

# Euraxess Strasbourg Service Centre

**Welcome Desk for  
International  
Researchers**

*A personalized support  
in your administrative  
procedures*



Université

de Strasbourg



**EURAXESS – Researchers in Motion** is a unique pan-European initiative delivering information and support services to professional researchers.

Backed by the European Union and its Member States, it supports researcher mobility and career development, while enhancing scientific collaboration between Europe and the world.

### EURAXESS Jobs and fundings

is a stress-free recruitment tool where no charges apply. Researchers can find a wealth of constantly updated information on job vacancies, funding opportunities and fellowships throughout Europe. Posting their CV will allow recruiters to find them. Companies or research institutes can post vacancies free of charge and search for the CVs of international top-notch researchers.

Users can also directly access the national EURAXESS portals of the partner countries which contain information on research job and funding opportunities, as well as on personalised services in each country.



### **📍 The Euraxess Service Centre**

Facilitates the necessary procedures for the arrival of researchers, doctoral students, post-docs and international lecturers-researchers hosted at the University of Strasbourg.

It offers a support in the preparation of the stay and installation in Alsace: Visa/residence permit, housing, health, opening a bank account, schooling, French classes, cultural events, etc.

Our close partnership with the **Prefecture of Bas-Rhin** allows an accelerated procedure for filing a residence permit application.



#### **Abeer A., Syria, UMR 7516**

In April 2019 I started a year of research at the Institute of Globe Physics of Strasbourg in order to study the active deformations in Mongolia impact on the capital. I speak French so I could easily find accommodation, do my administrative procedures, open a bank account ... etc. On the other hand, the center helped me to find a place for my daughter, who speaks and understands the German language, at the international nursery school. In addition, the center followed me well and kept in touch with me until I settled well to housing and work.

#### **Kareem M., India- Post Doctoral Researcher, IGBMC**

I moved to Strasbourg, France at the end of 2011 as a Post-Doctoral researcher at IGBMC. I was told by my HR office that an "International Officer for Researchers from EURAXESS" will guide and assist me through obtaining Residence card, they did not guide but they served the meal on a platter for me. EURAXESS does it all, I just have to sign and handover the checklist they would ask. And later, we go and collect it from Prefecture with a reference letter - no ques, no appointments, and no waiting. Anytime any situation they are there to help us. You have made our life easy and beautiful at Strasbourg.



#### **Vladimir T., Russia, ISIS**

I am working in the field of Protein Chemistry: studying proteins using chemical and biophysical methods in order to understand how proteins work and to develop new therapeutic strategies against disease-related proteins.

The Euraxess team welcomed me in Strasbourg upon my arrival and truly helped with all the paperwork for residence permits for me and my family.

## Visa and residence permit



### Before departure:

For a stay of more than 3 months, you must apply to the French Embassy or Consulate in your country of residence for a long-stay visa bearing the mention «student» if you are registered at the University of Strasbourg without a work contract, and «passeport talent» in other cases. To submit your visa application, you must provide:

- Proof of Address
- Certificate of Schooling or Admission Notice for Student Application
- The hosting agreement signed by the University of Strasbourg for a «scientific» request

### On arrival:

Within 2 months of your arrival in France, depending on the duration of your stay and the nature of your visa you will have to validate it with the competent authority.

#### • Stay of 1 year or less :

**Visa France (sauf CTOM) VLS-TS (Long Stay Visa valid as residence permit):** You must validate your visa online at the following address: <https://administration-etrangers-en-france.interieur.gouv.fr>

#### • Stay longer than 1 year :

**Visa labelled «passeport talent» :** you must apply for a residence permit that will be valid for the duration of your hosting agreement. To carry out this process, contact your Euraxess centre to submit your file. When receiving your residence permit, expect to pay a fee of EUR 269.\*

**Visa labelled «étudiant» :** deposit your file at the "Agora" welcome centre located on the central University campus from September to November, and outside this period directly to the prefecture. The amount of the fee is EUR 79.\*

\* Rates in effect on 01/07/2019

### Important documents to bring with you :

- Original hosting agreement (Convention d'accueil)
- Passport + visa
- Birth certificate translated into French or English

*if you come with your family:*

- Marriage certificate,
- Family record book (or full birth certificates),
- Children's vaccination records

## Health



### Social security

Anyone residing in France must benefit from health coverage to meet their medical expenses when here.

- **You are a European citizen:** You can have the European Health Insurance Card (EHIC). The CLEISS website offers information in several languages.
- **You are a non-European citizen with a student visa:** In anticipation of your arrival in France for your studies, you must apply for your affiliation to the French social security by registering on the dedicated website [www.etudiant-etranger.ameli.fr](http://www.etudiant-etranger.ameli.fr).
- **You are a non-European citizen with a talent passport and an employment contract:** Paris CPAM centralises applications from this category.

*Every major member of your family must individually sign up for Health Insurance. Once you have received your social security number, you will receive a refund of your medical expenses incurred as of the first day of the employment contract.*

**Deadlines:** Allow one month for your file to be processed, and approximately 3-6 months to receive the certificate of rights and the "Carte vitale" application form.

- **You are a non-EU citizen and have a «talent passport» visa without a work contract:** It is imperative in this case to take out private insurance either in France or in your country of origin, which covers your health costs and those of the family that accompanies you.

*After 3 months of presence on French territory, you can request CPAM coverage on the basis of residence.*

### Supplementary health insurance:

It is not obligatory, but to take out such an insurance makes it possible to be better reimbursed for your expenses (for example optical expenses, dental expenses, etc.).

You may be able to benefit from the Universal Supplementary Health Cover (CMU-C). It is advisable to compare the various offers that are proposed.

### What is a Carte Vitale?

It is a smart card that contains all the information needed to pay your health costs. By presenting it to your doctor, you know that you will be automatically reimbursed in about a week, without the need to send in a declaration of treatment.



## Opening a bank account



The opening of a bank account will facilitate your procedures during your installation in Strasbourg: access to housing, payment of salary, etc. The opening of an account is generally free, but some services can be charged (from EUR 2 to EUR 10 approximately).

You must be physically present to open a bank account. It may be useful to ask your usual bank to know if it is associated with a French network, which can facilitate the opening of an account (sometimes even before your arrival in France) and money transfers.

Most banks around the university's central campus have English-speaking employees.

## Social Allowances



Under certain conditions of stay and resources, you can benefit from allowances and assistance from the Caisse d'Allocations Familiales (CAF) mainly related to the following areas:

- the family: birth grant, basic allowance, childcare ....
- housing: social housing allowance (ALS) ...

The [www.caf.fr](http://www.caf.fr) website guides your steps.

## Accommodation



The University of Strasbourg offers different types of housing, and lists many offers. Do not hesitate to ask the housing guide to help you in your search, contact: [info-logement@unistra.fr](mailto:info-logement@unistra.fr).

## French courses



The International University House offers French language courses every semester at a favourable rate for researchers and their spouses. Registration and payment are made online only (about EUR 80/ half year). You will receive an information message at the beginning of each semester.

## Insurance



### Civil Liability

Civil liability insurance is mandatory. It is used to cover your expenses if you cause unintentional damage (e.g. accident) to a third party or their property. It is included in the home multi-risk contract.

### Home insurance

When you rent an accommodation, home insurance is mandatory, except in the case of furnished premises. It is requested by the owner or the real estate agency. There are several contracts whose scope of protection is more or less extensive. Most often, the risks covered are as follows (home multi-risk insurance): covering property, fire, natural disaster, water damage, broken glass, burglary, equipment, valuables.



### Voluntary occupational accident/occupational disease insurance

This type of insurance is strongly recommended.

## School and childcare



All children aged 3 to 16 are subject to compulsory education, this also applies to newly arrived allophone children. The schooling of newly arrived students who do not speak French can be adapted.

In France, teaching is free in public schools. Some services and expenses remain at the expense of families such as catering and daycare.

There is a wide variety of public and private institutions in Strasbourg offering international education at all levels of education (kindergarten, primary, secondary school, high school).

Outside school time, there are different modes of reception, collective or individual. It is important to provide for childcare if possible before your arrival in France because these structures are in great demand.

## Cultural agenda



The International University House offers a varied cultural programme throughout the year to help you discover Strasbourg and its surroundings: excursions, visits, shows ... Visit the Facebook page of the "Maison universitaire internationale - Accueil Unistra" to be informed of upcoming events: <https://www.facebook.com/international.unistra/>



## Euraxess Service Center

Université de Strasbourg

Maison Universitaire Internationale

11 presqu'île André Malraux

67100 Strasbourg

euraxess@unistra.fr

+33(0)3.68.85.16.50



Station Etoile bourse, tram A and D  
station Winston Churchill, tram C and E



HR EXCELLENCE IN RESEARCH