

2022

Guidelines for international PhD students and researchers

Université

de Strasbourg



Summary

Editorial

Introduction

Part 1: Your stay in Strasbourg: administrative procedures

BEFORE LEAVING

1. Preparing the documents you need to take with you 11
2. Obtaining a visa 12
3. Information on health coverage and insurance 14

ON ARRIVAL

4. Looking for an accommodation .16
5. Validating the visa and applying for a residence permit 18
6. Opening a bank account 19
7. Obtaining a Social Security number 21
8. Medical treatment in France23
9. Bringing family24
10. Paying taxes28

AT THE END OF YOUR STAY IN FRANCE

11. To Do List before leaving30
12. Documents to keep31



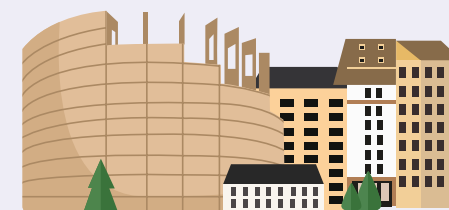
Part 2: Your time at the University

1. PhD studies 36
2. Setting into Unistra : the new student's To Do List 42
3. Working at Unistra 43
4. your contacts 48



Partie 3: Discovering French culture

1. Understanding culture shock ..52
2. About France 54
3. About Alsace 56
4. Learning French 60
5. Getting around 61
6. Cultural activities 64
7. Practicing a sport 65



ANNEXES

- Useful addresses 68
- Map of Strasbourg 70
- French/ English glossary 72

Editorial

Welcome to the University of Strasbourg!

You have chosen to come to Strasbourg to do your thesis and research work. We are happy to welcome you to our highly reputed multidisciplinary European university with its rich multicultural environment.

Whether you are single or intend to bring your family, we would like to help you to make your research stay in Strasbourg a rich and unforgettable experience. We have provided the Researchers' Guidelines that you have in your hand as a tool to answer your questions and facilitate the settling in process. It covers numerous practical aspects of your life, including visas or residence permits, health coverage, or your children's education. You will find a wealth of information on the steps to take, but also a few words of advice to give you a better understanding of your cultural integration into our country, our region and our city.

Building on the quality of its welcome and the momentum driven by the European HRS4R scheme (Human Resources Strategy for Researchers), the University of Strasbourg and its partners do everything they can to welcome researchers and provide them with the support and expertise that will be useful to them during their stay. The Euraxess Centre in the Research and Research Optimisation Department is there to guide you and provide you with the support you need.

Our research units and services are at your disposal to ensure that this period in France remains a powerful experience and an unforgettable stage in your career.

We wish you an excellent stay at the University of Strasbourg and a wonderful academic year!



*Elisabeth DEMONT,
Vice President Human
Resources and Social Dia-
logue and Rémi BARILLON,
Vice President Research,
Doctoral Training and
Open Sciences.*

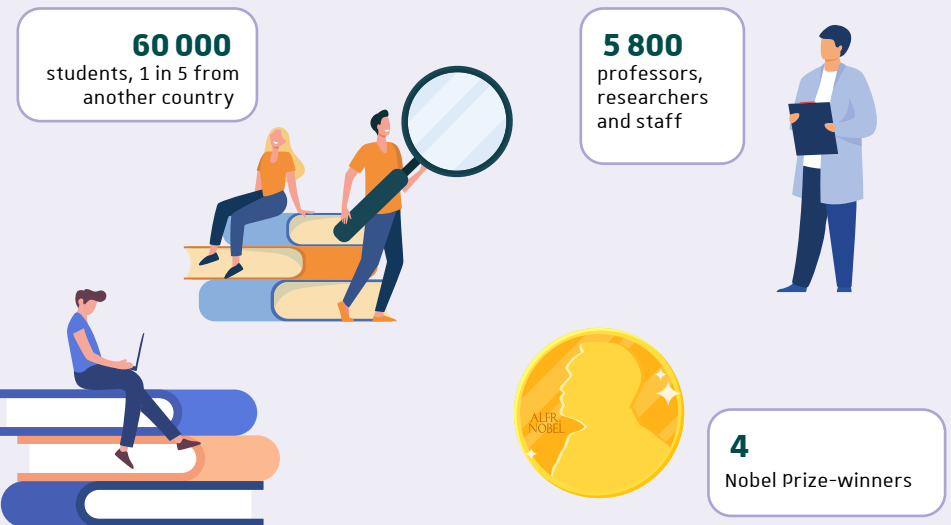
Introduction

You have chosen Strasbourg, the European capital, to carry out your research work. Thanks to this experience, you will discover a multicultural city in the heart of Europe, known for its history, the richness of its heritage and its cultural offering.

It is an essential player in its territory and is asserting itself as a true economic partner in terms of scientific, technological and entrepreneurial innovation.

The bearer of strong humanist traditions, Unistra is an inclusive university, enriched by the diversity of its members.

A few statistics:



Practically every discipline in the sphere of learning and knowledge is represented here:

- Art, Humanities, Languages
- Law, Economics, Management, Political and Social Sciences
- Human and Social Sciences
- Sciences and Technology
- Health

The reputation of the University of Strasbourg has been further strengthened at national and international level by its being awarded **the Initiative of Excellence (IdEx) label**, among others.

The university is involved in many international networks of excellence, such as LERU, UEA and the Utrecht-Network, and is a member of **the EPICUR network**, a European university alliance of eight higher education institutions across Europe.

Finally, as a member of **the EUCOR - The European Campus network**, the University of Strasbourg works closely with the universities of the Upper Rhine: The University of Basel in Switzerland, the KIT (Karlsruher Institut für Technologie), the University of Freiburg in Germany and the UHA (University of Haute-Alsace) in France.

Cross-disciplinary strategic themes have emerged here, such as quantum sciences and technologies, personalised and precision medicine, sustainable development and European identities.

→ The Euraxess Service Centre

The role of the Strasbourg Euraxess Service Centre at the University of Strasbourg is to be **the go-to contact** for foreign scientists and their families staying in Strasbourg. Its mission is to facilitate the preparation of the researcher's stay and the settling in process.

- Administrative formalities related to obtaining a residence permit, advice and naturalisation, in close collaboration with the Prefecture
- Help with visa applications to consulates
- Information on various subjects: housing, family allowances (CAF), social security, job centre (Pôle Emploi)...

- French as a Foreign Language Courses (FLE)
- A programme of cultural events and activities to help you to meet people and get fully involved in life in Strasbourg

The Euraxess Strasbourg Service Centre is located within the International University Centre (Maison Universitaire Internationale), 200 metres from the Esplanade Central Campus. It brings together reception services for foreign students and researchers. Located on the ground floor of the building, the University's international reception service is bilingual (French / English).

From PhD students to postdoctoral graduates, including visiting researchers, the status of researchers remains varied and subject to regulations that are sometimes complex and constantly evolving. In many cases, tailor-made support is extremely useful.

The aim of the Euraxess Strasbourg Service Centre is to find the specific response appropriate to each situation. More generally, its work is part of the quality approach to which the University of Strasbourg is committed, for which it has received **the European HRS4R label**.

The Unistra Euraxess Centre has inherited a strong tradition of hosting foreign researchers and a network of close partners.

The interface between research units, the Human Resources Department and researchers, is located within the Research and Research Optimisation Department, acting in synergy with the services of partners such as the CNRS and Inserm.



Expertise: immigration, employment law, scientific mobility, social security, settling-in procedures.



Euraxess, a high degree of European and national expertise

Euraxess is primarily a European network present in more than 40 countries, as well as on other continents

→ euraxess.ec.europa.eu/worldwide

The higher education institutional centres in France form an active national network chaired by the Conference of University Presidents (CPU). They have developed an oversight work and a strong professional expertise, particularly in the field of scientific immigration.

Introducing the HRS4R label

This label is a guarantee of quality and attractiveness and aims to implement actions for researchers to facilitate their mobility in the European Research Area.

The fundamental texts of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers define quality standards in terms of ethical principles and professional responsibilities, recruitment, career development, working conditions and safety, and the professional and training environment.

The HR label is a real asset when applying for Horizon Europe projects.

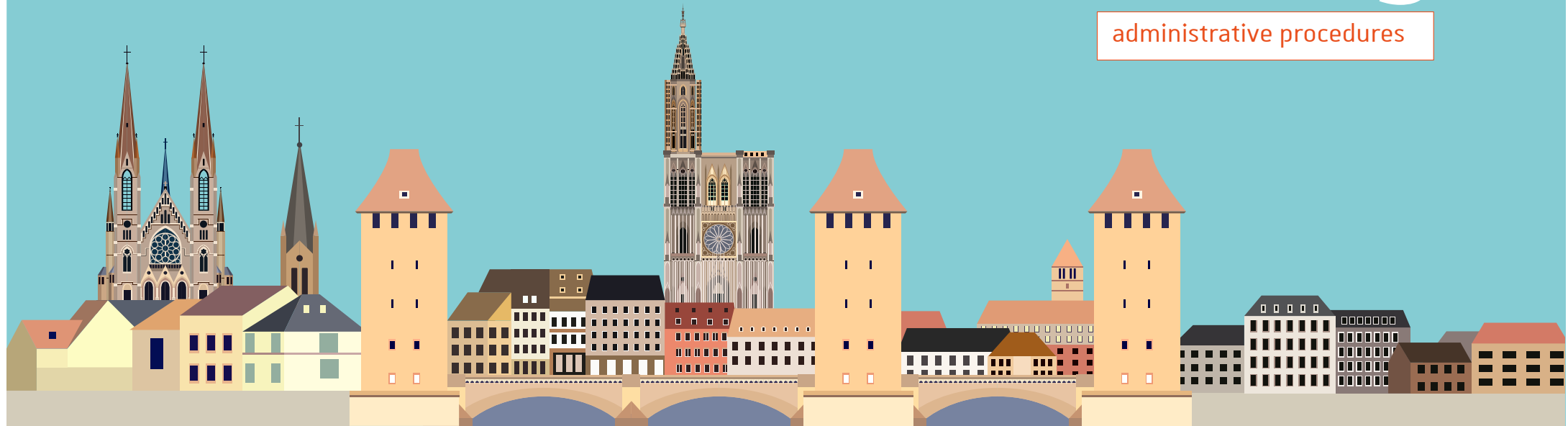
The University of Strasbourg has been committed to this certification process since 2017 as part of its continuous improvement approach.



Part 1

Your stay in Strasbourg

administrative procedures





Before Leaving



1. Preparing the documents you need to take with you



Identity and other related documents:

- Passport
- Birth certificate
- Other civil registry documents (birth, marriage, divorce, etc.)



Driving licence/vehicle:

- Valid driving licence
- Vehicle documents : international certificate of insurance + proof of vehicle ownership



Health and insurance:

- European Health insurance Card if you are registered for state health insurance in a European country
- Certificate of state health coverage in a country with a social security agreement with the French state
- Certificate of private health insurance if you have this cover
- A state health coverage
- Vaccination records
- Medical prescriptions



Education and Training:

- The originals of qualifications awarded by institutes of higher education
- Students:
 - Record of grades obtained during the last 2 years of study
 - Certificate of registration in your university of origin
 - Certificate or proof of proficiency in French



Resources:

- Proof of adequate financial resources for the stay: hosting agreement, scholarship or grant certificate, employment contract from your country of origin, etc.
- Proof of your previous year's income: wage slips, income tax return, proof of your partner's income



Your children's education:

- Records of marks obtained
- School reports



2. Obtaining a visa

→ Do I need a visa?

If you come from the European Economic Area (EEA) or are a Swiss citizen, you do not need a visa to stay or work in France. Valid proof of identity is sufficient.

If you are a national of a third-party country, depending on the duration and reason for your stay in France, you may need to apply for a visa from the French consulate in your usual place of residence.

→ What type of visa should I apply for?

The visa allocated to you will depend mainly on how you finance **your** stay.



A researcher with a grant:

- Grant < €1,400 **net monthly: student visa
- Grant > €1,400 net monthly: Choice of talent - researcher* passport visa - or student visa



Salaried researcher in France: talent - researcher's passport visa



Salaried researcher in your country of origin: talent - researcher passport visa

* or a scientist-researcher's Visa if you have Algerian nationality

** Monthly funding (scholarship + possible complement from the host institution) must be greater than the public doctoral contract minimum (**montant minimum du contrat doctoral de droit public**) i.e. around €1,400 net. This amount is due to be re-evaluated during the 2021-2022 period.

→ What status will my spouse have, depending on his/her situation and mine?

♦ If you have a visa / Talent Passport residence permit as a researcher:

your spouse may apply for a visa followed by a Talent-Family Passport, which will authorise him/her to work in France.

♦ If you have a Researcher's residence permit and your spouse is Algerian

your spouse may request a visa, then a Private Life and Family residence permit.

♦ If you are a PhD student with a student residence permit or visa:

your spouse may apply for a visa, then a Visitor's residence permit.

♦ If you are a citizen of the EU / EEA / Switzerland:

your spouse will obtain a resident's permit as a member of the family of an EU / EEA / Swiss citizen.

NB: Only married persons have the status of Spouse.

What is the difference between the student visa and the talent-researcher passport visa?

- Student status allows you to work on an ancillary basis for up to 964 hours per year maximum.
- Talent-researcher passport status allows you to bring your family (spouse and children) via a simplified process thanks to the talent-family passport visa.

→ What type of visa must children have?

Children who are citizens of the EU / EEA / Switzerland:

no action is necessary if your children hold the nationality of a country in the European Union or EEA or if they are Swiss nationals.

Children who are minors (under 18) who are nationals of a third-party country:

for stays of more than 90 days, your children aged under 18 will need a long-stay D visa to enter French territory. If you have a Talent - Researcher Passport visa (or Scientist - Researcher if you are Algerian), your child will be able to obtain a Talent - Family Passport visa (or Private and Family Life if the child has Algerian nationality).




Special Case: intra-European mobility:

If you hold a European residence permit from a country that is a member of the Schengen area, you can come to France for a stay of fewer than 90 days without applying for a visa. For an extended stay (less than 90 days), you must apply for an extended stay visa from the French consulate in the European country in which you reside.

To find appropriate information for your situation, you can consult the **official France-Visas website**.

→ france-visas.gouv.fr/web/france-visas/ai-je-besoin-d-un-visa

Please note:

 Depending on your country and the time of year, the deadlines for making an appointment and for examining your case may vary. Users are asked to plan their visa application procedures well in advance, taking into account these deadlines in relation to their date of departure.

What purpose does the Hosting Agreement serve?

To apply for a Talent - Researcher Passport visa (or a Scientific - Researcher visa for Algerian nationals), you need a Hosting Agreement. This is the only **original legal document** accepted to certify that you are a researcher, the purpose and duration of the stay in France and the right to work. It is equivalent to a work permit.

The Hosting Agreement allows foreign nationals from outside the European Union, EEA or Switzerland to benefit from the dedicated procedure to enable researchers to carry out research activities and/or dispense university-level education in an establishment approved by the Ministry of Higher Education, Research and Innovation.

The Euraxess Services Centre issues this document.

Terms and conditions of eligibility for the Hosting Certificate :

- ♦ Hold a qualification at least equivalent to a Master's degree
- ♦ Pursue a period of research/or teaching at university level
- ♦ Spend this period in an establishment duly accredited by the Ministry of Higher Education, Research and Innovation



3. Information on health coverage and insurance

IF YOU HAVE A CONTRACT OF EMPLOYMENT IN FRANCE:

you will be covered by general state health insurance (Social Security) from the first hour worked.

Welfare contributions will be deducted automatically from your salary.



IF YOU DO NOT HAVE A CONTRACT OF EMPLOYMENT IN FRANCE:

- If you are a citizen of Europe (EU / EEA) or Switzerland:

before arriving, you must obtain the European Health Insurance Card (Carte Européenne d'Assurance Maladie - CEAM) from the state health insurance organisation in your country. It must be valid for the entire duration of **your stay in France**.

- If you are a national of a third-party country:

you must take out a private insurance to cover the entire duration of your stay.

In all cases, for the first three months of your stay in France, you must take out a **private insurance** in your country of origin for health coverage. In addition, **repatriation** and **civil liability** coverage are also compulsory for your entire stay.

What is Civil Liability?

This is the legal principle whereby everyone is obliged to provide financial reparation for any material, immaterial or physical damage that he or she may cause to others.

Civil Liability insurance therefore consists in covering the risk of any damage that you may cause to others. If damage occurs, the insurance company will step in to compensate the victim on your behalf.

This type of insurance is required for all rentals.

Tip

To benefit from personalised support from your Euraxess service centre, you must remember to register on the **Alfred platform**.

→ www.fnak.fr/inscription/?lang=en&cid=alsace



→ Q
On Arrival



4. Looking for accommodation

finding accommodation in Strasbourg is not always easy. It is advisable to start looking as soon as possible.

Whatever your situation, it is advisable to consult **the MUI Housing Guide** (in French and English) available on request by email from info-logement@unistra.fr, which lists the offers available in Strasbourg, useful addresses and ways of finding help with housing. It also provides a whole range of practical advice to facilitate looking for, finding and obtaining accommodation.

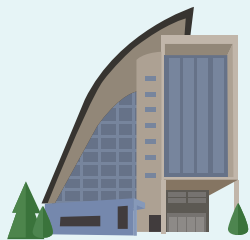
→ **Contact :**
info-logement@unistra.fr

→ **Internet link :**
hebergement.unistra.fr

Depending on your situation, the length of your stay and your budget, several options exist, from housing owned by the university of Strasbourg to university residences (Crous), including private residences, hotels or aparthotels, or even private rental offers. These options are presented in detail in the housing guide.

→ The European Doctoral College

This residence gives priority to first-time PhD students under a multi-diploma joint supervision arrangement. It is ideally located on the university's Esplanade Campus, Boulevard de la victoire, close to the "Observatoire" tram stop.



→ Villa Arconati

Villa Arconati Visconti is a University of Strasbourg residence dedicated to hosting professors, researchers and postdoctoral students during short stays in Strasbourg. The length of stay in the accommodation ranges from a minimum of one week to a maximum of three months.

The residence provides single rooms, studio apartments and one-bedroom apartments, five of which are duplex apartments. Each room has a private bathroom, a television and an internet connection. The studio and one-bedroom apartments have a kitchen area in the living room (sink, refrigerator and hotplates). The residence also has a shared fitted kitchen and a laundry available for all residents to use.

To book:

contact : info-logement@unistra.fr

→ Practical Advice

♦ THE GUARANTOR

For housing applications, a guarantor resident in France is very often required. Several different solutions exist.

If you are under 30 years of age and know no-one whom you could ask to do this, and depending on the eligibility criteria, it may be possible to benefit from the free

Visale guarantee. The application must be made before signing the lease agreement and you must have a valid residence permit.

If you are over 30 years of age, there are other private guarantor systems, for which the cost of the guarantee is generally a percentage of the rent.

♦ THE SECURITY DEPOSIT

In most cases, the owner requires a security deposit to cover any cases where the tenant fails to respect his or her obligations (unpaid rent or charges, failing to carry out repairs that fall under the tenant's responsibility, etc.). The amount, payment and restitution are governed by French law (one month's rent exclusive of charges).

♦ MULTI-RISK HOUSING INSURANCE

This insurance is mandatory in France and covers loss or damage in your

accommodation (water damage, theft or fire).

You may take out a policy with your bank or a private insurance company. The cost is between €20 and €80 per year, depending on any extra cover you may choose.

Insurance price comparison websites

- > quechoisir.org
- > Argent Assurance
- > Assurance habitation
- > Comparateur assurance habitation

♦ FINANCIAL ASSISTANCE / CAF

Allowances from the French Family Allowance Fund (CAF) may provide help with paying accommodation under certain conditions.

To check your eligibility: wwwd.caf.fr/wvps/portal/caffr/aidesetservices/lesservicesenligne/estimervosdroits/lelogement#/stateaccueil

Important!

It is advisable to apply as soon as you **arrive in France**, even if you do not yet have all the documents required. These can be sent at a later date.

♦ THE ENTRY AND DEPARTURE INVENTORY OF FIXTURES

An entry inventory of fixtures must be carried out as soon as you receive the keys and duly appended to the lease agreement. It describes the state of the accommodation and its fixtures and fittings when the tenant takes possession. A departure inventory is carried out when the tenant leaves the accommodation and returns the keys.

Should a dispute arise, comparing these two documents will make it possible to establish each party's responsibilities.

♦ LEAVING YOUR ACCOMMODATION

You must inform your landlord, respecting the notice period laid down by law of between one and three months before you move out.

Before leaving your accommodation, you must do a **departure inventory** with the owner or his representative (estate agent). If he refuses to do this, you may contact a court bailiff.

You will recover the safety deposit paid to this landlord within one or two months after you move out.

♦ WARNING ⚠

No payments should be made before visiting the accommodation or signing a rental agreement (also known as a lease agreement).

Advice or legal help on accommodation issues may be obtained

→ www.anil.org

free of charge from the National Agency for Information on Housing, or **ANIL** (Agence Nationale pour l'Information sur le Logement).



5. Validating the visa or applying for a residence permit

During the three months following your arrival in France, you must validate your visa or apply for a residence permit.

If you have a Short Stay Visa (Visa court Séjour - VCS):

for less than three months, no further action is necessary



If you have a Long Stay Visa valid as a Residence Permit (VLS TS): for three to twelve months, create an account on the website **Étrangers en France** - administration-etrangers-en-france.interieur.gouv.fr - then validate your visa.

→ how much does it cost?

Students: *€ 50

Talent- Researcher Passport Holder: *€ 200

The payment is made upon validation of the visa online via the electronic purchase of a revenue stamp (timbre fiscal) on the same site.

→ administration-etrangers-en-france.interieur.gouv.fr

If you have a three-month visa marked "please apply for a residence permit" (carte de séjour à solliciter): create an account, then complete your application for a residence permit on the **Étrangers en France** website: administration-etrangers-en-france.interieur.gouv.fr

→ How much does it cost?

Students: *€ 75

Talent Passport Holders: *€ 225

Payment is made via a revenue stamp (timbre fiscal) when the residence permit is collected from the Prefecture. to make an electronic purchase of a Revenue stamp: timbres.impots.gouv.fr

→ administration-etrangers-en-france.interieur.gouv.fr

Your residence permit must be renewed two to three months before its expiry date via the website administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/espace-personnel/connexion-inscription.

For a late renewal application after the expiry date there is an administrative regularisation charge of *€180.

For all questions on administrative procedures, you may contact your Euraxess service centre: euraxess@unistra.fr

Residence permits are renewed on the same website two to three months before their expiry date.

*Current rates at 01/09/2021

Before validating your visa, prepare the following documents:

- ♦ Passport
- ♦ Visa
- ♦ E-photo
- ♦ Proof of home address dating from less than 6 months
- ♦ Marriage certificate
- ♦ Birth certificate
- ♦ Your most recent qualification
- ♦ Hosting agreement or certificate of registration at the University
- ♦ Proof of resources

6. Opening a bank account

During your stay in France, you will certainly need to open a bank account to deposit your salary or grant, send/receive bank transfers or, if appropriate, receive social welfare payments or the reimbursement of medical costs.

All foreigners live in France for at least three months may open a resident's bank account, with a chequebook (free or at a nominal charge), and a credit card (payment card or simply cash withdrawal card). The minimum stay depends on the bank.

The University is not in partnership with any establishment in particular. Most establishments

represented around the Esplanade Campus have English-speaking staff.

You may also open an **online French bank account**. In this case, a residence permit

is mandatory (resident's card or receipt of application for one, or certification that the visa has been validated) as well as the other usual documents. As a result, all persons holding a visa marked "Temporary exemption from a residence permit" (*Dispense temporaire de titre de séjour*) will not be able to open this type of account.

Comment: *This type of bank account does not include insurance linked to its payment card (theft, loss, fraudulent use of your bank account). you should take the time to read the general terms and conditions of sale properly before signing a contract.*

→ **Three documents are essential to open a bank account**



Proof of identity (passport or visa)



Proof of accommodation dated within the last three months

(rent receipt, telephone or electricity bill, etc)



A document from your employer providing proof of your employment contract

(employment contract or hosting agreement) **or a grant certificate**



Allowing for a budget to cover the cost of living in France

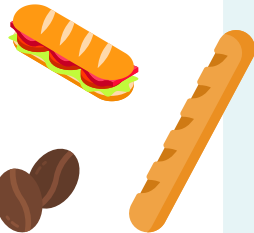
Rent (Q1 ou Q2)
€ 500 - 800 / month



Housing Insurance
€20 - 80 / month

Installation costs
(telephone, electricity, internet, etc.)
up to €100

Sandwich
€4 - €6



Baguette
€0,75 - €2

Coffee
€2 - €3

Beer (25 cl)
€3 - €5

Tarte flambée
(savory tart, a local speciality)
€6 - €12



Affiliation to supplementary health insurance (mutuelle santé)
€ 400 - € 700 / year



Mobile telephone
€ 2 - € 30 / month

Web Hub
€ 15 - € 40 / month



Cinema ticket
€5 - €9



Swimming pool entry
€3 - €5



Hairdresser
€20 - €45




Launderette
€3 - €5



→ **Info:**
Your student's card gives you the right to numerous reductions.



 **Tip:** To find the best pass and/or subscription to suit your specific needs, use an online comparison site.

7. Obtaining a Social Security number

National Health insurance affiliation is **mandatory** for stays of more than three months, unless there is a bilateral agreement between France and your country of origin.

An employee and his or her family benefit from the many advantages of the comprehensive French social protection system as follows:

- ◆ Health, maternity, paternity, invalidity and death
- ◆ Accident at work and occupational diseases
- ◆ Retirement pension
- ◆ Family allowances
- ◆ Unemployment benefit

→ How does it work ?

Registration with the social security system leads to the allocation of a social security number (13-digit number) and the issuing of a computerised registration card, known as the **Carte Vitale** (Vital, or Life Card).

TIP

If you request this, the University's Euraxess centre can proceed with your social security affiliation via the employers' platform.

The following documents must be provided:

- ◆ The Application form for affiliation to the general scheme
- ◆ A copy of your passport: page(s) with identity and validity dates
- ◆ A copy of your residence permit or long-stay visa equivalent to a residence permit bearing the words "Scientist - researcher" or "Talent - researcher passport"
- ◆ A copy of your birth certificate mentioning filiations (no need for legalisation or apostille)*
- ◆ A copy of your Hosting Agreement
- ◆ A copy of your employment contract
- ◆ Your Banking details (*RIB*)


* Birth certificates in the following languages are acceptable: Albanian, German, English, Danish, Croatian, Spanish, Finnish, French, Hungarian, Italian, Latvian, Lithuanian, Dutch, Norwegian, Polish, Portuguese, Romanian, Slovak, Swedish, Czech, and Turkish. For other languages, they must be translated, either by a sworn translator or by the French Embassy or Consulate in the country where the document was issued.



♦ EUROPEAN NATIONALS

If you are a European Union or EEA national and hold the European Health Insurance Card (*Carte Européenne d'Assurance Maladie - CEAM*), this personal card helps you to obtain and pay for any health care that may be necessary during a temporary stay in France and gives access to the public health system.

It should be presented at each visit to a health professional to ensure that treatment is received. To be reimbursed, **the medical treatment form (*feuille de soins*)** received from your doctor, the prescription and a copy of your CEAM should be deposited at the Local Sickness Insurance Fund Centre (*Caisse Primaire d'Assurance Maladie*) in the area where you live.

 **Caution:** the validity period varies from one issuing country to another (you may obtain information on this from the social insurance body in your country of origin, or consult the site of the CLEISS.)

♦ If you DO NOT HAVE AN EMPLOYMENT CONTRACT AND INTEND TO ENROL in a French institution of higher education:

you must register, free of charge, with French Social Security immediately after administrative registration at your institution.

Please visit **the health insurance site for foreign students**. Consult the webpage

→ etudiant-etranger.ameli.fr

"Je m'inscris à la sécurité sociale"

(I wish to enrol in the French social security system) to find all the steps to be taken and the documents to be supplied, depending on your situation.

♦ NON-EUROPEAN NATIONALS

If you are an employee with a talent - researcher passport visa / residence permit, you and your family will be attached to the Paris Caisse Primaire d'Assurance Maladie from the first day of your employment contract.



♦ If you DO NOT HAVE AN EMPLOYMENT CONTRACT AND ARE NOT ENROLLED in a French institution of higher education:

you must take out private health insurance at your own expense for the first three months of your stay. You can then register for Social Security as a resident.



8. Medical treatment in France

→ The Medical Consultant

The medical consultant is the doctor who provides treatment, keeps records of your medical history and directs you towards a specialist if necessary. Choosing one is not mandatory but is **highly recommended** as it ensures more consistent treatment as well as a higher level of reimbursement.

It is up to you to choose the doctor who knows you best and whom you believe to be the most suitable. This doctor may practise in his or her own surgery or a shared surgery or work in a health centre or a hospital.

→ The Carte Vitale



This card is free, confidential and secure. With it, health costs are reimbursed quicker. Hand it to your doctor to avoid having to contact the Caisse d'Assurance Maladie for reimbursement.

Should your card be lost or stolen, this may be declared online to obtain a new card as quickly as possible.

→ for more informations: www.ameli.fr/bas-rhin/assure/remboursements/etre-bien-rembourse/carte-vitale

→ Pharmacies

Medicines are issued to the public by pharmacists. Some medicines require a prescription, while others do not. Pharmacies take it in turns to stay open on Sundays and public holidays.

→ Maternity Care

In France, pregnant women's medical expenses are **100% covered** by maternity insurance, whether or not they are related to the pregnancy, from the sixth month of pregnancy until the twelfth day after the birth date. The third-party payment system applies by right. The pregnancy should be declared during the first trimester

→ For further information: www.ameli.fr/bas-rhin/medecin/exercice-liberal/prescription-prise-charge/situation-patient-maternite/situation-patient-maternite

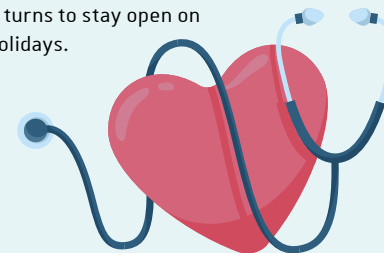
→ Child healthcare

The twenty standard children's and adolescents' medical examinations (from birth to 16 years old) are 100% covered by the Health Insurance Fund without costs having to be advanced by the parents.

NB: some vaccinations are compulsory for your child to be admitted to community institutions (nursery, school, etc.).

TIP

Do you need to see a doctor? Appointments can be made via the site **Doctolib** (www.doctolib.fr), particularly if you need to see a local specialist. Searches can be filtered to show the languages spoken by the specialist.



9. Bringing family

Going abroad with a spouse and children is a great life project for which it is best to prepare. In order to ensure that the family is not a hindrance to the researcher's mobility, here are some information and advice to facilitate the entire family's arrival and to make sure that everyone finds their footing.

→ Reconciling professional mobility with your spouse's career?

A successful mobility experience is one that prepares an entire family for the changes that lie ahead. One of the aspects to think about in advance is how to avoid frustration or weakening your spouse's career path.

Advice: *fluency in French is clearly an advantage on the French employment market. The University's International Centre (Maison Universitaire Internationale) offers French lessons to researchers and their partners at advantageous rates.*

- ♦ It is advisable to ask **the Euraxess office** about existing professional prospects and networks, or even to send in the CV of the spouse who wishes to work once in France. If the office is unable to find a suitable job, it can put you in touch with its networks and provide useful information about work and the job market in the region.
- ♦ **The University of Strasbourg's alumni network**, with its many events, is a rich source of contacts.
- ♦ Our German partners' local **Dual Career offices** may also be an interesting avenue to explore.

→ Early childhood

In France, there are many different childcare possibilities from 2 months to 3 years of age (in the community, the family or the home) to facilitate the combination of family and professional life.

Advice: *it is highly recommended that you start investigating child-minding options well in advance, even as far ahead as the beginning of a pregnancy.*

Please note: There are several bilingual day nurseries in Strasbourg (English, German) and nursery schools with a teaching project.

For further information, consult **the Guide Grandir et s'épanouir à Strasbourg (Growing and flourishing in Strasbourg).**

→ www.strasbourg.eu/documents/976405/1163303/0/dbe3d5b7-756e-fd54-25b4-a500956ce6a5

→ Consult the City of Strasbourg Early Childhood Centre (*Petite enfance de la Ville de Strasbourg*): strasbourg.eu/relais-petite-enfance



→ Schooling

In France, education is compulsory and free of charge for all children aged from 3 to 16. Some schools have classes open to children from 2 years of age.

The school year covers the 10-month period from September to the beginning of July, broken up by 4 major holiday periods throughout the year and varying between the 3 zones A, B and C.

THE FRENCH SCHOOL SYSTEM

2-6 ANS	6-11 ANS	11-15 ANS	15-18 ANS	18 +
NURSERY PRESCHOOL PRE-K KINDERGARTEN	ELEMENTARY SCHOOL 1 ST GRADE TO 5 TH GRADE	MIDDLE SCHOOL (LOWER SECONDARY) 6 TH GRADE TO 9 TH GRADE	HIGH SCHOOL (UPPER SECONDARY) 10 TH GRADE TO 12 TH GRADE	UNIVERSITY, TRADE SCHOOL, PREP SCHOOL, ETC.

REGISTRATION IN NURSERY AND PRIMARY SCHOOL:

The Local Authority in the family's place of residence informs parents for which educational establishment the pupil is eligible and proceeds with the registration.

The Local Authority gives the family a certificate of registration.

This certificate, which should be given to the Head Teacher, acts as confirmation of registration.

REGISTRATION AT A LOWER SECONDARY SCHOOL:

The School Inspectorate decides which secondary school the pupil should attend, dependent on the geographical location of the family home. Registration is done directly with the secondary school in question.

REGISTRATION AT AN UPPER SECONDARY SCHOOL:

The family's preferences may be

communicated to the Head Teacher. For public establishments, the School Inspectorate will then inform the family of the establishment to which the pupil has been assigned.

Resources for the reception and schooling of newly arrived pupils whose native tongue is not French or English (EANA): eduscol.education.fr/1191/ressources-pour-l-accueil-et-la-scolarisation-des-eleves-allophones-nouvellement-arrivees-ana

Links to bilingual welcome booklets:

Registrations in Strasbourg-based schools are done online, generally from the month of April onwards, along with registration for the school canteen and other non-academic facilities (such as daycare). The procedure and application packages are available online

→ service-public.fr/particuliers/vosdroits/F1866

→ strasbourg.eu/inscription-enfant

An international teaching programme is proposed in France, with particular reference to international sections in schools.

International sections are offered in some establishments to facilitate the initial reception and inclusion of children of all nationalities in the French educational system, offering pupils bilingual and

bicultural education. These international sections exist at all levels of the school programme: nursery and elementary schools, lower secondary and upper secondary schools. It is advisable to register your child as early as possible. It may be possible to register children during the school year if places are available.

Focus on international establishments

Its geographical location at the heart of Europe means that Strasbourg offers a wealth of opportunities for international families in a professional mobility situation.

THE INTERNATIONAL SECTIONS

The international schools in Strasbourg provide lessons in five languages, alongside French: German, English, Spanish and Italian from nursery school upwards, and Polish from elementary level onwards.

PARITY BILINGUAL FRENCH-GERMAN EDUCATION

The fact that Germany is close at hand, with many German companies present in Strasbourg, and because the use of German is also an asset for economic, social and cultural relations, the Strasbourg Academy provides parity bilingual French-German education in response to this high level of demand, with methods based on total immersion from a very early age.

THE EUROPEAN SCHOOL OF STRASBOURG

The aim of the European School of Strasbourg, as well as other European Schools, is to offer a comprehensive teaching programme based on European values in one of the three language sections (English-speaking, French-speaking or German-speaking), from the nursery school programme (school enrolment from 4 years of age) up to European Baccalaureate level.

Consult the application forms and calendars: www.strasbourg.eu/enseignement-bilingue-international
Submit your application online: www.strasbourg.eu/inscription-enfant

→ Social benefits for your family

As soon as a person, of whatever nationality, is resident with their family in France, social benefits are available for the family (family allowances, services for young children, etc.), subject to the specific conditions of your stay and your children's situation in France.





The Family Allowances Fund (*Caisse d'allocations familiales* or CAF) handles the different aid systems on the basis of the family's situation, the number of children and the child-minding method. The same body handles housing aid.

→ When and how should the application be made?

It is advisable to start the process as soon as possible. Payment of aid is made retroactively from the date of submission of the application, with the opportunity to complete the application afterwards. An individual account must be created and the application submitted online on **the CAF** website.

[→www.caf.fr](http://www.caf.fr)

To benefit, you must present a resident permit (VLS-TS):

-  A long stay visa equivalent to a residence permit (VLS-TS)
-  Temporary residence permit for a period longer than 3 months
-  Residence permit or card
-  A Skills and Talents multiannual residence permit
-  Acknowledgement (receipt) of the request to renew a residence permit



10. Paying taxes

If you are primarily resident in France, you must declare your income for the year N-1 to the French tax authorities (*Trésor Public*).

Advice:

It is important to declare your income each year, because this may have consequences for the rest of your stay in France, particularly if you apply for a resident's permit or naturalisation.

There are two types of taxes that you will have to pay during your stay in France:

- ◆ **Income tax:** declaration of all revenue is mandatory for all persons resident in France for tax purposes*. Since 2019, income tax is **deducted at source**. It is, however, necessary to declare your income every year to make any adjustments where needed.
- ◆ **Housing tax:** a local tax on housing occupied on 1st January of each year. Housing tax also takes into consideration the television tax, paid by every household that owns a television. Please note: housing tax is set to disappear completely between now and 2023.

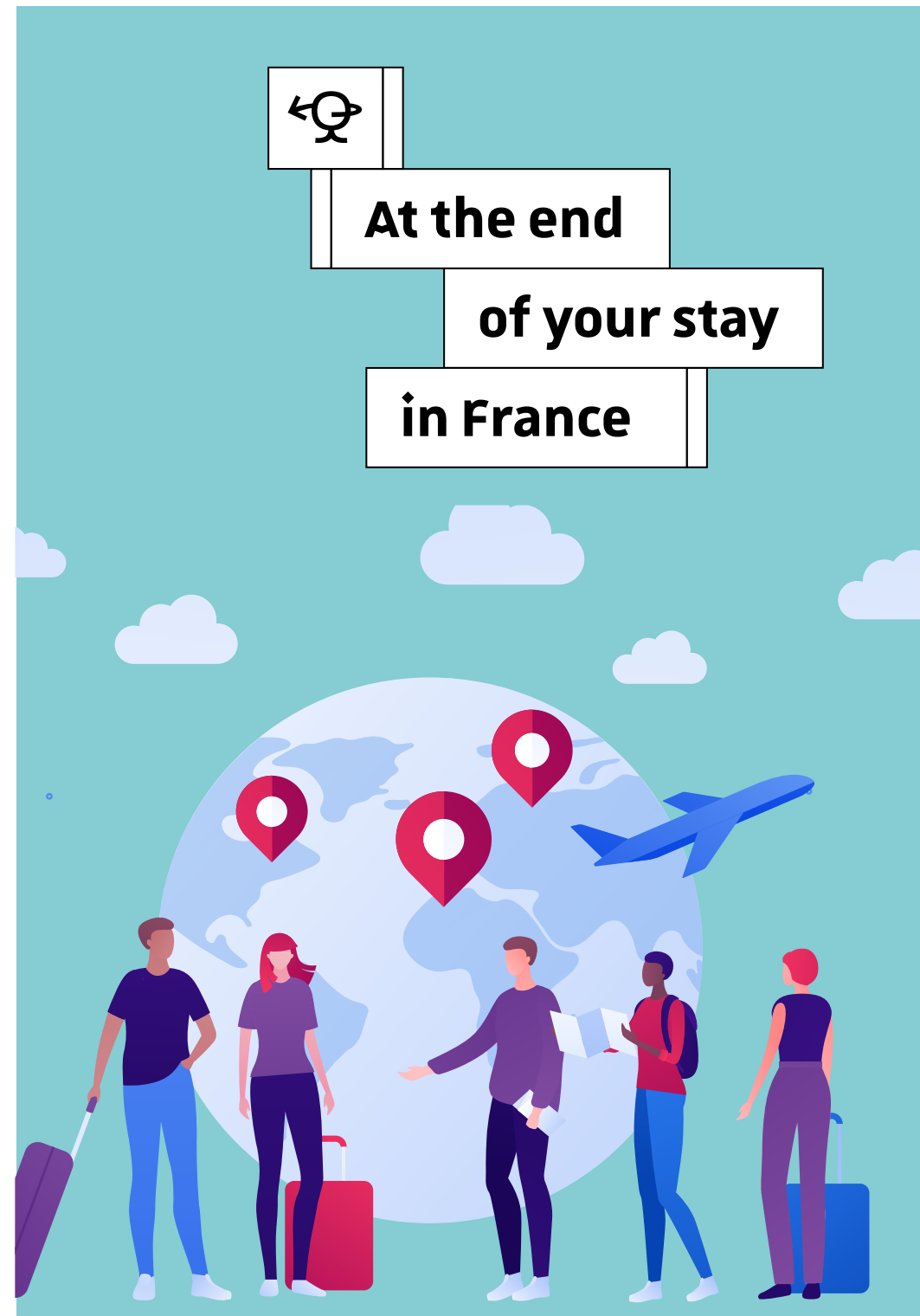
You may obtain your tax number from your local Tax Office (*Centre des finances publiques - service des impôts des particuliers*) at the service desk or via a form available **online**:

Once you have created your personal space, you can access the online declaration service.

→ impots.gouv.fr/portail/contacts?778



* Residence for tax purposes may be defined on the basis of the tax agreements signed by France with most countries. In certain cases, the latter allow for paying tax on income received in France to the former country of residence.



11. To do List before leaving

→ Housing



If you are a tenant:

- ◆ Inform the landlord or housing agency of your departure by **registered letter with signed acknowledgement of receipt**, respecting a notice period of 1 to 3 months before the date on which you intend to leave.
- ◆ Before leaving the accommodation, make an appointment with the owner or his/her representative (estate agent) to carry out an inventory of fixtures on the day of your departure. The security deposit will be returned to you within one or two months of the move.
- ◆ Take the necessary steps with **energy suppliers** (gas and electricity) and inform companies that manage **other accounts or subscriptions**: water services, telephone operators, television, internet and home insurance. Some procedures are done by telephone, others by registered mail.

→ Administrative procedures

Inform the bodies that manage your services or benefits:

- ◆ The tax authorities
- ◆ The Family Allowance Fund (*Caisse d'allocations familiales - CAF*)
- ◆ The National Health Insurance Fund (*Caisse Primaire d'Assurance Maladie CPAM*)
- ◆ The National Retirement Fund (*Caisse de Retraite*)

You may declare the change of situation to all these bodies via internet in a single operation.

→ psl.service-public.fr/mademarche/JeChangeDeCoordonnees/demarche?execution=e1s1



Tip

It is also possible to have mail redirected in France or to another country, through the service offered by the French Post Office (a charge is made for this service).



→ Bank

- ◆ Do not leave France with outstanding debts or unpaid bills.
- ◆ Make an appointment with the bank to set up a deferred closure of your bank account (after your departure, last salary and final Family Allowance payments have been received and to allow for the security deposit for your housing to be paid back into your account).



→ Family

- ◆ Ask for school certificates for your children, with records of their marks and qualifications.



→ Health

- ◆ Notify your supplementary health insurance (*mutuelle*) of your departure.
- ◆ If you leave France for a temporary stay in a country in the European Economic Area, apply for the European Health Insurance Card (*Carte Européenne d'Assurance Maladie - CEAM*).
- ◆ If you – or a member of your family – is under medical supervision in France, ask your doctor for certification of this so that you may continue the treatment.



→ Employment

- ◆ Notify your employer and ask for the end-of-contract documents.
- ◆ Notify the Employment Office (*Pôle emploi*) of your departure if you are registered there.
- ◆ Ask for certified proof of jobs, internships or studies.



12. Documents to keep

It is advisable to keep original documents and / or copies as follows.

✔ Permanently

- ◆ Residence permits (copies, since the originals should be returned to the prefecture before leaving)
- ◆ If you are naturalised: any document proving that you have French nationality (certificate of French nationality and an authenticated copy of your certificate of naturalisation)
- ◆ Birth certificates
- ◆ Marriage certificate
- ◆ Divorce decree
- ◆ Qualifications/ Records of grades
- ◆ Certificate(s) and contract(s) of employment
- ◆ Pay clips
- ◆ All retirement pension documents
- ◆ Medical records (vaccination records and details of medical history, such as X-rays)
- ◆ Scanned copies of your bank statements

✔ For 5 years

- ◆ Rental contracts
- ◆ Rent receipts
- ◆ Inventories of housing fixtures
- ◆ Electricity/gas/water bills
- ◆ Declarations of accidents at work

✔ The following should also be kept

- ◆ Declaration(s) of income and income tax statements (three years after the tax year involved)
- ◆ Contract(s) of insurance, notification of renewal dates and cancellation letters (two years)
- ◆ Proof of cancellation of your internet hub rental agreement (two years)

The above list of documents is not exhaustive and is for information only. For further information, please consult **the Public Services website**.

→ service-public.fr/particuliers/vosdroits/F19134



Part 2

Your stay at the University



→ alsace.cnrs.fr
→ inserm.fr

The University of Strasbourg, which is competitive at a worldwide level, is represented in all disciplines. It has a wealth of partnerships and works in close collaboration with major research bodies, particularly with the National Institute of Research (**CNRS**) and **INSERM**.

Its influence also extends through clusters of excellence in various fields, such as biology, biotechnology, medicine, chemistry, the physics of materials, space sciences, human and social sciences, etc.

The 15 thematic Interdisciplinary Institutes (ITI), launched in 2021, are one of the innovative elements of the reinvention of the University of Strasbourg site, bringing in a research cluster and a graduate programme.

→ **Research: a few key figures**



10
PhD schools

2 300 PhD,
45% of them international



5 800
members of staff

including **2 800** teachers
and teachers-researchers



1 University Teaching
Hospital (CHU)

72 research units
and **6** federating structures

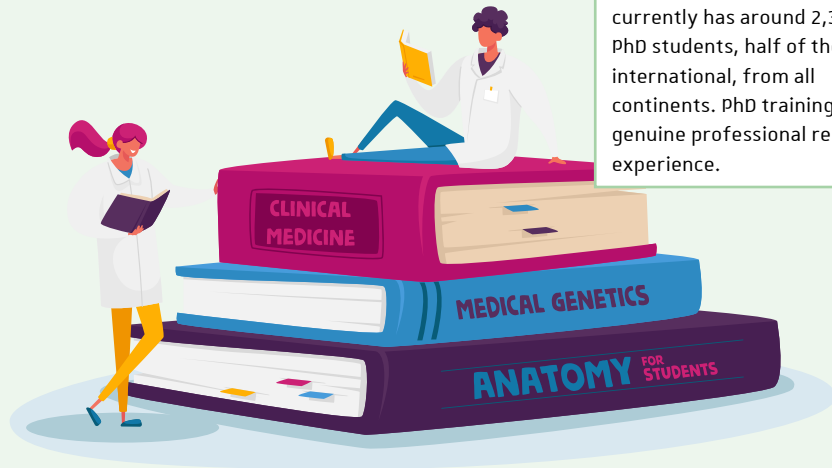


€5,2 M
allocated to research
resources



1. PhD studies

The University of Strasbourg currently has around 2,300 PhD students, half of them international, from all continents. PhD training is a genuine professional research experience.



→ PhD structures

The PhD College federates and harmonises the activities of the ten PhD schools. It has four hubs: school enrolment, training, international and career continuance.

The 10 PhD Schools within Unistra are in charge of PhD student selection, admission, training in the discipline and the induction of Doctors.

The research units are the structures that host research activities on research topics.

The International PhD programme (Programme Doctoral International or PDI) offers its members specific training, support in organising interdisciplinary scientific conferences and financial advantages. It groups together PhD students from various disciplinary fields and nationalities.

Are you seeking professional experience related to your doctorate?

The CIFRE scheme (*Industrial Agreements for Training through Research*) is tailor-made for this, providing a state subsidy for the writing of a thesis during work experience in a company (in the private or public sector and with a Head Office in France).

The CIFRE agreement is an alliance of three partners: a company, a PhD student and a research laboratory which supervises the writing of the thesis.

The company awards permanent or three-year fixed term contracts to master graduates, with a minimum monthly gross salary of €1,957. The student's work will consist of research related to the subject of his or her thesis.


Contact: Hanna Eriksson
h.eriksson@unistra.fr


For further information, consult the website of the **ANRT** (*National Association for Research and Technology*): nrt.asso.fr/fr/cifre-7843

→ How to register as a PhD student at the University?

1 FIRST STAGE
Defining the thesis topic or choosing it from the list of topics proposed by the PhD school chosen, obtaining agreement from a PhD supervisor attached to the research unit involved, and financial planning for your thesis are the first three issues to handle.

2 SECOND STAGE
If you hold a qualification from a foreign country that is equivalent to a Master's degree, you must follow **the admission procedure with exemption to be granted an exemption** from the French qualification requirement. Your administrative registration may then be carried out after acceptance from the University Chairman, at the proposal of the PhD School Director.

 **Please note:** the application submission dates and the lists of documents to be provided for admission depend on each PhD school. If you hold a French Master's degree, you must submit a correctly constituted application for admission, in agreement with the regulations of the PhD school involved.


 **Warning:** details of requirements in terms of master's degree results (minimum grade), thesis funding and level of linguistic proficiency (French / English) are given on the websites of each PhD school.

→ unistra.fr/recherche/doctorat/ecoles-doctorales-1

3 THIRD STAGE
Thesis preregistration consists in validation of the educational content of your application by the PhD school.

4 FOURTH STAGE
Doctoral administrative registrations are done online during the period from the beginning of July to the end of October. Registration costs in 2021 / 2022 are €380 for one academic year. Administrative registration has to be renewed every year.

Please note: Before administrative registration, you must pay a "Contribution to Student and Campus Life" (CVEC - *Contribution de vie étudiante et de campus*). For the year 2021 / 2022 the CVEC amounts to €92, including payment for the University of Strasbourg Culture Card (*Carte Culture*), with reductions for access to cultural activities, and the SUAPS (*Service d'activités sportives*) Sporting Activities contribution.

 **Information**
Some PhD students are exempted from the CVEC payment. Information is available on the website: cvec.etudiant.gouv.fr



→ Required Documents



→ Students registered for PhD studies at the University of Strasbourg

Every registered PhD student must follow University of Strasbourg rules on doctorate training, thesis supervision, etc.

THE DOCTORAL CHARTER

The Doctoral Charter lays down the principles set by the University of Strasbourg for preparation of a thesis, with the aim of encouraging works of high scientific quality. Major elements of this Charter include the thesis supervision rules, the thesis supervisor's role, the length of PhD studies and the procedures to follow if a conflict arises between the PhD student and the thesis supervisor.

THE DOCTORAL PROGRAMME

Every PhD student must validate **108 training hours** (54 cross-disciplinary hours offered by the PhD College and 54 hours in the student's discipline proposed by the PhD school) during his or her doctoral²² studies, such as documentary research, digital tools or French language, for example.

Two training courses are compulsory; Charter of Ethics for Research Professions (*Charte de déontologie des métiers de la Recherche*) and MOOC "Scientific Integrity in Research Professions".

* Decree of 25 May 2016 establishing the national framework for doctoral education and procedures leading to the award of the national Doctoral Qualification

Important: Supervision during thesis preparation

The **supervision committee** is an important body, which exists to ensure that the doctoral programme functions correctly. It meets once a year from the second year onwards, until validation by the conferral jury.

- ♦ It ensures that the curriculum is correctly followed and is in line with the Doctoral Charter and the individual training agreement.
- ♦ It holds an interview with the PhD student to assess his or her training conditions and the progress of his or her research.
- ♦ It draws up recommendations and sends a report on the interview to the director of the PhD school, the PhD student and the thesis supervisor.
- ♦ It endeavours to prevent all forms of conflict, discrimination and harassment.



→ International Mobility during Doctoral Studies?



Various schemes are used within the University of Strasbourg to support and encourage PhD student mobility.

MULTIPLE DIPLOMA JOINT THESIS SUPERVISION

The aim of this is to establish and develop **scientific cooperation** between French and international research teams and to encourage PhD student mobility. The PhD student carries out his or her research in both countries as part of an agreement between the two establishments, based on the principle of reciprocity.

The PhD student receives a PhD diploma from each establishment. The fact that the diploma is specific to the establishment is mentioned on each certificate, including the fact that the thesis has been prepared under joint supervision, giving details of the partner establishment.

SINGLE DIPLOMA JOINT THESIS SUPERVISION

The PhD student is supervised by two thesis supervisors, although he or she is registered in a single establishment and, at the end of his or her studies, receives a single diploma from the university where he or she registered. The joint supervision may be established between Unistra and an institution in France, or between Unistra and an international institution. The joint supervision agreement gives details of the points to be respected, such as thesis supervision, funding, the periods in the two universities and intellectual property regulations.

THE ERASMUS+ PROGRAMME

The University of Strasbourg offers PhD students mobility options to countries participating in the Erasmus+ programme. The length of the mobility period, from 2 to 12 months maximum, may be broken down into several periods in a hosting structure, which may be:

- ♦ Any public or private organisation active in the world of employment or education, training and youth work.
- ♦ An institute of higher education with the Erasmus charter.

The European Commission has set up various levels of grants, depending on the destination country.

→ **For further information :**
unistra.fr/index.php?id=29627

→ **Contact :**
 International Hub of the PhD College,
 Virginie Herbasch : herbasch@unistra.fr

Funding options for a period of study in another country



- ♦ Seek advice from your PhD school and research unit on the funds allocated to international study periods.
- ♦ The PhD College offers mobility assistance for multiple degree PhD students with joint supervision (a maximum of one is allocated during the doctorate).
- ♦ Some programmes are specifically dedicated to PhD students in a French university who wish to undertake a period of international study (the Fulbright Program for the United States, for example). Information is available on the website from the Embassy websites of the countries in question.

→ You are studying for a PhD in another university and wish to pursue a period of research at the University

This status will not enable you to obtain a French PhD diploma. The following steps should be taken:

IDENTIFY A SUPERVISOR AT UNISTRA

If a teacher-researcher agrees to supervise your research period at the University of Strasbourg, he or she will provide you with a letter of invitation in order to obtain a visa if this is necessary.

INTERNATIONAL EXCHANGES

If you are registered for doctoral studies in another country and participate in an international exchange programme, you should show the partnership agreement (framework agreement signed between the two universities planning a PhD student exchange or an Erasmus+ or other agreement) and your proof of registration in your university of origin. You may register for an international exchange with the education hub of the PhD College without paying registration fees.

ERASMUS +

If your university of origin is part of the Erasmus+ programme, you may set up an Erasmus+ internship agreement and then obtain an Erasmus+ Internship grant from your university of origin.

PhD student associations



the PhD student associations ADDAL, StrasAir and Dehspus aim to federate young researchers and encourage contact and relationships between PhD students and graduates and exchange scientific information. You may obtain further information from your PhD school.



2. Setting in at Unistra: the new student's To Do List



→ Applying for your Campus Pass

The Campus Pass is a multifunction student or professional card certifying that the holder is a student or staff member at the University. The pass is equipped with Izly software and includes contactless payment and

→ pandore.unistra.fr

online recharging.

Services: access to CROUS restaurants and to some Unistra premises and carparks, borrowing books from libraries, copying,



Tip:

If you encounter any IT problems, contact the digital support team by email at support@unistra.fr or by telephone on 03 68 85 43 21.

sport, transport, etc.

To obtain your Campus Pass, depending on your status as a student, staff member or guest, please visit: www.passcampus.fr

3. Working at Unistra



Working in a multicultural environment can be both extremely enriching and a source of misunderstandings. It is important to observe, not to hesitate to ask questions and, if necessary, ask for clarification on certain points. Management style may also vary from one culture to another (meetings, decision-making, sharing information, etc.). Interactions enrich our work and our way of thinking.

The Human Resources Department (DRH) and Euraxess Services Centre are available to answer your questions and provide guidance on questions that remain.

Respect for Hierarchy

The French hold respect for hierarchy in high regard, compared with the English-speaking world, for example. Although this does not completely reflect the real situation and should not be generalised, it is helpful to know that a sense of hierarchy is firmly anchored in French culture. This is a determining factor in interpersonal relationships and professional situations, where the formal mode of address in French - vous (you) - is sometimes used. Observation of how people around us relate is helpful to find out how to behave.



→ Work permit

- A **European researcher** does not need a specific work permit under the principle of the free movement of workers.
- A **non-European researcher** with a hosting agreement and Talent Passport visa does not need a work permit to pursue the objective mentioned in the hosting agreement.
- A PhD student with a student's visa or residence permit may work a limited number of hours (**964**), in general, and 850 hours for Algerian nationals*.

Please note: to work more than the permitted number of hours, your employer must submit an application for a Temporary Work Permit (*Autorisation Provisoire de Travail - APT*).

* In application of the 27 December 1968 Franco-Algerian agreement.



Useful information

A number of documents in English are also available and useful in helping understand how such things as employment contracts and salary slips work.

Back to



→ Employment contract

This is the contractual document on which the employee-employer relationship is based. The employment contract states which laws are applicable, listing your rights and obligations as well as the main legal provisions governing your employment: contract dates and durations, working hours, purpose of the contract, right to paid leave, duration of the trial period, terms and conditions on resignation, salary levels and intellectual property rights, etc. It should be carefully studied.

THE WAGE SLIP

This is sent to me every month at my home address. It is essential to keep this important document as proof of pension rights. It may also be useful for certain long stay residence permit applications.



Tip:

Understanding your wage slip To understand all the details of your wage slip, contact Euraxess: euraxess@unistra.fr

The host laboratory:

Your working environment is governed by the set of rules applicable to the University, as well as by your research unit's specific internal rules and regulations. The latter lays down rules on the organisation of the laboratory, attendance by its members, provisions on intellectual property rights, etc.



Please note: Some laboratories are considered **restricted access areas (zones à régime restrictif or ZRR)**, meaning that they are subject to an extremely strict, higher level of protection at national level, and are subject to access permits that are closely controlled by the establishment's security and defence officer (*Fonctionnaire Sécurité Défense - FSD*).



→ What to do at the end of an employment contract ?

APPLYING FOR THE "BACK-TO-WORK" ALLOWANCE

At the end of the employment contract, an end-of-contract certificate is given to the employee, on the basis of which he or she may begin formalities with the Employment Office (*Pôle emploi*) and apply for a "Back to Work" (*Aide au Retour à l'Emploi or ARE*) allowance if he or she has worked for a minimum period of at least three months. The ARE is proportional to the salary and length of time worked.

Registration is done online only, on **the Pôle emploi website:**

→ candidat.pole-emploi.fr/inscription/preamble

- ♦ Social Security card
- ♦ Documents providing information on your activities
- ♦ CV if you have one
- ♦ Your bank identification numbers (RIB)
- ♦ Pôle emploi account access codes (if you have an account)



ANTICIPATING RETIREMENT

Even if retirement seems a long way off, it is important to prepare for it.

Retirement pension contributions are deducted from research workers' salaries under the general pension scheme, CARSAT (main fund), and IRCANTEC (supplementary fund).

The retirement funds must have the contact details of every employee so that they can send a record of contributions and rights every 5 years as of his or her 35th birthday or provide a general estimation as of his or her 55th birthday.

→ CARSAT	→ CICAS (IRCANTEC)
36 rue du Doubs	12 rue du Rhône
67011 Strasbourg	67100 Strasbourg
Tél. 03 88 25 25 25	Tél. 08 20 20 01 89

! Important

When you leave, it is important to inform the retirement funds of your main address in order to receive documents that are mandatory under the law on retirement pension information rights.

Non-permanent staff may also log on to the platform info-retraite.fr to update their contact details (when leaving Unistra). A personal account must be created for this, but a valid Social Security number is required.

When the time comes, they may exercise their right to a pension (from 62 years of age onwards) from this platform.

The Pensions and Accidents section of the HR Department is the best point of contact for non-permanent University staff and can obtain information from the relevant bodies in relation to the management of their retirement pensions.

→ Further development of your career



- ♦ Consult **the Euraxess Jobs** portal to find a scientific job in the European Research Area.

→ euraxess.ec.europa.eu/jobs

- ♦ For information on how to start a company, advice and guidance may be obtained at the university from the **service de la valorisation de la recherche** (research validation department) and from the **réseaux de l'Eurométropole de Strasbourg** (Strasbourg Eurometropole networks).

→ unistra.fr/valorisation/valorisation-transfert-de-technologies
→ strasbourg.eu/entreprendre

- ♦ To apply for qualification to the grade of Lecturer, information may be obtained from the website of the French Ministry of Higher Education: **Ministère de l'Enseignement supérieur**, on the **GALAXIE** portal, for staff working in higher education and, of course, from the university HR Department.

→ enseignementsup-recherche.gouv.fr/cid22657/maitres-de-conferences.html
→ galaxie.enseignementsup-recherche.gouv.fr



→ **Support for research work**

The University has several departments whose job is to facilitate the work of researchers.



HOW TO SET UP A RESEARCH PROJECT OR RESPOND TO A CALL FOR PROJECTS?

The single engineering hub (*Pôle unique d'ingénierie - PU*) facilitates access for the University community to external regional, national, European and international funds providing technical support and assistance in project engineering.

Its work includes oversight, the publication of calls for projects, offering operational assistance to set up packages and organising training for researchers.

→ pui@unistra.fr

Expertise: setting up national, European and international project packages

HOW TO DEVELOP AN INNOVATIVE PROJECT OR CREATE A START-UP?

The Conectus SATT (*Société d'Accélération du Transfert de Technologies*) – a firm specialising in accelerating the transfer of technologies - has been given the task of leveraging innovation by French public research laboratories. A multidisciplinary team with expertise in intellectual property rights, technology transfer, innovation and business development is available and may be contacted at:

→ conectus.fr

Expertise: intellectual property rights, public / private contracts, innovative projects, business development and start-ups

WHAT HELP IS AVAILABLE FOR PUBLISHING WORK?

The publications support hub helps researchers with their editorial project and allocates subsidies to facilitate the publication of works.

→ publications@unistra.fr

Expertise: publishing and editorial work

→ **Whom to contact when you need help?**

Many different forms of help and ways to provide answers to your questions exist, depending on the nature of the difficulties encountered during your time at Unistra.

SOCIAL WORKERS

A social worker's role is one of welcome, listening and support in seeking solutions and providing information on existing schemes in different areas of private or professional life.

→ **Véronique Henriot**
v.henriot@unistra.fr
Tel. 03 68 85 56 05

HEALTH AT WORK

During the medical examination or on request at any time, the prevention doctor gives an opinion on the compatibility of the employee's state of health with the workstation and may suggest solutions (such as restrictions or adjusting the workstation).

The Health at Work Department (Service de Santé au Travail - SST) at the University of Strasbourg serves all University staff. Preventive medicine aims to prevent staff health from being affected by their work and to adapt working conditions to the employee's state of health.

→ **Esplanade: Tel. 03 68 85 15 03**
Site Illkirch / Cronenbourg:
Tel. 03 68 85 85 28
www.unistra.fr/sst



POOR MORALE AT WORK AND PSYCHOSOCIAL RISKS (PSR)

As part of PSR prevention, a psychologist takes collective action and also conducts individual interviews with employees in difficult work situations. This does not take the form of a period of clinical psychological care, but rather of a single interview related to work situations.

The workplace psychologist also does preventive work to counter the effects of organisational constraints (such as thinking about future forms of organisation and supporting change management), when collective difficulties occur (debriefing, support group and mediation).

→ **Charlotte Petit**
(workplace psychologist)
psychologuedutravail@unistra.fr

SUPPORT FOR THE DISABLED

It is the responsibility of the establishment's HR Director to supervise disabled University staff and take care of administrative procedures.

HARASSMENT AND DISCRIMINATION

The Equality-Parity-Diversity Task Force ensures that recruitment, follow-up, career development and university studies take into consideration the need for equal opportunities for men and women, denouncing every form of discrimination or harassment.

→ egalite-parite@unistra.fr



4. Your contacts



THE INTERNATIONAL UNIVERSITY CENTRE (Maison Universitaire Internationale - MU):

A site providing reception and information services to different sectors of the University of Strasbourg's international staff and students, combining various departments (International Relations, Research and Research Optimisation, Campus Life and Eucor, the European Campus).

→ mui-info@unistra.fr
Tel. 03 68 85 66 49

→ Your go-to contact: the
Euraxess service centre
euraxess@unistra.fr
Tel. 03 68 85 16 50

THE UNIVERSITY HEALTH SERVICE:

Free, confidential health services are offered to students by the University Health Service (Service de Santé Universitaire - SSU) and other related structures.

→ sante.etudiant@unistra.fr
sante.unistra.fr



EUCOR - THE EUROPEAN CAMPUS:

A cross-border university group of which Strasbourg is a part. The unit supports undergraduates, PhD students and research professors in any mobility or cross-border cooperation projects between France, Germany and Switzerland.



→ campus-europeen@unistra.fr
campuseuropeen.unistra.fr

THE UNIVERSITY OF STRASBOURG MEDICAL AND PSYCHOLOGICAL CONSULTATION CENTRE OR CAMUS (Centre d'Accueil Médico-psychologique Universitaire de Strasbourg):

Offers individual consultations free of charge and on a confidential basis and by appointment, with psychologists, psychiatrists and social workers.

→ camus@unistra.fr
Tel. 03 88 52 15 51
camus67.fr

INTERNATIONAL STUDENTS VIGILANCE AND ALERT GROUP (Cellule de veille et d'alerte pour les étudiants internationaux):

Lists international students who encounter difficulties in obtaining a student visa, asylum, naturalisation, etc. The group may also be alerted about other situations of vulnerability, such as homeless students, those without the means to buy food or who find it difficult to find housing.

→ cellule-veille@unistra.fr

SPORTS DEPARTMENT:

Organises sporting practices for Strasbourg University students and staff.

→ Tel. 03 68 85 13 83
sport.unistra.fr/service-des-sports

LIBRARY SERVICES:

Makes all types of documents available and provides a number of services for teachers and researchers within the University community.

→ bu-contact@unistra.fr
bu.unistra.fr/opac/do

ALUMNI RELATIONS:

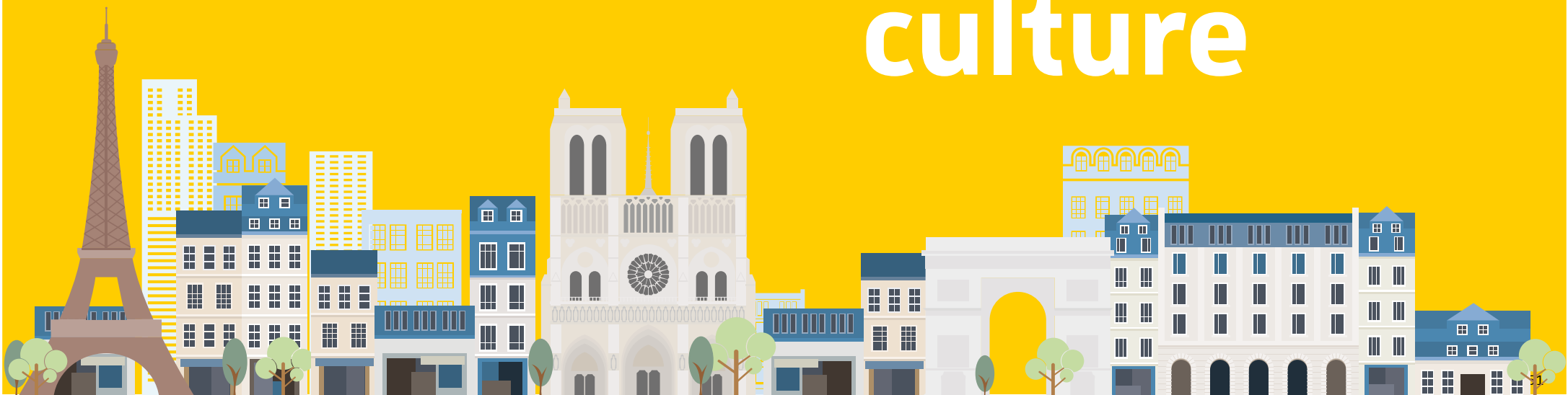
This service gives access to the Alumni Network, the professional social network for University of Strasbourg graduates, staff and PhD students. Through the Alumni website, you can ask former students for advice on all disciplines via the directory and mentoring module, register for monthly events on subjects related to professional life (online webinars and afterwork events), respond to job offers, read inspiring portraits, etc.

→ contact@alumni.unistra.fr
alumni.unistra.fr



Part 3

Discovering French culture





1. Handling culture shock

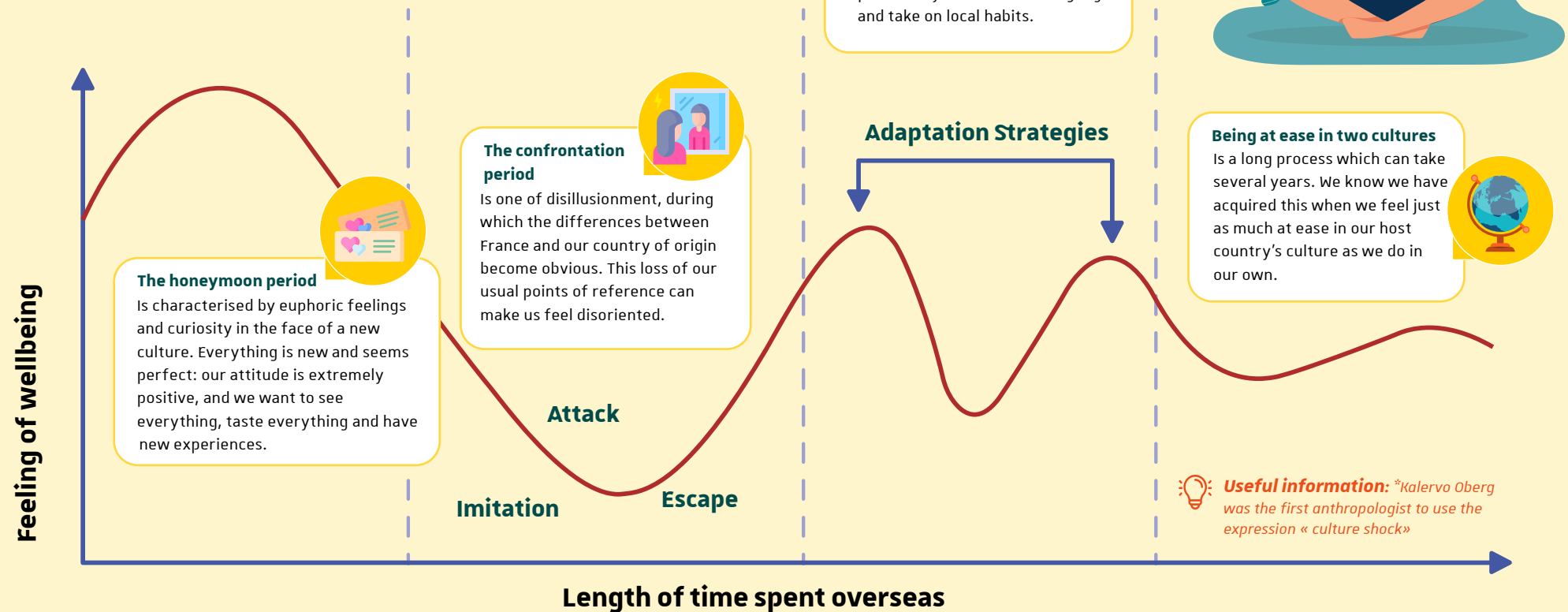
Discovering and decoding a new environment can prove complex: a new language, new social codes, new habits... It may be helpful to be aware of cultural differences in facilitating one's immersion.

Culture shock* is the term used to describe the entire range of emotions experienced when a person arrives in a new culture and has to face the unknown. It can take different forms of varying severity and be expressed in various feelings (such as sadness, solitude, anxiety, frustration, homesickness).

→ The stages of culture shock

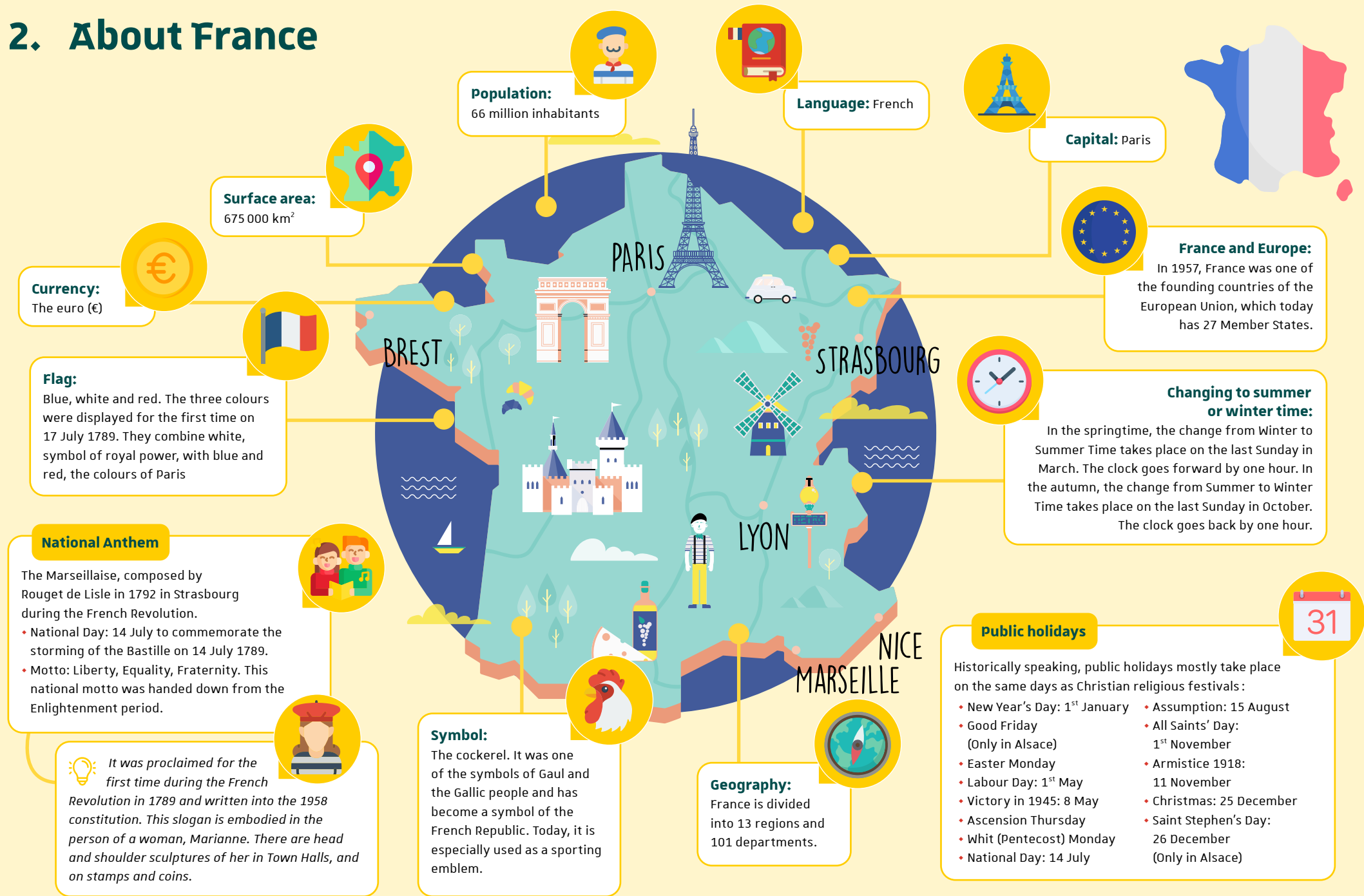
Four major phases can often be identified when adapting to a new culture:

→ how to overcome culture shock?
 No magic formula exists for overcoming culture shock. Each person must learn to find the right balance between values in his or her country of origin and those of the host country. Mental preparation and information gathering about France (such as everyday life, traditions, the weather and the political situation) will, however, help to minimise the negative impacts of this syndrome and gain maximum benefit from this experience.





2. About France



Population:
66 million inhabitants

Language: French

Capital: Paris

Surface area:
675 000 km²

Currency:
The euro (€)

France and Europe:
In 1957, France was one of the founding countries of the European Union, which today has 27 Member States.

Flag:
Blue, white and red. The three colours were displayed for the first time on 17 July 1789. They combine white, symbol of royal power, with blue and red, the colours of Paris

Changing to summer or winter time:
In the springtime, the change from Winter to Summer Time takes place on the last Sunday in March. The clock goes forward by one hour. In the autumn, the change from Summer to Winter Time takes place on the last Sunday in October. The clock goes back by one hour.

National Anthem
The Marseillaise, composed by Rouget de Lisle in 1792 in Strasbourg during the French Revolution.
• National Day: 14 July to commemorate the storming of the Bastille on 14 July 1789.
• Motto: Liberty, Equality, Fraternity. This national motto was handed down from the Enlightenment period.

Public holidays
Historically speaking, public holidays mostly take place on the same days as Christian religious festivals:

- New Year's Day: 1st January
- Good Friday (Only in Alsace)
- Easter Monday
- Labour Day: 1st May
- Victory in 1945: 8 May
- Ascension Thursday
- Whit (Pentecost) Monday
- National Day: 14 July
- Assumption: 15 August
- All Saints' Day: 1st November
- Armistice 1918: 11 November
- Christmas: 25 December
- Saint Stephen's Day: 26 December (Only in Alsace)

It was proclaimed for the first time during the French Revolution in 1789 and written into the 1958 constitution. This slogan is embodied in the person of a woman, Marianne. There are head and shoulder sculptures of her in Town Halls, and on stamps and coins.

Symbol:
The cockerel. It was one of the symbols of Gaul and the Gallic people and has become a symbol of the French Republic. Today, it is especially used as a sporting emblem.

Geography:
France is divided into 13 regions and 101 departments.



3. About Alsace



Regional capital: Strasbourg



European institutions:
Strasbourg, capital of Europe, is home to several European institutions, including the Council of Europe, the European Parliament and the European Court of Human Rights.



The Plain of Alsace:
The region is predominantly formed by a great plain, alongside the River Rhine. Several big cities can be found on it (Strasbourg, Mulhouse and Colmar).



Proximity to Germany:
Alsace is separated from Germany by the River Rhine. The region is very close to this country and Alsations have some customs and traditions in common with Germans.



Christmas Markets:
The Christmas markets that are a vital part of Alsace are an invitation every December to immerse yourself in the enchantment of the festive season. The Strasbourg Christmas market is an institution, which has existed for more than 400 years and is the oldest Christmas market in Europe.

Surface Area:
8 300 km²



Two departments:
The Lower Rhine (67) and the Upper Rhine (68)



Population:
1,8 million inhabitants



The Weather:
The climate in Alsace is semi-continental with cold dry winters and hotter summers. The average temperature varies between -2 and 5°C in Winter and between 25 and 32°C in summer.



The Vosges Mountains:
Alsace is separated from Lorraine on the western side by the Vosges Mountains. These mountain peaks are rounded and covered with thick pine forests. Alsace is one of the European regions with the most mediaeval fortified castles, most of them in ruins, whose silhouettes are part of the neighbouring Vosges countryside.





→ Gastronomy in Alsace

Winstubs are typical restaurants, where regional culinary specialities and different sorts of local beer may be found.



Sauerkraut (Choucroute) is one of the iconic dishes, consisting of fermented cabbage, potatoes and various meats.



The Alsatian **bretzel** is made from poached sweet dough and sprinkled with coarse salt.



The **tarte flambée (flammekueche)** is made from very fine pastry traditionally covered with fresh cream, onions and chopped pork cubes and cooked over an open fire. It is served "until you can eat no more" and shared between friends and family.



Spätzles are a local form of noodles, made of flour, cream and eggs, then pan-fried in butter. The name comes from the German word *spatzen*, meaning sparrow, because *spätzles* look like birds' nests.



Baeckeoffe is a dish to be recommended to all meat lovers. The recipe includes a mixture of three meats (pork, lamb and beef) served with vegetables.



Real **Strasbourg sausage** is named because of the noise it makes when split in two: "knack!" It is made from pork and beef and sometimes veal and seasoned with salt and spices.



Every region in France has its own cheese! In Alsace, the most symbolic cheese is the strong-tasting cow's milk **munster**.



On the pastry side, the **kougelhopf** is a sort of familiar sweet or savoury brioche bread which will last the journey with no problem. The famous little **bredele** cakes made traditionally several weeks before Christmas are good presents for other people or for oneself. **Gingerbread (pain d'épices)** is a must for Christmas celebrations in Alsace. The secret behind this small loaf is in the honey and the choice of spices: cinnamon, ginger, cloves and nutmeg.



The region is also famous for its vineyards. The Alsace Wine Route crosses most of the municipal authorities in the vineyard and major vintages ("Grands Crus") are an opportunity for an initiation to tasting the wines of Alsace.



Please note : Generally speaking, the French eat three meals a day: breakfast, lunch (between midday and 2 p.m.) and dinner (at around 8 p.m.).

→ Alsatian Glossary

The Alsatian cultural glossary is strongly anchored in the region. People still speak the Alsatian dialect and it is sometimes even taught in schools.

- A *Schmoutz*: a kiss
- *Hopla (geiss)*: Let's go!
- A *Schlouk*: A mouthful
- *Es sprizt!*: It splashed me!
- *Was esch los?*: What's going on?
- *Schätz*: sweetheart
- *Stück*: a little piece



The art of greeting people the French way

Initially, saying hello in France may seem complicated. When I meet someone, there are three possible ways of greeting them: kissing on both cheeks, shaking hands or simply saying hello.

Kissing on both cheeks



shaking hands



saying hello



Kissing on the cheeks is the usual way to say hello or goodbye between men and women or between women or, on rarer occasions between men. Generally, this involves kissing the person twice (once on each cheek) and sometimes more in some regions. It is common to kiss strangers on the cheeks in an informal context, whereas, in more formal situations, the tendency would be to shake hands.



However, the American style "hug" is not the right way to say hello in France. Most French people would feel ill at ease if someone tried to "hug" them, as this gesture is considered too intimate.



The way to greet people will depend on the context and whether I am a man or a woman.





4. Learning French



Several organisations in Strasbourg offer French lessons.

→ At the University:

- The International Students' Centre (Maison Universitaire Internationale - MUI) offers French lessons to all researchers and their spouses at preferential rates.



For further information, contact
→ euraxess@unistra.fr

- The TANDEM website is useful for finding French-speaking partners from among Unistra students who need practice in your native language.

Registration is done on the ENT at
→ spiral.unistra.fr/tandem_insc_ext.php

→ Other useful addresses (list not exhaustive):

- Alliance Française
- The European People's University (Université Populaire Européenne)
- The International Language Study Centre (Centre International d'Études de Langues)

→ afstrasbourg.eu/fr

→ u-p.alsace/GESTION_ASSOCIATIVE/?NomUP=UPE#A62

→ ciel-strasbourg.org/FR/ciel/index_fr_ciel.html

- The International Institute of French Studies (*Institut International d'Études Françaises - IIEF*), based on the University campus, offers training courses for a fee (university diplomas from level A1 to C2): languages (FLE) and cultural and professional subjects... To attend the lessons it is necessary to register (for a fee).

→ iief.unistra.fr

The IIEF is also an examination centre for the French national diplomas DELF B2 – DALF C1 and C2.

- The European Doctoral College also offers French lessons reserved for doctoral students.

→ gs@unistra.fr



5. Travel

→ Getting to Strasbourg



BY TRAIN

the rail journey from Strasbourg Station to Paris takes less than two hours. The station is close to the city centre and is served by three tram lines.

Paris: 1h45
Frankfurt: 2h

Basel/Mulhouse: 1h
Karlsruhe: 45min

→ ter.sncf.com/grand-est

BY PLANE

Strasbourg-Entzheim airport serves around thirty destinations. There is a shuttle service between the airport and the city centre, and the journey takes 10 minutes. Other international airports are easily to reach from Strasbourg: Basel-Mulhouse, Frankfurt, Karlsruhe-Baden.



→ Getting around in Strasbourg



CTS

PUBLIC TRANSPORT IN STRASBOURG

The Strasbourg tram and bus company is the *Compagnie des Transports Strasbourgeois* (CTS). The city has a very good tram service, mainly the A, B, C and D lines, which link the four corners of the city as far as Kehl in Germany.

→ cts-strasbourg.eu

Please note: tickets are valid for a one-hour period on buses and trams. They should be validated before you board the tram, using the terminals provided.

Please Note

Price (at 01/09/2021)
• Free of charge until 18 years of age
• One-way ticket: € 1,80

Season tickets:

- < 25 years of age: € 28 / month
- > 25 years of age: € 52 / month

There also is a solidarity rate based on income.



Tip: For employees, the employer may pay 50% of the cost of your season ticket.

For further information
→ cts-strasbourg.eu/



BIKES

Strasbourg has 560 km of cycle lanes and is without a doubt the cycling capital of France.

Bikes may be hired from the company Vel'hop on a daily, monthly or annual basis, depending on your needs.

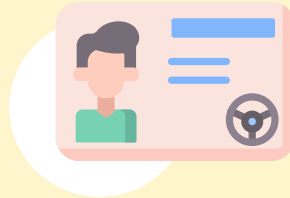


→ velhop.strasbourg.eu/

Indicative rates:



- One day: € 6
- Student package: from € 42/year
- Full rate: from € 68/year



CARS AND TWO-WHEELED VEHICLES

Here are a few rules on driving in France:



- Drive on the right (the steering wheel is on the left inside the vehicle).
- The use of safety belts is mandatory in the front and back of the vehicle.
- Priority from the right at intersections if there are no road signs to the contrary.

Exchanging your driving licence

Some countries have signed a driving licence exchange agreement with France.

You can consult a list of these countries here:

→ diplomatie.gouv.fr/IMG/pdf/liste_permis_de_conduire_valables_a_lechange_05.2021_cle825846.pdf

PLEASE NOTE

During the 12 months following your arrival in France, it is possible to apply to the prefectural authorities to exchange a driving licence for a French licence.

The application is made online free of charge via the following link
→ permisdeconduire.ants.gouv.fr/

FOREIGN DRIVING LICENCES

Holders of a driving licence from a European Union country are allowed to drive a vehicle in France.



Holders of an international driving licence issued by their country of origin may drive freely in France during the first 12 months of their stay.

After such time, they must hold a French or European licence.

Warning: the licences issued by some countries are not recognised in France and do not give the right to drive on French soil.

TAKING THE DRIVING TEST IN FRANCE

In France, the driving licence is awarded by the State after two tests:



1

• The code, a theoretical test to assess knowledge of and proficiency in the Highway Code.

2

• A practical driving test to validate driving skills.

Candidates must prepare for these tests with a private driving school. It is also possible to take the code test as an external candidate (without having taken lessons beforehand in a driving school) after registration with the Prefecture.

Budget



The average cost of training is around €1,800. This amount may vary considerably, on the basis of the number of driving hours necessary to pass the test.





6. Cultural activities



Strasbourg is an extremely dynamic multicultural city, with museums, libraries, operas, theatres, exhibitions, festivals, and sporting events. You are sure to find an activity to match your interests.



→ strasbourg.eu/agenda

To stay informed, you may consult the Strasbourg Eurometropole cultural agenda



Tip:

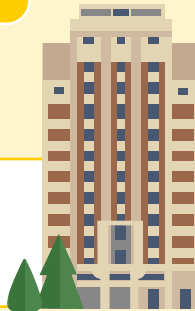
Some local media such as Pokaa and Coze broadcast information on cultural events in Strasbourg.

→ pooka.fr

→ www.coze.fr

The Maison Universitaire Internationale offers the international public at Unistra a varied cultural programme throughout the year to discover Strasbourg and its surrounding area. Stay abreast of forthcoming events at:

→ mui-inscriptions.u-strasbg.fr



7. Practising a sport



The Strasbourg University sports department is responsible for organising sports activities for Unistra students and staff and the staff of establishments with a contractual agreement. Sixty sporting and artistic activities are offered in the form of lessons, free practice, placements and outings.



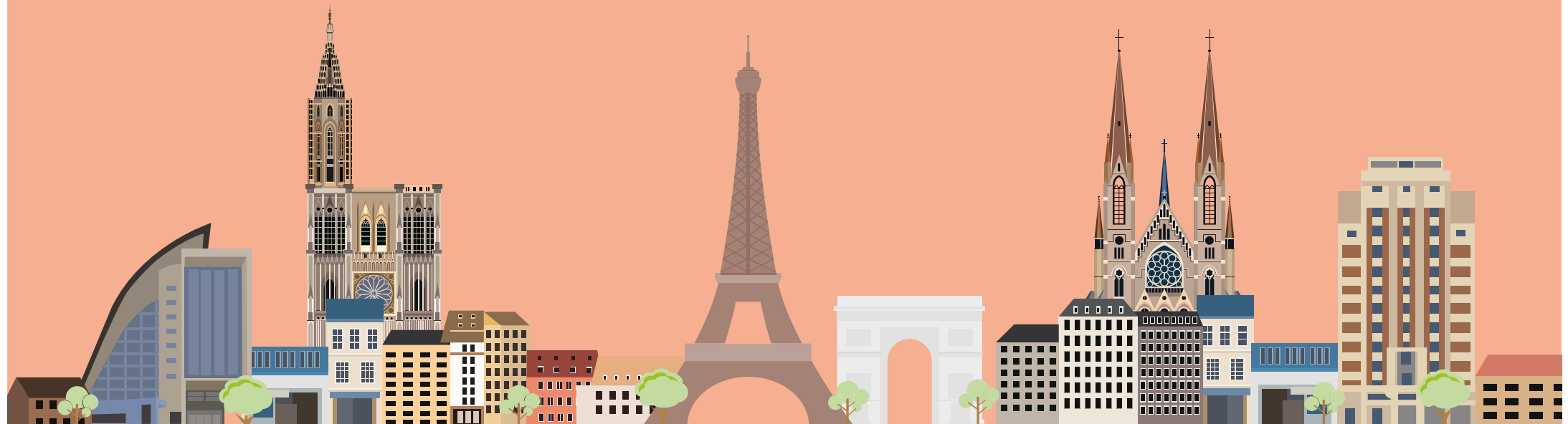
→ sport.unistra.fr/service-des-sports/informations-generales

- The Strasbourg Eurométropole also offers a number of sporting activities throughout the year for all levels and all age groups.
- The City is equipped with numerous infrastructures and parks for free personal sports activities or as a club member

→ strasbourg.eu/sport-pratique



Annexes



Useful addresses

→ Local Authorities

Préfecture du Bas-Rhin :
5 place de la République,
67073 Strasbourg



Contact:
pref-etrangers-sejour@bas-rhin.gouv.fr

→ www.bas-rhin.gouv.fr

Eurométropole de Strasbourg :
1 parc de l'Étoile,
67076 Strasbourg



→ www.strasbourg.eu

CPAM du Bas-Rhin :
16 rue de Lausanne,
67090 Strasbourg



→ www.ameli.fr/bas-rhin/assure/adresses-et-contacts

CAF :
22 route de l'Hôpital,
67000 Strasbourg



→ www.caf.fr/allocataires/caf-du-bas-rhin/accueil

Centre des Finances Publiques :
35 avenue des Vosges,
67070 Strasbourg



→ **Tel.03 88 52 48 59**

Hôpital de Hautepierre / Hôpitaux universitaires de Strasbourg (CHU) :
1 avenue Molière,
67200 Strasbourg



→ **Tel.03 88 11 67 68**

Office de tourisme de Strasbourg :
17 place de la Cathédrale,
67082 Strasbourg



→ **Tel.03 88 52 28 28**
www.visitstrasbourg.fr/

Agence Départementale d'Information sur le Logement (ADIL) du Bas Rhin : 5 rue Hannong,
67000 Strasbourg



→ **Tel. 03 88 21 07 06**
www.adil67.org



Action logement :
8 rue de la Colonne,
67000 Strasbourg

→ **Tel. 03 69 73 86 60**
www.actionlogement.fr/grand-est?utm_source=gmb

Free emergency numbers :

18

Fire brigade (fire, accident, illness, etc)

15

Emergency Medical Service (Service d'aide médicale urgente - SAMU) - medical emergencies)

17

Emergency police squad (disturbances to public order, theft, assaults, etc.)

112

Single European emergency number

- **114:** For the deaf or people with hearing deficiencies
- **115:** Social Emergency Service (SAMU social - persons in social distress, or with no fixed abode)
- **SOS médecins (emergency doctors' service):** tel. 03 88 75 75 75
- **Centre anti-poison:** tel. 03 88 37 37 37
- **Urgences SOS mains (emergency treatment of trauma to the hands):** tel. 03 88 55 22 68



Find your Euraxess centre on the social networks:



Euraxess Université de Strasbourg



Euraxess Université de Strasbourg @EUnistra



Euraxess Université de Strasbourg



Credits:

Design: Marie Déroche, Lauriane Masson

Drafting: Marie Déroche, Virginie Herbasch, Lauriane Masson

Coordination: Marie Déroche, Lauriane Masson, Direction de la recherche et de la valorisation, Unistra

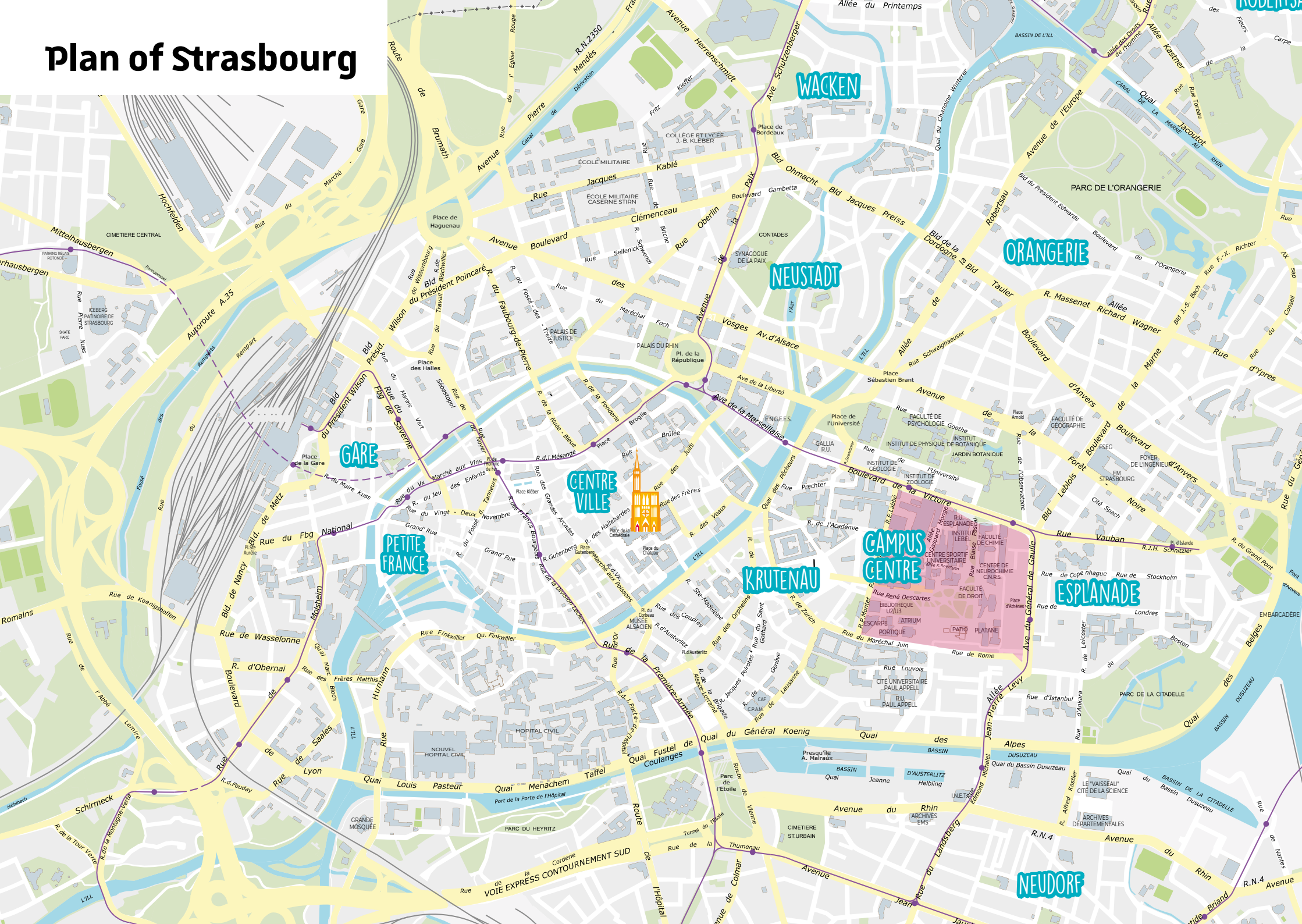
Proofreading: Marguerite Asmar, Wissal Belayachi, Joëlle Hubé, Victorien Lechevallier Anais Nagel, Nadia Tettamanti, Marion Thurot

Translation: Traducta International

Graphic design: Welcome Byzance

Printing: Imprimerie DALI, Unistra

Plan of Strasbourg



Glossaire

- ♦ **Caisse d'Assurance Maladie** ↔ Health insurance fund
- ♦ **Cantine** ↔ Canteen
- ♦ **Carte bancaire** ↔ Credit card
- ♦ **Collège** ↔ Lower secondary school
- ♦ **Compte courant** ↔ Current account
- ♦ **Contrat de bail** ↔ Lease agreement
- ♦ **Crèche** ↔ Nursery
- ♦ **Dépôt de garantie** ↔ Security deposit
- ♦ **École primaire** ↔ Primary school
- ♦ **État des lieux** ↔ Inventory of fixtures
- ♦ **Garant** ↔ Guarantor
- ♦ **Garderie** ↔ Daycare centre
- ♦ **Lycée** ↔ Upper secondary school
- ♦ **Maternelle** ↔ Preschool
- ♦ **Médecin référent** ↔ Medical consultant
- ♦ **Préfecture** ↔ Local prefecture
- ♦ **Prélèvement** ↔ Direct debit
- ♦ **PUMA** ↔ Universal Health protection
- ♦ **Récépissé** ↔ Receipt
- ♦ **Sécurité sociale** ↔ Social security system
- ♦ **Tiers-payant** ↔ Third-party payment
- ♦ **Timbre fiscal** ↔ Revenue stamp
- ♦ **Titre de séjour** ↔ Residence permit
- ♦ **Vaccination** ↔ Vaccination
- ♦ **Virement bancaire** ↔ Bank transfer
- ♦ **Visa** ↔ Visa