de stage*.

The internship or work placement must be started within 6 months of graduation and can be for a maximum of two consecutive semesters.

No tuition is charged, but there is an administrative fee (360 euros for two consecutive semesters) for registering for a non-credit internship and students must be covered by a valid health insurance plan.

Students who need to renew their carte de séjour can do so through the Student Life Office.



Here are some examples of post-graduate internships and jobs obtained by our recent graduates: fashion design assistant for Balmain, assistant manager at Damir Doma, assistant curator at art gallery Eric Dupont, graphic design intern at Euro RSCG, communication assistant at Christian Louboutin, global marketing assistant at Estée Lauder.



*\*Students who go on Leave Of Absence during their studies at PCA are not eligible for the Internship Sponsorship year.*

*Students who take part time studies (less than 12 credits) at any time of their academic career at PCA will only be eligible for maximum 1 semester of the sponsorship.*



# GRADUATE SCHOOLS

## APPLYING TO GRADUATE SCHOOLS

You may have already begun to apply for graduate schools or it may be a long-term goal. Keep in mind that deciding to pursue a Master's degree is a serious investment. It is a commitment in time, energy and financial resources, so it is important to choose the program that is the right fit for your concrete career goals.



## PARTNER INSTITUTIONS OFFERING GRADUATE PROGRAMS

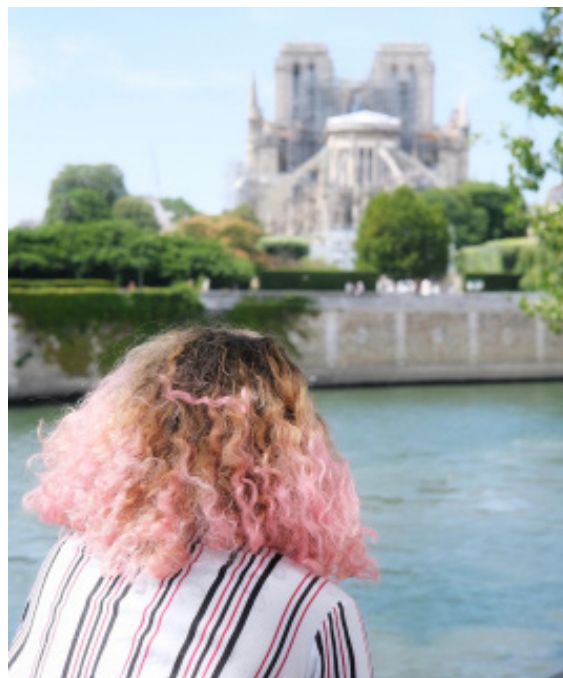
Aalto, Finland  
College for Creative Studies, USA  
COMAS, Israel  
Corriente Alterna, Peru  
Fashion Institute of Technology, USA  
PRATT, USA  
Iberoamericana, Mexico  
Joshibi, Japan  
KEA, Denmark  
Kyoto Seika, Japan  
Lesley University, Boston  
Maine College of Art, Maine, USA  
Shih Chien, Taiwan  
Universidad de Monterrey, Mexico  
Universidad de Palermo, Argentina  
Hongik University, South Korea  
National Taiwan University of Arts, Taiwan  
Royal Melbourne Institute of Technology, Australia  
Emily Carr University of Art and Design, Canada  
School of Visual Arts, USA  
Maryland Institute College of Arts, USA  
Glasgow School of Art, UK  
Konstfack, Sweden  
The Bezalel Academy of Arts & Design, Israel  
London College of Communications, UAL, UK

To find out more about our partner institutions, contact [admissions@paris.edu](mailto:admissions@paris.edu).

## GRADUATE PROGRAMS AT PARIS COLLEGE OF ART

MFA in Animation  
MA in Design for Social Impact  
MA and MFA in Drawing  
MA in Fashion Design: New Materials & Technologies  
MA in Fashion Film and Photography  
MA in Interior Design  
MA and MFA in Photography & Image-making  
MA and MFA in Transdisciplinary New Media

\*PCA Alumni receive a 10% discount on PCA Graduate Programs and a special discount on PCA Summer programs.





# RECORDS

## REQUESTS FOR RECORDS

After leaving PCA, you may require official transcripts to provide proof of enrollment at PCA to graduate schools, prospective employers, etc. Official transcripts can be ordered from the Registrar's Office, at no charge, by filling out a Transcript Request Form which can be found on the Registrar's section of the MonParis student portal.

Please note that due to demand, official transcripts can take up to 5 business days for processing and from one day to three weeks for delivery.

## STUDENT RECORDS

The Registrar's Office maintains all student academic records. At any point after graduation, you are welcome to request copies of your transcripts or to access your student file including degree information, grades and courses taken.

## CONTACT THE OFFICE

Email: [registrar@paris.edu](mailto:registrar@paris.edu)





# FINANCIAL MATTERS

An important part of the transition to independent professional life will be the management of your personal finances.

By graduation, all tuition fees due to PCA should have been paid, resulting in a zero balance on your account in this respect.

However, if you have benefitted from the school's student loan program, loans will become due after graduation. Before you graduate, stay on top of managing your finances by speaking to the Business Office and the Financial Assistance Committee to develop a loan repayment plan.

## **PAYING BACK YOUR STUDENT LOAN**

You will be given a six-month grace period before you are required to begin repaying your loans. Over the summer, the Business Office will contact you with a repayment plan that sets out monthly amounts to be reimbursed over three years. The total amount to be repaid will have been calculated according to the basis set out in the signed loan contracts.

## **CONTACT THE BUSINESS OFFICE**

Phone: +33 (0)1 45 77 49 53

Email: [businessoffice@paris.edu](mailto:businessoffice@paris.edu)

## **MAKING PAYMENTS**

Payments for tuition fees and loan repayments can be made in euros by either:

- bank transfer
- check
- credit card

No cash payments are accepted.

The credit card authorization form and details for other payment methods can be found on the Business Office section of the MonParis student portal.

\*You will receive your official transcripts and diploma only after all outstanding balances have been repaid.

# STUDENT LIFE

## STUDENT LIFE

The guidance and support that the Student Life Office provided you as a student to adapt to life in Paris will remain valuable after graduation. Whatever your plans are for the future, the Student Life Office has suggestions to help you successfully transition out of your life as a student and embark on your next great adventure.

## HEALTH INSURANCE

You are covered until the date of expiration that is listed on your Social Security certificate. For more information, including a complete list of English speaking doctors and reimbursement methods, check out the Student Life section of the MonParis student portal.

## MOVING OUT

### AND CLOSING ACCOUNTS

Planning your life after graduation can be stressful. The Student Life Office has outlined some steps that you can take in order to manage the transition. You can use the guidelines on the [mon.paris.edu](http://mon.paris.edu) portal under Student Services, Student Life, Handouts.

## CLOSING YOUR BANK

### ACCOUNT

Be sure to keep your bank account open until you have received all expected payments (College Assistance Program stipends, off campus jobs/internships, Social Security reimbursements, house deposit reimbursement, etc.)

## CONTACT THE STUDENT LIFE OFFICE

Phone: +33 (0)1 45 77 39 66

Email: [studentlife@paris.edu](mailto:studentlife@paris.edu)







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15 Rue Fenelon, 75010 Paris  
[www.paris.edu](http://www.paris.edu)