

# GUIDE FOR FOREIGN STUDENTS

Institut Curie  
Centre de Recherche  
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## Introduction to the Institut Curie Research Center

Director of the Research Center: Monsieur Daniel LOUVARD

And under his responsibility:

Monsieur Olivier DELATTRE: Director of the biomedical research

Madame Geneviève ALMOUZNI: Director of the training

Vice director: Madame Corinne CUMIN

Researchers at the Institut Curie are seeking to understand the working of normal and cancerous cells. Why and how do cells become malignant and produce tumors?

### **BASIC RESEARCH**

Basic research is conducted in Paris and Orsay in several units that are associated with the CNRS, Inserm, or a university. The main topics are cell biology and developmental biology, genetics and oncogenesis, epigenetics and genotoxicology, pharmacology, physical chemistry of living organisms, cell and molecular imaging, and systems biology.

#### ► 4 priorities for the basic research at the Institut Curie

- To promote interdisciplinary and innovative basic research for diagnostic and therapeutic purposes
- To develop advanced technology platforms
- To disseminate knowledge nationally and internationally
- To increase training and encourage mobility

### **TRANSLATIONAL RESEARCH**

The idea of "transfer" brings into play notions of movement, transport, and transmission. A technology is transferred when two organizations exchange techniques or know-how. The aim of transfer, that is of translational research, is to expedite the application of new knowledge in the clinical setting thereby improving patient care.

#### ► The Institut Curie's Translational Research is done by:

- a dedicated department: the Translational Research Department
- the research groups of the Research Center
- the care teams of the Hospital Group, based in Paris-Orsay and Saint-Cloud

Translational research refers to the transfer of scientific innovations to the bedside to improve patient care and/or to research designed to improve understanding of cancer by performing experimental in vivo studies.

The Research Center brings together about **1100 people** (researchers, engineers, technicians...) and mobilises substantial financial and technical resources. (84 million of Euros in 2011)

**Website:** <http://www.curie.fr>

## Contacts in the Department of Human Resources for the Institut Curie

### ► Head of Human Resources

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 Email : [stephane.lacroix@curie.fr](mailto:stephane.lacroix@curie.fr)

### ► Human Resources Manager

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### ► Contact for Foreign Researchers

*Site de Paris*  
 Caroline CLOUET  
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 Tel: + 33 1 56 24 65 30

*Site d'Orsay*  
 Myriam GERMÈ  
 Email: [myriam.germe@curie.fr](mailto:myriam.germe@curie.fr)  
 Tel: + 33 1 56 24 65 42

## Aim of this Guide

To help them with their stay in France, the Institut Curie offers foreign students a range of specially designed services to make their move easier, so that they can make the most of their move to France.

The task of the Institut Curie Research Center's "Contact for Foreign Researchers" is to help foreign students with all the issues related to their move, such as entry documents (visa, residence permit, and work permit), help with finding accommodation, health insurance, banking, etc.

As part of this service, several **practical guides** have been created that describe all the administrative procedures and the various types of help available at different stages of moving to France:

### **Administrative procedures: visa and residence permit**

#### **Find an accommodation**

#### **Social security and insurance**

#### **Practical matters**

# ADMINISTRATIVE PROCEDURES:

## VISA AND RESIDENCE PERMIT

Before you arrive in Paris, take some time to prepare for your stay: accommodation, formal administrative procedures, health, etc. These preparations are the foundation of a successful stay in Paris or the Paris area and **some formalities are essential** before you can start work in your laboratory.

### 1. Preparing your stay

#### 1.1 European Union nationals

Nationals of all EU member countries are exempt from visa requirement to enter France and can travel freely within the European Union: [Appendix 2: "List of European Union countries"](#).

It should also be noted that the European part of French territory is included in the "**Schengen area**", which also includes the territory of other European Union member states or associated states: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.

**Note:** Ireland and the United Kingdom have not signed the Schengen agreement.

##### 1.1.1. Tripartite training agreement

#### ► Your University of origin is located abroad

You are coming to France for a company internship in the framework of a training organized in **your country of residence**. This training must lead to a diploma or an equivalence with a professional qualification level following a school or university curriculum.

You must obtain **3 copies of the tripartite training agreement** signed by the student's university of origin and the intern. The foreign correspondent will provide you with the specific training agreement model for foreign students.

The 3 copies then have to be submitted to the Human Resources Department for signature by Institut Curie's Research Center, along with a copy of the passport and/or identity card.

**Note:** **The person from the university signing the agreement must be the person empowered to enter into legally binding commitments on behalf of the university.**

► You are enrolled in a French University

In order to continue your studies in France, you must **choose a training** and get a pre-enrollment or an authorization of admission in a French university or school.

A training agreement has to be established. You can download **training agreement models** directly from your university's website:

Université Paris Descartes (Paris V): <http://www.univ-paris5.fr/>

Université Pierre et Marie Curie (Paris VI): <http://www.upmc.fr/>

Université Paris Diderot (Paris VII): <http://www.univ-paris-diderot.fr/sc/site.php?bc=accueil&np=accueil>

Université Paris-Sud (Paris XI): <http://www.u-psud.fr/fr/index.html>

Ecole Normale Supérieure (ENS): <http://www.univ-paris5.fr/>

Ecole Polytechnique: <http://www.polytechnique.fr/>

**Note:** You will receive a **stipend** if the duration of the internship is superior to 2 months, consecutive or not, over the academic year.

The minimum stipend amount is fixed at **€ 436.05 per month\***. Over this amount, social security contributions of interns and employers are due only on the part exceeding €436.05.

(\* the amount of the stipend is set according to the amount set by social security, which is subject to change)

### 1.1.2. European Health Insurance Card (EHIC)

Before you leave, you will need to obtain the **European Health Insurance Card (EHIC)** at least 15 days before your date of departure from the social security center in your country of origin. This card is valid for 1 year and it will enable you to prove your health insurance rights and to benefit from health care according to the legal framework and conditions in effect in France. For more information, see the French social security website: [www.ameli.fr](http://www.ameli.fr)

## 1.2. Non-European Union nationals

You must follow a certain number of procedures before your departure in order to get the documents that are required **to obtain a visa**.

### 1.2.1 Documents required to obtain a visa

A difference must be made between an **internship in a laboratory** (the student remains associated to his foreign university: "stagiaire" (intern) status) and foreigners who come **to study in France** (enrollment in a French university: "étudiant" (student) status).

### A) « Stagiaire » (intern) status

You are doing an internship in the framework of a training organized in your country of residence. This training must lead to a diploma or an equivalence with a professional qualification level following a school or university curriculum.

Nationals of Algeria, Bulgaria and Romania are **excluded from the "stagiaire" procedure**.

► You must obtain **3 copies of the tripartite training agreement** signed by the student's university of origin and the intern (NB: the seal of the university is mandatory) and provide the following documents:

- Copy of the intern's **passport**;
- **Letter from the education institution in French** justifying the internship
- Copy of the **certificate of school attendance** or the **student ID card**
- One **stamped envelope** with the name and address of Institut Curie's Research Center.

All of these documents must be sent to the foreign researcher correspondent **at least 6 weeks before the beginning of the internship**.

The **foreign researcher correspondent** is in charge of submitting your complete application to the **Bureau de la Main d'œuvre Etrangère (MOE)** (foreign workforce office) of the **DIRECCTE** (Direction Régionale des Entreprises, de la Concurrence, de la Consommation, du Travail et de l'Emploi).

This application must be submitted **at least ONE MONTH before the beginning of the internship in order to be validated**. Without the agreement from the DIRECCTE (training agreement bearing the official seal of this administration), you will not be authorized to do an internship in our laboratories.

You will also need to **provide justification of a minimum monthly income of € 615** if you have no dependent family members in France.

### B) « Étudiant » (student) status

You are coming to France in order **to pursue studies** and you will be enrolled in a French university: **a visa is mandatory if your stay exceeds 3 months**. You have to submit an application for a visa at the French consulate in your country, before your arrival in France and after obtaining a pre-enrollment in a university or school.

You will need to **provide justification of a minimum monthly income of € 615** if you have no dependent family members in France.

► Contact the French consulate of your country of origin for information about the list of required documents. A written proof of enrollment in a French education institution will be required.



### 1.2.2 Is a visa always required?

Visa exemption depends on both **nationality** and **duration of stay**:

► Short stays (less than 90 days in the Schengen area)

Short stays are governed by European regulations that set the list of countries exempted from short-stay visa requirement to enter the Schengen area. For example, nationals from the following countries are exempted from the visa requirement: Australia, United States, Brazil, Japan, Mexico, Canada, among others.

For the full list of countries with visa exemption, contact a **foreign researcher correspondent** or click on the following link: <http://www.diplomatie.gouv.fr/fr/la-france/venir-en-france/entrer-en-france/article/les-etrangers-titulaires-d-un>

► Long stays

All **NON-European Union nationals** must be in possession of an entry and long-stay visa.

### 1.2.3 Application for the visa

► Long-stay visa with the "stagiaire" (intern) or "étudiant" (student) label

This type of visa ("type D") is mandatory for all stays in France for periods of over 3 months. This visa is usually valid for 3 months and includes the following label: "carte de séjour à solliciter dans les deux mois suivant l'arrivée" (residence permit to be requested within 2 months after the date of entry).

Depending on your status, the visa includes the following labels:

- «stagiaire" or "CESEDA L313-7-1"
- «étudiant" or "CESEDA L313-7"

**Note:** Since January 1st, 2012, this type of visa is progressively replaced by the VLS-TS visas

► VLS-TS Long-stay visa valid as a residence permit with the "Stagiaire – CESEDA R311-3 10°" or "étudiant – CESEDA R311-3 6°" label

Certain long-stay visas **exempt holders to make a first application for a residence permit in France**. Holders of this type of long-stay visas are no longer required to request a residence permit at the Prefecture. **Their visa constitutes a residence permit** and replaces the residence permit card. Holders are thus exempt from procedures at the Prefecture, during the validity period of the visa.

However, they have to return a "demande d'attestation OFII" (application for OFII certificate) to the OFII (French agency in charge of immigration and integration) in order to receive an appointment for the mandatory medical examination.

This type of visa is granted to "stagiaires" (interns) for a stay in France of over 3 months and up to 1 year.

► "Étudiant-concours" (student examination) visa

The student examination visa allows the holder to enter France **to sit for an entrance examination or another form of examination** in the process of applying for admission to a public or private higher education institution. Students who pass the exam may apply directly, **without first returning to their country of origin**, for a 1-year renewable residence permit at the Prefecture.

### 1.3. The essentials before you leave

You will be asked to produce several administrative documents once you are in France. It is in your interests to acquire them in your home country before your departure.

The most frequently asked for documents by the authorities are:

- an identity card and/or a valid passport;
- date of entry in France (page of your passport) with the **customs stamp**;
- a copy of your visa with the mention "stagiaire" or "étudiant" **OR** un **VLS-TS**;
- a copy of your civil status certificate mentioning the parents' surname, translated into French by a **sworn translator from the supreme court**. Your consulate is also competent to "**legalize or to place an apostille**" on your civil status certificate regarding to the agreements between your country and France: some countries are exempt from this procedure and are listed in the [Appendix 4 «List of countries exempt from the « apostile » on the birth certificate or the piece of identification»](#);
- a marriage certificate (if applicable) translated into French by a sworn translator from the supreme court. Your consulate is also competent to "**legalize or to place an apostille**" on your marriage certificate;
- a tripartite training agreement with the DIRECCTE stamp for the "stagiaires" OR a written proof of enrollment in a French education institution;
- Proof of financial resources (minimum level of € 615 / month):
  - \* If you have a scholarship: an affidavit indicating the amount, the duration of the scholarship, and the nature of studies, on the letterhead of the organization that attributes or manages the scholarship;
  - \* If your resources are provided by a guarantor in France: proof of financial sources requires an affidavit of commitment signed by the guarantor, including his name, address, the amount of the monthly allowance and the duration of his commitment, a photocopy of his ID card and proof of his income (pay sheets, tax returns, etc.) ;
  - \* If your resources are granted by funds coming from abroad: travelers checks, exchange forms or any document proving that you regularly receive funds from abroad and indicating their monthly amount.
- a bank statement proving the reception of funds from the country of origin (which can be used as a guarantee given to an owner in the framework of an apartment rental).
- recent identity photographs, measuring 3.5x4.5 cm.

## 2. Upon arrival of the student

A certain number of procedures have to be followed once in France in order to regularize the student's stay.

### 2.1 Application for a « stagiaire » or « étudiant » residence permit card

#### 2.1.1. Application for a residence permit or VLS-TS visa

Since January 1st, 2012, the long-stay visas with the "stagiaire" (intern) or "étudiant" (student) label are progressively replaced by the **VLS-TS** visas. The 2 procedures are detailed below.

► **You hold a long-stay visa with the "stagiaire – CESEDA L313-7-1" or "étudiant – CESEDA L313-7" label**

The trainee must go to the police station with **the following documents**:

- a valid passport;
- date of entry in France (page of your passport) with the **customs stamp**;
- a copy of your visa with the mention "stagiaire" or "étudiant" **OU un VLS-TS**;
- a copy of your civil status certificate mentioning the parents' surname, translated into French by a **sworn translator from the supreme court**. Your consulate is also competent to "**legalize or to place an apostille**" on your civil status certificate regarding to the agreements between your country and France: some countries are exempt from this procedure and are listed in the [Appendix 4 «List of countries exempt from the « apostile » on the birth certificate or the piece of identification»](#);
- a marriage certificate (if applicable) translated into French by a sworn translator from the supreme court. Your consulate is also competent to "**legalize or to place an apostille**" on your marriage certificate;
- a tripartite training agreement with the DIRECCTE stamp for the "stagiaires" OR a written proof of enrollment in a French education institution;
- Proof of financial resources (minimum level of € 615 / month):
- Recent identity photographs, measuring 3.5x4.5 cm.

**Note:** for the mandatory medical examination, the applicant receives an appointment at the OFII within 3 months after his arrival in France.

The 2009 French finance law introduced new taxes for the benefit of the OFII. From now on, all foreigners who request the delivery of a temporary residence permit **must systematically pay a fee for their first application for a residence permit**.

**The tax has been set at €58** for "interns" and "students", to which **another €19 tax is added** for the making of the biometric residence permit.

**The total cost for a first application is €77.**

The tax has to be paid with **fiscal stamps** that you can purchase from any tobacco shop or directly on the Internet at the following address: <https://www.timbresofii.fr/pages/visiteguide.jsp>

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► You hold a **VLS-TS visa** with the "**stagiaire - CESEDA R313-3-10°**" or "**étudiant - CESEDA R311-3-6°**" label

Certain long-stay visas **exempt holders from making a first application for a residence permit in France.**

Holders of this type of long-stay visas are no longer required to request a residence permit at the prefecture. **Their visa constitutes a residence permit** and replaces the residence permit card. Holders are thus exempt from procedures at the Prefecture, during the validity period of the visa.

This type of visa is granted to "stagiaires" (interns) or "étudiants" (students) for a stay in France of over 3 months and up to 1 year. However, within 2 months after entry in France, you must send by post **a certain number of documents to the French agency in charge of immigration and integration (OFII – Office français de l'immigration et de l'intégration):**

- "**Demande d'attestation OFII**" (application for OFII certificate), carefully completed;
- Copy of **passport pages** that include your identity, the visa, the stamp of the border police with your date of entry in France.

You will then receive at your home an **appointment for the medical examination**, and you will be required to pay the €58 tax (in fiscal stamps) during the visit.

**Your passport will then be labeled and date stamped by the OFII.** This validates the visa and proves that your stay in France is legal.

The **VLS-TS visa with multiple entries ("MULT")** is sufficient to travel in the Schengen area; however, you cannot travel to Ireland or the United Kingdom, who have not signed the Schengen agreement.

2.1.2. Droits et restrictions de la carte de séjour pour étudiants

<b>STAGIAIRE (intern)</b>	<b>"CESEDA L313-7-1 " label</b>	<b>Required documents</b>	<b>Competent administration (Paris)</b>
<u>Residence permit</u>	YES: "residence permit to be requested within 2 months after date of arrival" ▶ <u>The training agreement allows to begin the internship upon arrival</u>	* Corresponding visa * Valid passport * Proof of financial resources * Training agreement validated by the Direccte	* Foreign students office (Préfecture de police) of the place of residence  ▶ <u>without appointment for the first application</u>
<u>Renewal</u>	<b>The training placement can only be renewed once, and the total duration must not exceed 18 months</b>	Same as first application + New training agreement validated by the Direccte	Online appointment request: <a href="http://www.prefecturedepolice.interieur.gouv.fr/Vos-demarches/Services-en-ligne">http://www.prefecturedepolice.interieur.gouv.fr/Vos-demarches/Services-en-ligne</a>
<b>STAGIAIRE</b>	<b>Right(s)</b>	<b>Restriction(s)</b>	<b>Competent administration (Paris)</b>
<u>Health insurance</u>	YES (of the country of origin)	None: the training agreement acts as a university enrollment	Private insurance
<u>Work</u>	NO	<b>TOTAL</b>	/
<u>Housing benefit</u>	YES	Work is allowed immediately upon arrival, on condition that the foreign national sends a copy of his residence permit within 3 months to the CAF after entry in France.	Online procedure on the CAF website: <a href="http://www.caf.fr">http://www.caf.fr</a>

<b>ETUDIANT (student)</b>	<b>"CESEDA L313-7 " label</b>	<b>Required documents</b>	<b>Competent administration (Paris)</b>
<u>Residence permit</u>	YES: "residence permit to be requested within 2 months after date of arrival"	* Corresponding visa * Valid passport * Proof of financial resources * Pre-enrollment certificate from a French university	* Foreign students office (Préfecture de police) of the place of residence  ▶ <u>without appointment for the first application</u>
<u>Renewal</u>	YES: application to be submitted in the 2 month period before expiration	same as first application + Proof of the reality and seriousness of studies carried out since arrival	Online appointment request: <a href="http://www.prefecturedepolice.interieur.gouv.fr/Vos-demarches/Services-en-ligne">http://www.prefecturedepolice.interieur.gouv.fr/Vos-demarches/Services-en-ligne</a>
<b>ETUDIANT</b>	<b>Right(s)</b>	<b>Restriction(s)</b>	<b>Competent administration (Paris)</b>
<u>Health insurance</u>	YES (student insurance)	None: the training agreement acts as a university enrollment	LMDE or SMEREP
<u>Work</u>	YES	<b>Obligation to wait for delivery of the residence permit card for rights to be in effect: limitation of hours</b>	Préfecture de Police of Paris OR Direccte for the temporary work permit
<u>Travel</u>	YES	Only after the residence permit is issued	/

## ***2.2 Where to apply for a residence permit?***

### 2.2.1. You reside outside of the Paris city limits

#### **► Foreigners office at the prefecture or subprefecture of your place of residence**

You must contact the foreigners office of the prefecture or subprefecture ("sous-préfecture") of your place of residence:

**Préfecture de l'Essonne** (Evry – 91) : <http://www.essonne.gouv.fr/sejour-etrangers/index.html>

**Préfecture des Hauts-de-Seine** (Nanterre – 92):  
<http://www.hauts-de-seine.pref.gouv.fr/Vos-demarches/Etrangers-en-France>

**Préfecture de la Seine et Marne** (Melun – 77):  
[http://www.seine-et-marne.pref.gouv.fr/sections/vos\\_demarches/immigration\\_et\\_devel](http://www.seine-et-marne.pref.gouv.fr/sections/vos_demarches/immigration_et_devel)

**Préfecture de la Seine-Saint-Denis** (Bobigny – 93) :  
[http://www.seine-saint-denis.pref.gouv.fr/nouveau/pref\\_saint-denis\\_infos.htm](http://www.seine-saint-denis.pref.gouv.fr/nouveau/pref_saint-denis_infos.htm)

**Préfecture du Val de Marne** (Créteil - 94):  
<http://www.val-de-marne.pref.gouv.fr/Vos-demarches-en-ligne/Etrangers-en-France>

**Préfecture du Val d'Oise** (Cergy-Pontoise – 95):  
<http://www.val-doise.gouv.fr/heading/heading2870521.html>

**Préfecture des Yvelines** (Versailles - 78) :  
[http://www.yvelines.pref.gouv.fr/sections/vos\\_demarches/accueil\\_des\\_etranger](http://www.yvelines.pref.gouv.fr/sections/vos_demarches/accueil_des_etranger)

#### **► Office Français de l'Immigration et de l'intégration (OFII – French office in charge of immigration and integration)**

You will find the contact information of the OFII of your "département" of residence at the following address:  
[http://www.ofii.fr/qui\\_sommes-nous\\_46/ou\\_nous\\_trouver\\_mieux\\_-\\_flash\\_933.html?recalcul=oui](http://www.ofii.fr/qui_sommes-nous_46/ou_nous_trouver_mieux_-_flash_933.html?recalcul=oui).

### 2.2.2. You reside within the Paris city limits

To obtain the "stagiaire" or "étudiant" residence permit, go directly, with the required documents:

\* To the CIUP, during the opening period of the academic year (from September until mid-November each year): **an OFII counter** and a **Préfecture de police counter** will be open to help you complete the necessary procedures.

\* Outside of the opening period of the academic year, you have to go to the **OFII** and to the "**Centre de réception des étudiants étrangers**" (reception center for foreign students).

► **Office Française de l'Immigration et de l'Intégration (OFII)**

48, Rue de la Roquette

75011 Paris

Email : [paris@ofii.fr](mailto:paris@ofii.fr)

Telephone: 01.55.28.19.40

Fax: 01.55.28.19.75

Opening hours: 8:30AM – 12AM / 12:45PM – 5PM

► **Préfecture de Police de Paris - Centre de réception des étudiants étrangers**

92, Boulevard NEY

75018 Paris

Opening hours: du Monday to Thursday from 8:35 AM and 4:30 PM and Fridays from 8:35 AM until 4PM.

## **2.3 Extending your stay and other procedures**

### 2.3.1. VLT-TS visa or residence permits renewal

**At least three months before the expiration date of your residence permit** or your VLS-TS visa valid as a residence permit, you have to renew it and make an appointment with the prefecture or subprefecture of your place of residence.

Students who reside in Paris can make an appointment online at the following address:

<http://www.prefecturedepolice.interieur.gouv.fr/Vos-demarches/Services-en-ligne/Prises-de-rendez-vous/Titres-de-sejour-etudiants-etrangers>

or by phone at the following number: 0821.00.1975.

**Note**: We remind you that in the framework of the "stagiaire" procedure, the internship can be extended only once, for a **total duration of internship** that must not exceed **18 months**.

It is recommended to keep all supporting documents related to your studies, accommodation, and resources (bank statements).

### 2.3.2. Other procedures: modification, change of address, duplicate

- ▶ Changing personal details
- ▶ Changing an address
- ▶ Obtaining a duplicate

You will have to make an appointment with your **prefecture or subprefecture**.

Students who reside in Paris can make an appointment online at the following address:

<http://www.prefecturedepolice.interieur.gouv.fr/Vos-demarches/Services-en-ligne/Prises-de-rendez-vous/Titres-de-sejour-etudiants-etrangers>

## 2.4 Work permit for students

If you hold a residence permit with the "**stagiaire**" label, you are not allowed to work on French territory. However, foreign nationals who hold a residence permit with the "**student**" label are allowed to **perform incidental work**, up to 60% of the annual legal work duration (964 hours per year).

### 2.4.1. Annual legal work duration

Students who wish to **perform salaried incidental work** are not required to be in the possession of a work permit delivered by the "Main d'œuvre Etrangère – (MOE)" (foreign work force): a student may work up to **60% of the annual legal work duration**, i.e. **964 hours per year**.

The start date of the reference period for the 964 work hours is the start date of validity of the residence permit or VLS-TS visa.

▶ If you work more than 60% of the annual legal work during the year, **you run the risk of losing your temporary residence permit** or having your residence permit renewal refused by the Préfecture de police.

**Note:** Given the December 27, 1968 agreement between France and Algeria, **Algerian nationals** still have the possibility to work up to 50% of the annual legal work duration, i.e. 822.50 hours per year.

### 2.4.2. Statement of employment and application for a work permit

#### ▶ Declaration of the employer

**Two working days before hire**, your employer has to make a declaration at the prefecture that delivered your temporary residence permit or the prefecture of your place of residence if you hold a visa valid as a residence permit.

If you reside in Paris, **this declaration of employment** can be sent by email, with a copy of the front and back of your temporary residence permit at [PREFPOL.DPG-SDAE-6B-DECLAR-PREALABLE-ETUDIANT@interieur.gouv.fr](mailto:PREFPOL.DPG-SDAE-6B-DECLAR-PREALABLE-ETUDIANT@interieur.gouv.fr) or by registered post with acknowledgement of receipt ("lettre recommandée avec accusé de réception").

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▶ <b>Temporary work permit</b>
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You must apply for a temporary work permit ("autorisation provisoire de travail" - APT) at the **DIRECCTE** (Direction Régionale des Entreprises, de la Concurrence, de la Consommation, du Travail et de l'Emploi) if you work **more than the 964 legal hours** in the framework of your studies.

This **application must be submitted as early as possible** to the DIRECCTE services of the student's place of residence. The APT authorizations are then sent to students by post (if the submitted application is complete).

List of required documents:

- Valid "**étudiant**" (student) residence permit or récépissé (receipt) of residence permit application or VLS-TS visa;
- **Passport** pages showing identity and dates of validity;
- student ID of the current year;
- proof of address;
- promise of employment or copy of work contract.

#### 2.4.3. Status change from « student » to « employee »

▶ If you do not reside in Paris: You must contact the foreigners office of the prefecture or subprefecture of your place of residence.

▶ If you reside in Paris: Go directly, with your valid residence permit, your passport, a proof of address dated within the past three months, your diploma and your **promise of employment** that must include the job title and offered salary, to the **Reception center for foreign students**.

Opening hours to apply for a status change from "étudiant" (student) to "salarié" (employee): Monday to Friday from 1:30 PM to 4 PM.

**Note**: Access for a first employment is expedited for students with a diploma at least equivalent to a master. For more information, visit the Service-Public website: <http://vosdroits.service-public.fr/F2229.xhtml>

# FIND AN ACCOMMODATION

Residence halls, rental agencies, students homes, homestays, apartments and studios, flat share... **several accommodation possibilities** but the number of applicants is always more important than offers available. Anticipate your research and be patient because looking for an accommodation in the Ile de France region is very difficult!

Please find below general information on accommodation and ways of finding accommodation outside the CIUP of Paris.

## 1. Information on accommodation in Ile de France

Several types of accommodation exist according to your budget, your age or the duration of your stay... You will find a list of addresses and coordinates in the [Appendix 4 « Ways of finding accommodation outside the CIUP of Paris »](#).

### 1.1 General information on accommodation

Have a look at the different web sites mentioned below and you will find much information about student accommodation:

- **Etudiant de Paris** : [www.etudiantdeparis.fr](http://www.etudiantdeparis.fr)
- **CNOUS** : [www.cnous.fr](http://www.cnous.fr)
- **Mapiaule** : <http://www.mapiaule.com/logement-etudiant.html>
- **La mutuelle étudiante LMDE** : [www.lmde.com](http://www.lmde.com)

### 1.2 Finding accommodation

The **C.R.O.U.S.** (Centre Régional des Aides Universitaires et Scolaires) and the **C.E.P Entraide Etudiant** will help you in your research:

■ **The accommodation in town service of the C.R.O.U.S.** (*not in CROUS residences*)

Acts as an intermediary between landlords and students for renting rooms, bed-sits or two-room flats (free service): You must prove that you are enrolled in a Paris university or college: [www.crous-paris.fr](http://www.crous-paris.fr)  
 For students enrolled in a university or college outside Paris (department 75), ask at the CROUS of the regional education authority that covers your college or University: [www.cnous.fr](http://www.cnous.fr)

■ **Centre d'entraide étudiant (CEP)**

If you are under 27, the CEP can help you to find accommodation through an individual consultation (in exchange for an annual fee of € 20).

Note, a guarantor in France or a European country must be provided.

Open from Monday to Friday, from 10am to 5pm.

<http://www.logements-etudiants.org/CEP> Entraide Etudiants le site pour trouver un I--FR

Address : 5, rue de l'abbaye, 75006 Paris / Tel. : 01.55.42.81.23 / Metro : Saint germain des Prés.

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### 1.3 Rights and regulations

#### ► **The guarantor**

When you rent an apartment, you must present the name of a guarantor and proof of his identity and income: this person is ready to ensure payment of your rent if you are unable to pay.

**The Institut Curie cannot vouch for you.**

If you do not have a guarantor in France, it is difficult to find accommodation; we advise you to obtain a **bank declaration of payment from your home country** (which may serve as a guarantee with your landlord).

#### ► **Household insurance**

You must take out an assurance habitation policy, either with a private insurance company, or with one of the student mutual associations, **SMEREP** ([www.smerep.fr](http://www.smerep.fr)) or **LMDE** ([www.lmde.fr](http://www.lmde.fr))

Information : <http://www.etudiantdeparis.fr/info/Bien+assurer+son+accommodation/56/0502>

#### ► **Reference information and support services in case of difficulty**

The **ANIL** (National Agency for Information on Accommodation): a key source of legal information. The national site to keep you informed: [www.anil.org](http://www.anil.org)

#### ► **CAF accommodation aid**

Students, whatever their nationality, can ask for help from the "Caisse des Allocations Familiales" (family allowances) to pay their rent. Ask the CAF for the conditions and how to apply: [www.caf.fr](http://www.caf.fr).

You will find a list of addresses and coordinates in the [Appendix 4 « Ways of finding accommodation outside the CIUP of Paris »](#).

## 2. Residence Hall

### 2.1 On the Cité Universitaire campus (CIUP)

The Institut Curie Research Center also has a partnership with the Cité Universitaire for the accommodation of **Master's degree students and Doctoral students**.

Under this scheme, **20 bedrooms** in the Collège Franco-Britannique and to the Maison des Provinces de France are made available to Research Center students, with priority being given to foreign students enrolled in the PhD program of the Institut Curie.

The monthly rent is between € 540 and € 680: [Appendix 1: Prices of accommodation at the Collège Franco-Britannique](#) and these bedrooms are fitted with a shower, wash-basin and WC, single or double bed. The shared kitchen is on the first floor. The price includes water, electricity, heating, insurance, unlimited broad band connection and house-keeping services. Sheets and blankets are supplied and changed once a fortnight. Animals are not allowed

You will be asked to pay a deposit of one month's rent. In addition, you must make an **advance payment** (by cheque or bank transfer) before your arrival in order to confirm your reservation.

**NB:** Students may make **individual** applications to the CIUP for accommodation.

You will find the reservation application form at the following address:

[http://workflow.ciup.fr/citeu/site/demande/c\\_demande\\_maj1.php](http://workflow.ciup.fr/citeu/site/demande/c_demande_maj1.php). However, if you register in this way, you do not have any right to an "Institut Curie reserved bedroom"!

**How to make a reservation?** You must contact the "Contact for Foreign Researchers"

New partnerships are being set up. Do not hesitate to contact the "Contact for Foreign Researchers" for more information.

### 2.2 The Irène Joliot-Curie Residence

It is a new residence created for researchers and students located in **the 13<sup>th</sup> district of Paris** which opened in July 2012.

About 100 of studios for researchers (careful, you must be **less than 30 year old!**) and 82 rooms for students. If you want to apply, you must get registered on the web site: [www.espacil.com](http://www.espacil.com)

Adress and phone number

Eco-Quartier de la place de Rungis

Rue Brillat-Savarin

75013 Paris

Tel: 0800 005 684 / Mobile: 06.85.05.96.46 or 06.85.05.97.74

[Etudiants-iledefrance@espacil.com](mailto:Etudiants-iledefrance@espacil.com)

### 3. Science Accueil Association

For furnished accommodation outside the Cité Internationale Universitaire de Paris (if you would like to be in another neighbourhood of Paris or in a town in Ile-de-France), you **must contact the “Contact for Foreign Researchers”** of the Research Center of the Institute Curie and state that you wish **to live outside the campus.**

The Cité Universitaire will send your application to its partner, **the association Science Accueil:**  
<http://www.saclay-scientipole.org/science-accueil/>.

Science Accueil has all kinds of furnished accommodation, from a bedroom in someone’s home to a separate house and including small or large flats. Prices vary depending on location and size.

► For any information, please contact the « Bureau d'Accueil des Etudiants en Mobilité » (BAEM) to the following email address: [baem@ciup.fr](mailto:baem@ciup.fr)

### 4. Lodgis (Real Estate Agency)

The Institut Curie Research Center has set up a partnership with the Real Estate Agency Lodgis. They have all kinds of **furnished accommodation** in Paris. You will get a deduction on the agency fees, as below:

- 5% prizegiving on agency fees under € 500
- 10% prizegiving on agency fees between € 500 and € 1500
- 15% prizegiving on agency fees over € 1500

The “Contact for Foreign Researchers” will give you the coordinates.

# Social security and insurance

## 1. Health coverage

### 1.1 Student health insurance

A difference must be made between an **internship in a laboratory** (the student remains associated to his foreign university: "stagiaire" (intern) status) and foreigners who come **to study in France** (enrollment in a French university: "étudiant" (student) status).

#### 1.1.1. Student interns « stagiaire »

You are doing an internship in the framework of a training organized in your country of residence and you remain a student of your University. This training must lead to a diploma or an equivalence with a professional qualification level following a school or university curriculum.

**A tripartite training agreement MUST be signed** in order for the trainee to be covered from his University for health fees, maternity, death, incapacity, etc.

Protection against accident at work and professional diseases are taken in charge from the French social security system.

**For European students**, make sure to ask for the **European Health Insurance Card (EHIC)** at least 15 days before your date of departure from the social security center in your country of origin. This card is valid for 1 year and it will enable you to prove your health insurance rights and to benefit from health care according to the legal framework and conditions in effect in France.

For more information, see the following web sites:

- **Sécurité Sociale** : [www.ameli.fr](http://www.ameli.fr)
- **Centre des Liaisons Européennes et Internationales de Sécurité Sociale (CLEISS)** : [http://www.cleiss.fr/particuliers/je\\_viens\\_etudier\\_en\\_france.html#ue](http://www.cleiss.fr/particuliers/je_viens_etudier_en_france.html#ue)

#### 1.1.2. Students enrolled in a French university

When you will get registred in a French University, your affiliation to the French social security system will be mandatory and you will have to pay for registration fees.

Therefore, part of your health expenses will be reimbursed from the social security during the university year (doctor's fees, medication, stays in hospital, etc.) and you will need to take out a supplementary health insurance also known as a "mutuelle".

For more information :

- La Mutuelle des étudiants **LMDE** : <http://www.lmde.com/>
- La Société Mutualiste des Etudiants de la Région Parisienne **SMEREP** : <http://www.smerep.fr/>

## ***1.2 PhD student holding a working contract with the Institut Curie***

### 1.2.1 Social security

If you are employed in France, it is compulsory to be part of the general social security scheme and a member of the **Caisse Primaire d'Assurance Maladie** - Local Sickness Insurance Fund (**CPAM**) for your place of residence.

This means that PhD student who sign an employment contract with a laboratory, research organisation or University, etc, and who therefore acquire the status of "employed person" have the right to benefit from French social security and are immediately covered for health fees, and also for accidents at work, death, incapacity for gainful employment, old age etc. Charges for the social security system are taken directly from your salary and paid by the employer.

**Note:** rights available subject to a minimum of hours worked (60 hours per month) and a minimum amount of contributions paid.

For further information, you can consult the social security web site: [www.ameli.fr](http://www.ameli.fr)

A few weeks after your arrival in France, the Contact for Foreign Researchers of the Institut Curie Research Center will send you a request to register with your CPAM so that you can obtain a French social security number.

Official documents required for the registration:

- a copy of your **national identity card** and/or a **valid passport** **AND** a copy of your residence permit (Foreign Researchers who do not come from a member country of the EU)
- a bank account number (**RIB**)
- a copy of your last **pay slips**
- Copy of a piece of identification including your filiation, **established by your consulate or embassy** **OR** your birth certificate translated in French by a sworn translator accredited by the French Supreme Court (Cour de Cassation). Your consulate also has the power to "legalize or apostille" your legal documents depending on the agreements that exist between your country of citizenship and France: the countries that are exempt from this procedure are listed in [Appendix 3 "List of countries exempt from the "apostil" on the birth certificate or the piece of identification"](#);
- a photocopy of a proof of residence in France (less than 3 months' old)

► **We highly recommend to the Foreign Researcher to go to his CPAM if 4 months after his arrival, he still hasn't received a letter from the CPAM to his home address.**

While getting registred, you will receive a social security number (first, you will get a temporary number starting by the number 8 or 7) and once you are definitively affiliated, a «**carte vitale**» will be sent to you. This card contains all the administrative information and simplifies the health reimbursments.

When you go to the doctor, you will have to pay for the consultation and show your «**carte vitale**» in order to obtain the reimbursment faster.

In some case, showing the card will avoid you from advancing the fees on the part reimbursed by the social security: it is called « le tiers payant ».

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If however you needed to see a doctor before obtaining your social security number, the doctor will give you a paper called « **feuille de soin** ». This sheet will need to be kept until you obtain your social security number. Once you have your number, fill in the « **feuille de soin** » and send it to your CPAM. If you live in Paris 75, send it to the address below:

Assurance Maladie de Paris  
CS 30001  
75467 Paris Cedex 10

When you register with the Social security, you can also apply for your “**beneficiaries**” to be included. Beneficiaries are people living under the same roof and financially dependent on you: spouse, cohabitee, and children under 16 years for whom you are responsible (under 20 years if they are still in education). These categories do not have to make their own contributions. They may also be included in your supplementary health insurance “**mutuelle**”.

**Note:** In France, you can choose any doctor of your choice. The recent reform of the social security insurance makes it compulsory to choose a « **médecin traitant** » identified. His aim is to coordinate all the different consultations and exams of the patient. You will always have to refer to him at first. He’s the one who will be able to send you to a specialist: a letter of your « **médecin traitant** » is necessary if you want to get the full reimbursement of your health costs by the CPAM.

A special form called « **déclaration de choix du médecin traitant** » signed by your doctor will need to be sent to your CPAM. It is available on the CPAM web site: [www.ameli.fr](http://www.ameli.fr)

**Note:** Social security will reimburse only part of your **health charges** (doctor’s fees, medication, stays in hospital, etc.).

You should therefore take out supplementary health insurance also known as a “**mutuelle**”.

If you sign an employment contract with the Institut Curie Research Center, you will automatically be covered by supplementary health insurance with **Swiss Life**.

### 1.2.2 Supplementary health insurance or « mutuelle »

In general, social security does not reimburse all your health charges. You should therefore take out supplementary health insurance also known as a “**mutuelle**”.

If you sign an employment contract with the Institut Curie Research Center, you will automatically be covered by supplementary health insurance with **Swiss Life**.

This insurance will make up the parts of the charges that are not reimbursed by social security in accordance with the scales negotiated with this insurance company and you may be covered by the **Direct settlement system** where you do not have to pay up-front the charges reimbursed by the Social security.

Your family may also be covered by this insurance.



## 2. Insurances

You are required to take out some **personal insurance**. For this, you can contact several insurance organism such as GMF; Axa; MAIF, MMA, etc. A number of banks offer this type of services as well.

### 2.1 Third-party liability

Third-party liability is facing the responsibility to make good the harm done **to others**. Third-party liability insurance covers the tort that might be caused to another person in his private life. Some compulsory insurance already provides cover for third-party liability such as house owner's fully comprehensive insurance which also covers damage caused to others.

### 2.2 House owner's insurance

**House owner's insurance is compulsory for any accommodation rented from a private owner.** This is also known as "**house owner's fully comprehensive insurance**".

This insurance covers tenant's risks (fire, theft, water damage, etc.) and natural disasters. In the majority of cases, it also covers the tenant if an accident is caused for which he becomes liable to a third-party. If you have this type of insurance, there is no need to take out separate third-party liability insurance.

For further information, you can consult the **ANIL** (Agence National pour l'Information sur le Logement) web site: <http://www.anil.org>

If you have accommodation in the Cité Universitaire or in the Couvent des Récollets, the house owner's insurance is **included in the rent. But you will still be required to take out your own third-party liability insurance.**

## Practical matters

### 1. Opening a bank account

The Institut Curie has a partnership with the **BNP Paribas** and **HSBC**. You will be granted some fees services (bank card, internet access) for some time (one or two years) and there are fewer formalities.

- **BNP Paribas** située 7, Rue Soufflot dans le 5<sup>ème</sup> arrondissement de Paris
- **HSBC** Paris Elysées – 103, avenue des Champs Elysées dans le 8<sup>ème</sup> de Paris\*  
(or an HSBC agency close from your work or your home)

If you would like to open a bank account with the **BNP** or **HSBC**, please get in touch with the [Contact for Foreign Researchers](#).

When you go for an appointment with a BNP or the HSBC financial advisor, you should take with you:

- your passport or identity card
- a declaration from the "Contact for Foreign Researchers"
- proof of residence in France and from your country.

Those Banks also offers **house owner's fully comprehensive insurance** and **third-party liability insurance**.

Of course, you may choose to deal with any other Bank.

**Note:** if you already hold a bank account at **HSBC** in your country, you should be able to open a French bank account before your arrival. Please get in touch with one of the [Contact for Foreign Researchers](#) and you will get in connection with our HSBC bank adviser.

If you wish to **close your bank account** before leaving France, you must make the demand 15 days before your departure. This formality is free. The bank agency will not be able to do so without your written agreement, your new address and your new bank account details.

### 2. Telephones

French telephone numbers are composed of **10 digits**. The first two digits refer to the five major regions (01 for Paris and the Ile-de-France / 02 for the north-west/ 03 for the north-east / 04 for the south-east and Corsica / 05 for the south-west).

To telephone France from abroad: enter [00], then **the code for France [33]**, then the telephone number without the first zero.

To telephone abroad from France: enter [00], followed by the country code, then the telephone number.

For your mobile phone, find out with your operator if your mobile matches with the different local area network. In France, the main operators are **Orange; Bouygues Telecom, SFR and Free**.

### 3. Travelling in Paris

**RATP** (the Paris public transport system): for the metro, buses, trams and the RER (the regional express railway)

**SNCF** (the French national railway): for travel to major towns  
To travel within Paris, you need to buy a travel ticket.

For further information consult: [www.ratp.fr](http://www.ratp.fr)

For travel within France consult: [www.sncf.fr](http://www.sncf.fr)

For air travel timetables consult: [www.adp.fr](http://www.adp.fr)

If you are an employee of the Institut Curie (holding a working contract), **we will take into care part of your transport fees** (weekly, monthly or annually suscription). The terms of this reimbursement will be explained to you at your arrival while signing your working contract.

### 4. Taxes

Some students are also invited to declare their income to the French organisation:

- You are a **PhD student** holding a working contract with the Institut Curie or the University;
- you are a student enrolled in a **Master degree** and you receive a trainee allowance "gratification" or "indemnité de stage".

Whatever the duration of your stay and the nature of your income in France may be, you are liable to pay taxes.

Each N year, during the month of May, people who live in France are invited to declare their income for the year N-1. The foreign researcher correspondent of Institut Curie research center will inform you when appropriate about the procedure to follow with your tax office: <http://impots.gouv.fr/>

Your country may have signed a **tax treaty with France**. Some of these treaties include specific provisions that enable either to not pay taxes in France while continuing to pay in your tax residence country, or to sometimes be exempt from paying taxes. In case it does not, you will have to declare your income each year like all French citizens.

### 5. Family allowance and housing benefit "C.A.F."

The CAF pays **housing benefits** that, depending on your situation, can amount to 50% of your rent.

Housing benefits ("allocations logement") are social benefits that exist to reduce the housing expenses of families (rent, monthly mortgage payments). They are allocated depending on the resources of the beneficiaries, so as to help them have the minimum level.

They are also calculated according to the family situation, the type of housing and the place of residence of the beneficiary.

For more information: <http://www.caf.fr/aides-et-services/s-informer-sur-les-aides/logement-et-cadre-de-vie>

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## **6. Unemployment and foreign rights**

The French law has been modified in order to allow foreign employees holding a residence permit with the mention « scientist » to benefit from **the unemployment allowance** as long as the résidence permit is valid.

If you come from the European Union and benefit from the complete opening of the French employment market, you should technically be able to get registered to the unemployment office called « Pôle emploi ».

For further information about the unemployment allowance, you can consult the **Pôle emploi** web site: [www.pole-emploi.fr](http://www.pole-emploi.fr)

## - APPENDIXES -

- [Appendix 1](#) : Prices of accommodation at the Collège Franco-Britannique (2011 Prices)
- [Appendix 2](#) : List of countries in the European Union
- [Appendix 3](#) : List of the countries exempt from « apostil » on the birth certificate or the piece of identification
- [Appendix 4](#) : Ways of finding accommodation outside the CIUP of Paris

## APPENDIX 1

**PRICES OF ACCOMMODATION AT THE COLLEGE FRANCO BRITANNIQUE CIUP**  
 (Prices 2011)

<b>TARIFS DES LOGEMENTS AU COLLEGE FRANCO-BRITANNIQUE</b>											
<b>valables du 1er Septembre 2010 au 31 Juillet 2011 - Montant en euros TTC</b>											
		Passagers / séjours d'été		CS Court Séjour			MS Moyen séjour		LS Long Séjour		
		3 à 18 nuits inclus	de 19 nuits à 1 mois inclus	3 à 18 nuits inclus	de 19 nuits à 1 mois inclus	Plus de 1 mois à 3 mois inclus		Plus de 3 à 6 mois inclus		Plus de 6 mois	
Désignation du logement	Nb de logements au CFB	Passagers		Tarif 1 et Tarif 2	Tarif 1 et Tarif 2	Tarif 1	Tarif 2	Tarif 1	Tarif 2	Tarif 1	Tarif 2
		/nuit	mensuel	/nuit	mensuel	/mois		/mois		/mois	
		TVA 5.5% incluse	TVA 5.5% incluse	TVA 0%	TVA 0%	TVA 0%		TVA 0%		TVA 0%	TVA 0%
ISR	4	36,93 €	686,81 €	35 €	651 €	534 €	592 €	464 €	515 €	422 €	468 €
ICG	202	44,31 €	802,86 €	42 €	761 €	624 €	719 €	543 €	625 €	494 €	568 €
STI	21	63,30 €	949,50 €	60 €	900 €		918 €		798 €		725 €
STD	28	63,30 €	1 055,00 €	60 €	1 000 €		1 019 €		886 €		805 €
SDG	17	63,30 €	1 107,75 €	60 €	1 050 €		1 110 €		965 €		877 €

ISR	Chambre individuelle avec un lit simple, un lavabo. Douches et toilettes en commun.
ICG	Chambre individuelle avec lit simple, douche et toilettes
STI	Studio individuel, avec lit simple, douche et toilettes, kitchenette
STD	Studio couple, avec canapé-lit ou lit double, douche et toilettes, kitchenette
SDG	Grand studio couple, avec canapé-lit ou lit double, douche et toilettes, kitchenette

**APPENDIX 2****LIST OF COUNTRIES IN THE EUROPEAN UNION**Countries of the European Union

Germany  
Austria  
Belgium  
Bulgaria\*  
Denmark  
Spain  
Estonia  
France  
Greece  
Finland  
Hungarie  
Ireland  
Italy  
Latvia  
Lithuania  
Luxembourg  
The Netherlands  
Poland  
Portugal  
Czech Republic  
Roumania\*  
The United Kingdom  
Slovaquia  
Slovenia  
Sweden

As well as the Principality of Andorra, Monaco Cyprus and Malta

Countries within the European Economic Area Agreement

Iceland  
Liechtenstein  
Norway

\* soumis au régime transitoire

<b>APPENDIX 3</b>
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<b>List of countries exempt from the "apostil" on the birth certificate or the piece of identification</b>
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If you are born abroad, if you have foreign citizenship, you need a copy of a piece of identification including your filiation, **established by your consulate or embassy *OR* your birth certificate translated in French by a sworn translator accredited by the French Supreme Court (Cour de Cassation).**

Your consulate also has the power to "**legalize or apostille**" your legal documents depending on the agreements that exist between your country of citizenship and France.

The countries exempt from this procedure are listed below:

Algeria Austria Belgium Benin Bosnia Herzegovina Brazil Bulgaria Burkina (Burkina Faso) Cameroon Central African Republic Chad Congo (Brazzaville) Czech Republic Ivory Coast Croatia Denmark Djibouti Egypt Gabon Germany Hungary Ireland Italy Kiribati Latvia Luxembourg Macedonia Madagascar Mali Mauritania Monaco Montenegro Morocco Netherlands Niger Poland Portugal Romania	San Marino Senegal Serbia Slovakia Slovenia Spain Switzerland Togo Tunisia Turkey United Kingdom Vietnam
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## APPENDIX 4

### WAYS OF FINDING ACCOMMODATION OUTSIDE THE CIUP

#### Private student's residences and students home

The following web sites include a list of student residences with an online registration:

- **Students home**

- Le Crous de Paris : [www.crous-paris.fr/UploadFile/GED/CrousdeParis/Liste\\_foyers.pdf](http://www.crous-paris.fr/UploadFile/GED/CrousdeParis/Liste_foyers.pdf)
- L'union Nationale des Maisons d'Etudiants (UNME) : [www.unme-asso.com](http://www.unme-asso.com)
- L'association L'Etape : furnished studios for students from 16 to 25 years old : [www.etape.asso.fr](http://www.etape.asso.fr)
- L'office des services étudiants (OSE) : [www.leclubetudiant.com](http://www.leclubetudiant.com)

- **Youth worker's hostels « Foyer Jeunes Travailleurs »**

Not all the hostels accept students but if you are employed and on a low income, you might prefer this solution. In general, these hostels are open to all young people from 18 to 25.

- Foyer pour la Promotion Sociale pour le Travail et l'Insertion (P.S.T.I) : [www.la.psti.free.fr](http://www.la.psti.free.fr)
- Association de Résidence et Jeunes Travailleurs (ARFJ): [www.arfj.asso.fr/Ile-de-France](http://www.arfj.asso.fr/Ile-de-France)
- Foyers de Jeunes Travailleurs (FJT): [www.fjt-idf.fr](http://www.fjt-idf.fr)
- Association de Logement pour Jeunes Travailleurs (ALJT): [www.aljt.com](http://www.aljt.com)

- **Private students residences with facilities**

- Résidences Jeunes Actifs en Mobilité: [www.residencejam.fr](http://www.residencejam.fr)
- Association pour le développement économique du logement étudiant (ADELE): [www.adele.org](http://www.adele.org)
- Résidences Les Estudines : [www.estudines.com](http://www.estudines.com)
- LES LAUREADES: <http://www.icade-immobilier.com/residence-services-etudiant.html>
- Les résidences PARME : <http://www.residencesparme.fr/>
- Les Résidences LAMY : <http://www.lamy-residences.fr/>

#### Accommodation in a family

There are associations which bring together students in search of accommodation and **older people offering a bedroom in their house or flat**. For the elderly, the aim is to continue to live in their own home and feel less isolated. For the students, the advantage is to find low-cost accommodation and also be useful and supportive. Several options are possible:

- room free in exchange for a commitment to be in the evenings,
- room with shared costs in exchange for services,
- room with an occupation fee, without commitment by the student to the senior citizen

There are **4 associations in Paris** (inscription on website + € 10 in application fees - if the association finds accommodation suited to your request, you will be asked for an annual subscription of € 80 to € 300 for bedroom free of charge and € 50 to € 150 for a bedroom with shared costs):

- [www.leparisolidaire.com](http://www.leparisolidaire.com)
- [www.ensemble2generations.free.fr](http://www.ensemble2generations.free.fr)
- [www.logementintergeneration.org](http://www.logementintergeneration.org)
- [www.besoin2toit.com](http://www.besoin2toit.com)

- **Accommodation for Erasmus students : AIU (Accueil International Universitaire) :**  
 In exchange for a fee of € 15, access to the various offers of accommodation in a family.  
 For full information: [www.accueil-international-universitaire.com](http://www.accueil-international-universitaire.com)

<b>Web site addresses for accommodation</b>
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Here are some web sites where you'll find accommodations offers, through particular or rental agency:

- **Kijiji:** [www.paris.kijiji.fr](http://www.paris.kijiji.fr)
  - **ADELE:** Ce site présente toute sorte de logements étudiants (résidence étudiante, cité universitaire ou foyer) et fait apparaître les disponibilités:  
[http://www.adele.org/public/residence/residence\\_liste.php?ville\\_mere=PARIS](http://www.adele.org/public/residence/residence_liste.php?ville_mere=PARIS)
  - **Vivastreet:** [www.vivastreet.fr](http://www.vivastreet.fr)
  - **Craigslist :** [www.craigslist.com](http://www.craigslist.com) (site en anglais)
  - **Particuliers à particuliers :** [www.pap.fr](http://www.pap.fr)
  - **Locservice :** [www.locservice.fr](http://www.locservice.fr)
  - **Cheznous :** [www.cheznous.fr](http://www.cheznous.fr)
  - **Se loger :** [www.seloger.com](http://www.seloger.com)
  - **Sergic :** <http://www.sergic.com/>
  - **Appartement.org :** <http://www.appartement.org/main.html>
- **FUSAC:** Fortnightly free press containing small ads at international English-speaking communities in Paris and the region. For places and dates of distribution: [www.fusac.fr](http://www.fusac.fr)
- **The American church**  
 Notice board for small ads: offers by individuals, rooms in exchange for work  
 65, Quai d'Orsay, Paris 7 (RER C: Pont de l'Alma)  
Monday to Saturday: 9am – 10.30pm / Sunday: 2pm – 7.30pm / Phone: +33 1 40 62 05 00
- **The Swedish church**  
 Notice board for small ads: 9, rue Médéric 75017 Paris / Phone: +33 1 44 29 70 00

## Flat sharing

A **co-rental agreement** is a rental agreement between the owner (landlord) and several tenants. It is not a subletting. All the tenants have the same rights and restrictions towards and the responsibilities are shared together.

### Here are some sites :

- <http://www.colocation.fr/homepage.php> / [www.colocation.fr/pages/jeudi.php](http://www.colocation.fr/pages/jeudi.php)
- <http://colocation.letudiant.fr/>
- <http://www.pap.fr/annonce/colocation>
- <http://www.koloc.org/>
- <http://www.appartager.com/>