



RÉPUBLIQUE
FRANÇAISE

*Liberté
Égalité
Fraternité*

Inserm



La science pour la santé
From science to health

INTERNATIONAL MOBILITY at INSERM



September 2025

INTERNATIONAL MOBILITY at INSERM

Under the direction of Caroline Beyer,

With the participation of the Human Resources Department
(Social Affairs Department, Disability and Professional
Integration Unit, European Programmes and HRS4R Unit),
the Defence Security Officer, the Partnerships
and External Relations Department and
the Inserm Financial Affairs Department.

Part 1: INBOUND MOBILITY

WORKING AT INSERM 7

FACT SHEET A1	About Inserm	8
FACT SHEET A2	Arrangements for working at Inserm	12
FACT SHEET A3	Protection of the scientific and technical potential, regulations and IT security	15
FACT SHEET A4	Salary and compensation	17

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

FACT SHEET B1	Visas and residence permits	20
FACT SHEET B2	Official documents and translations	25
FACT SHEET B3	Medical formalities	27
FACT SHEET B4	Health insurance	29
FACT SHEET B5	Pension	34
FACT SHEET B6	Taxation	36

RELOCATING TO FRANCE

FACT SHEET C1	Bank account	39
FACT SHEET C2	Additional health insurance and provident insurance	40
FACT SHEET C3	Civil liability insurance	41
FACT SHEET C4	Housing	42
FACT SHEET C5	Short-term accommodation	44
FACT SHEET C6	Long-term accommodation	46
FACT SHEET C7	Procedures for entering private sector accommodation	47
FACT SHEET C8	Mobile phone	49
FACT SHEET C9	Transport	50
FACT SHEET C10	Childcare and schooling	52

FACT SHEET C11	Social welfare benefits	55
FACT SHEET C12	Learning French	57
FACT SHEET C13	Disabilities	59
FACT SHEET C14	Living in France	62
THINGS TO REMEMBER		65
INDEX		66
 Part 2: OUTBOUND MOBILITY		
WORKING ABROAD		70
FACT SHEET D1	Modalities of outward mobility	71
FACT SHEET D2	Terms and conditions for the implementation of assignments	74
FACT SHEET D3	Data protection and security	78
COMPLYING WITH LEGAL REQUIREMENTS ABROAD		80
FACT SHEET E1	Medical formalities	81
FACT SHEET E2	Health insurance	83
FACT SHEET E3	Pension and taxation	88
THINGS TO REMEMBER		88
INDEX		90

FOREWORD

The aim of this guide, available in French and English, is to provide useful information concerning international mobility at Inserm. Written primarily for prospective participants, it also serves as a useful source of information for Inserm staff involved in the implementation of international mobility.

The first part of the guide covers inbound mobility, that is incoming mobility to Inserm. The first three chapters contain fact sheets and provide information on issues relating to working at Inserm and how people from abroad can move to and settle in France.

The second part of the guide covers outbound mobility, that is, movement from Inserm to other countries, two sets of fact sheets provide information on work and the legal status of Inserm staff abroad.

Each section closes with a summary of key information and an index for easy navigation.

INBOUND **MOBILITY**

PART 1

WORKING at INSERM

FACT SHEET A1	About Inserm	8
FACT SHEET A2	Arrangements for working at Inserm	12
FACT SHEET A3	Protection of the scientific and technical potential, regulations and IT security	15
FACT SHEET A4	Salary and compensation	17

WORKING AT INSERM

About Inserm

The Institut national de la santé et de la recherche médicale (Inserm) is France's only public research organisation entirely dedicated to human health, and is Europe's leading biomedical research organisation. Under the dual supervision of the Ministry of Health and the Ministry of Research, this public scientific and research establishment brings together thousands of researchers, engineers, technical and administrative staff, all working towards the same goal: to improve the health of everyone, by studying and developing knowledge of life sciences, as well as diseases and their treatments.

INSERM IN 2024:

BUDGET

A BUDGET
of **1 171** € million

STAFF

5014 PERMANENT STAFF

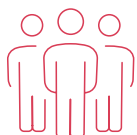
(2 194 researchers and 2,792 engineers and technicians)

3 934 CONTRACT
and PART-TIME STAFF

+ THAN 100 NATIONALITIES
in the laboratories and at the institute

48 ATIP-AVENIR CONTRACTS

Active contracts as of 12/31/2024
managed by Inserm

RESEARCH

80 INSERM ERC award recipients
through Horizon Europe



53

recipients of individual
AMSC H2020 grants

(including 40.7% foreign nationals)

56 AMSC H2020 PhD students recruited
(including 98.2% foreign nationals)



27

SCHOLARSHIP RECIPIENTS

individual AMSC

Horizon Europe

(81% foreign nationals)

13

AMSC Horizon Europe
individual SCHOLARSHIP RECIPIENTS
(100% foreign nationals)

COOPERATION

26

International institutional

COOPERATION AGREEMENTS

2 Thematic Cooperation PROGRAMMES
launched

54

INTERNATIONAL
RESEARCH PROJECTS underway

Around **ten** NEW
First Step PROJECTS
per year



WORKING AT INSERM

About Inserm

9 thematic institutes

- Molecular and structural bases of life;
- Cell biology, reproduction, development and evolution;
- Genetics, genomics and bioinformatics;
- Neuroscience, cognitive sciences, neurology and psychiatry;
- Cancer;
- Immunology, inflammation, infectious diseases and microbiology;
- Pathophysiology, metabolism, nutrition;
- Public health;
- Health technologies.

Their mission is to review and analyse French research in these fields, to lead and coordinate research activities and define objectives. To achieve their goal, Inserm develops close partnerships with public and private research establishments such as CNRS, CEA, Institut Pasteur and Institut Curie, as well as with universities and hospitals.

Furthermore, Inserm plays a key role in the development of the European Research Area, and strengthens its global international presence through collaborations, supported by internal and external instruments.

11 Regional Delegations

To manage its activities at the regional level, Inserm has set up 11 regional offices (DR) and an Administrative Headquarters (AdS).

The RDs are headed by Regional Delegations who represent the Institute's Chairman and CEO in the regions.

The DRs and the AdS are organised into departments that support research facilities and staff:

- human resources;
- finance and accounting;
- information systems;
- promotion of scientific knowledge and development of industrial partnerships;
- communication;
- prevention;
- asset management.



WORKING AT INSERM

About Inserm

IDENTITY AND MISSIONS

Historic discoveries

Since it was founded in 1964, Inserm has been involved in a number of major medical breakthroughs, including the first prenatal diagnostic tests, the mechanisms of the HLA system, the first in vitro fertilisation, the identification of the AIDS virus, radiation therapy for cancer, the first skin graft, deep brain stimulation, gene therapy...

DID YOU KNOW



Two Nobel Prizes have been awarded to Inserm researchers: firstly, in 1980, to Jean Dausset, for the discovery of the major histocompatibility complex and the resulting immunological reactions; then, in 2008, to Françoise Barré-Sinoussi for the discovery of HIV.

HR Excellence for Research accreditation

A signatory of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers since 2006, Inserm considers it a priority to improve its human resources management practices. The Institute has accordingly adopted a dedicated action plan, and in 2016 was awarded the European Commission's HR Excellence for Research label for its Human Resources Strategy for Researchers (HRS4R). Following an on-site audit by the European Commission, this label was renewed in September 2023 and is valid until 2026.



HR EXCELLENCE IN RESEARCH



Do you have a question
about the HRS4R label?

Consult Inserm's
HRS4R action plan

Health experts

Faced with ever-changing public health challenges, Inserm has been coordinating collective scientific assessments since 1993. These studies and analyses provide public authorities and elected representatives (ministries, agencies, etc.) with invaluable decision-making support on sensitive issues (asbestos, lead, children's biological rhythms, disabilities, etc.).

FOR MORE INFORMATION

Since October 2022, Inserm has been a signatory to the European Coalition for Research Assessment Reform (CoARA) agreements. By signing this agreement, Inserm has committed to implementing the 10 CoARA commitments.

FOR MORE INFORMATION



A long tradition of European and international cooperation

Every year, Inserm teams report more than 7,000 collaborations with international partners in all areas of life and health sciences research. Inserm's international strategy has complementary focuses:

- Strengthen the Institute's international reputation,
- Respond to the needs of the research community by encouraging the emergence, and consolidation, of meaningful collaborations in biomedical research.

FOR MORE INFORMATION

WORKING AT INSERM

About Inserm

Inserm's biomedical research also exists within a European Framework, where member states working together has become a norm in many strategic fields, especially in areas that have a significant impact on public health.

Inserm hopes to consolidate and strengthen its position within this framework.

FOR MORE INFORMATION

A pioneer in ethics...


Through its Ethics Committee established in 2000, Inserm is committed to upholding best practices linked to its activity and to studying the social and moral impacts of biomedical research.

FOR MORE INFORMATION

... and scientific integrity

Inserm was the first public research organisation in France to set up a Scientific Integrity Office, established in 1999. The Scientific Integrity Office is tasked with the following missions:

- investigating reports of breaches of deontology;
- proposing and promoting good practices in the area of scientific integrity and preventing bad practices;
- participating in national and international initiatives in the area of deontology and scientific integrity.

 Inserm's Delegation for Scientific Integrity:

FOR MORE INFORMATION

At the heart of innovation

Inserm Transfert is an Inserm subsidiary dedicated to the valorisation of discoveries from its research laboratories. It identifies inventions having industrial potential and transfers them across to industry to develop them as innovative healthcare products.

DID YOU KNOW



According to the European Patent Office rankings, Inserm remains one of the top 5 applicants, ranking 5th in the pharmaceutical category and maintaining its position as 2nd applicant in the biotechnology category in Europe from 2020.



Inserm Transfert:

FOR MORE INFORMATION

With and for patients

Since 2003, Inserm has played a pioneering role in encouraging the involvement of patient associations in medical research. By leveraging its in-depth knowledge of the association sector, The Science and Society Department facilitates your collaborative research projects with associations. It also gathers testimonials from teams who have worked with civil society groups.



Patient associations and Inserm:

FOR MORE INFORMATION

Championing scientific culture

All over France, Inserm is committed to promoting scientific culture through a wide range of events, including major projects such as:

- *Destination labo* one-day events,
- the *Santé en questions* citizen conferences,
- *Binôme* theatrical productions, and its magazine for lay-readers: *Inserm Le Magazine* (formerly *Science&Santé*).



Inserm, Le Magazine:

FOR MORE INFORMATION

WORKING AT INSERM

Arrangements for working at Inserm

Inserm research laboratories are not freely accessible to the public. Therefore a host agreement setting out the terms and conditions of your stay is required.

Working for the French civil service

The French civil service includes all employees (permanent or contractual) working in the public sector, divided into three branches: the civil service of the State, the civil service of local governments and the civil service of public hospitals. Its mission is to deliver public services such as education, health and safety.

Admission to the civil service:

Entry to the civil service is mainly through competitive examination, which guarantees equality of opportunity and selection based on merit. Competitive entrance exams are usually open to French citizens and, under certain conditions, to European Union nationals. Required qualifications differ according to the job grade and category. Exceptions are made for the recruitment of contract staff for specific jobs or temporary requirements.

[FOR MORE INFORMATION](#)

Status of civil servants:

- Permanent civil servants are employed by the State through competitive examination or via contractual recruitment with the prospect of tenure. They enjoy a protected status that guarantees them job stability and special rights, such as the opportunity to access higher ranks and pay grades.
- Contract staff are recruited under public-law contracts (temporary or permanent) to meet one-off or specialised needs. Their status differs from that of civil servants, particularly in terms of employment conditions and rights.

[FOR MORE INFORMATION](#)

Characteristics of the public service:

People working for the French civil service are subject to specific rights and obligations. They are required to respect the fundamental principles of the public service, namely dignity, impartiality, integrity and probity.

DID YOU KNOW



In France, the public service refers to all activities of public interest delivered or managed by public entities, such as the State, Territorial collectivities or public establishments. These activities are designed to meet essential collective needs, such as education, health, security and justice.



To find out more about your rights and obligations when joining Inserm, please consult:

[FOR MORE INFORMATION](#)



For a concise visual explanation of public service in France, please see the following video:

[FOR MORE INFORMATION](#)

In addition, civil servants are enrolled in special pension and social security schemes. For example, they are required to pay contributions to specific funds and they benefit from specific training and career development schemes.

WORKING AT INSERM

Arrangements for working at Inserm

YOUR SITUATION

If you are recruited by Inserm through a civil service entrance examination

You can only be recruited as a civil servant once you have signed an acceptance letter for the position. The appointment decision is then signed by the Chairman and CEO of Inserm. You will be given tenure following a one-year renewable internship period (unless you are recruited as a Research Director).

If you are recruited by Inserm as a contract employee

Your recruitment will result in the signature of an employment contract between Inserm and yourself.

DID YOU KNOW



In application of the charter for the recruitment and monitoring of contract employees at Inserm, the cumulative duration of employment under fixed-term contracts within the Institute may not exceed three years. However, in certain cases, this may be extended to five years upon submission of a reasoned request.

If you are employed by a foreign organisation

Your presence in an Inserm research laboratory is contingent upon an institutional cooperation agreement, concluded between Inserm and the organisation that employs you, or by a specific agreement. In all cases, this agreement must be negotiated and signed prior to your arrival.

DID YOU KNOW



During your stay at Inserm, you will still be employed by your original organisation which shall retain all rights and obligations pertaining to you in its capacity as an employer.

Since 2020, the French government has introduced a research residence permit (*séjour de recherche*). To qualify, foreign doctoral students and researchers must obtain a grant awarded on the basis of academic merit by a foreign government, a foreign institution or the French Ministry of Foreign Affairs. The student must sign a research hosting agreement with the host institution, defining the terms and conditions of the residency and specifying, among other things, the total amount of funding (scholarships and any additional funding provided by the host institution), which determines the type of visa needed.

FOR MORE INFORMATION

If you are a fellowship recipient

Fellowship status can only be granted within the scope of a research residency (the only context allowing a fellowship). Therefore, your activity at Inserm must be regulated by a fixed-term employment contract (subject to the legal obligation to comply with the current minimum wage).

To enable financing, or at least partial financing, of your employment, contact the financing entity before you arrive to determine whether it can pay your fellowship dues directly to Inserm (in accordance with terms to be set out in an agreement).

If payment cannot be made directly, it will only be possible to employ you if your host laboratory has the necessary funds at its disposal. In that case, you would receive your fellowship dues.

WORKING AT INSERM

Arrangements for working at Inserm

If you are a student on an internship

If you wish to work in an Inserm research laboratory, you must first sign an internship agreement with your educational establishment, Inserm and yourself.

If the clauses in that agreement relating to confidentiality, publication of research work and intellectual property of results do not match those in force at Inserm, you will need to sign an additional agreement with the Institute setting out suitable stipulations.

DID YOU KNOW

The total internship duration, whether for one or more periods, is limited to six months per year of study. Depending on the length of your internship, you may receive internship allowance (cf. Fact sheet 4). Just like Inserm employees, you are entitled to partial payment of your transport and meal costs, reimbursement of your assignment costs, and certain rights to leave and authorised absences.

Contract

If you are recruited by Inserm (as a civil servant or contract employee), the conditions of your employment will be established according to the decision or employment contract concerning your recruitment.

If you are employed by a foreign organisation or are an intern, a formal agreement (cooperation agreement, internship agreement, etc.) must be drawn up to define the following conditions:

- the periods and hours when you will be present;
- the financial terms for your presence;
- provisions regarding health, safety and preventive care;
- general civil liability rules;
- specific liability rules, concerning protection of scientific and technical potential of the nation and information systems security;
- the confidentiality rules agreed upon;
- the publication arrangements decided upon;
- the arrangements concerning ownership of the results of your work.

ATTENTION

This contract is not to be confused with the hosting agreement issued by Inserm and signed by the Prefecture (cf. Fact sheet B1). The hosting agreement is issued to process your visa application but does not set out the terms of your presence and therefore cannot under any circumstances replace the required contract.

For any questions:



**Human Resources Service for
the Regional Delegation**

WORKING AT INSERM

Protection of the scientific and technical potential, regulations & IT security

If you are hosted in an Inserm research laboratory for a fixed period, we will carefully monitor the conditions of your access to resources and information, and your compliance with the charters and regulations in force.

PRIOR TO YOUR ARRIVAL

If you are a foreign national (from outside the EU), the manager of your host organisation will send a declaration to Inserm's Defense Security Officer (*Fonctionnaire de sécurité défense* - FSD).

The FSD will provide a consultative opinion within three to ten days on the risks inherent to your planned presence for the protection of the scientific and technical potential of the Institute, drawing in particular on the agreement framing your stay (cf. Fact sheet A2).

Furthermore, somebody from your host laboratory, placed in charge of your supervision, will serve as guarantor of the smooth running of your time at Inserm.

DURING YOUR STAY AT INSERM

Depending on the level of security of your host laboratory, you may be asked to wear a personal identification badge.

Your supervisor will pay particular attention to your compliance with security instructions and to the documents that you produce (internship report, thesis, deliverable, etc.).

CHARTERS AND REGULATIONS

Your presence and your activity within an Inserm research laboratory bestow rights and obligations upon you that are set out in charters and regulations. You will be made aware of these by your supervisor. The following in particular must be complied with:

- the internal regulations of your host

laboratory;

- the terms of use for access to Inserm's computer resources and internet services;
- the French National Charter for Research Integrity (*Charte nationale de déontologie des métiers de la recherche*).



Inserm IT resources and internet services user charter:

[FOR MORE INFORMATION](#)



National Code of Ethics for the Research Profession:

[FOR MORE INFORMATION](#)

ATTENTION




In the event of non-compliance with the regulations in force, your supervisor will alert the competent internal authorities without delay (director of your host laboratory, Regional Delegation in question, FSD, etc.). They may inform the Directorate General which would reserve the right to prohibit your access to Inserm infrastructure or report misdemeanors to the French police authorities.

IT Security

If you are using your own equipment, or that of a company other than Inserm, your computer will be connected to a network separate from that of your host laboratory. The Eduroam international Wi-Fi network, for example, will give you access to the internet, as well as to your home institution's network, if it has set up VPN or VPN-SSL access for you. When using this access you will need to use a recommended client (currently Global Protect). Otherwise, you will be connected to an isolated local network dedicated to guests, with restricted access to the

internet. Data exchanges with the laboratory will take place via your professional email service, a secure data transfer platform (Filesender from Renater, for example (cf. Fact sheet D3), or a laboratory USB key previously checked by the anti-virus software recommended by Inserm (currently Cortex).

 Eduroam:

FOR MORE INFORMATION

If you use your host laboratory's equipment, it will be configured in a language shared by you and the local systems administration team. You will have a named user account, software and access to local resources (equipment, printers, data, etc.) necessary for your stay at the laboratory. You will be able to connect your computer to your host laboratory's local network, which will give you at least partial internet access.

If you are staying long-term in an Inserm research laboratory, you will be provided with a granting access account to Inserm's national IT system (mailbox, EVA and Gaia personnel assessment management applications, Sirène human resources management application, etc.). You will have to use your email address forename.surname@inserm.fr for all of your professional communications. The professional use of personal email applications is prohibited, and we advise against using that of your organisation of origin.

Using public messaging systems for work purposes is prohibited, and using your home institution's messaging system is not recommended.

For any questions, contact
the IT Officer for
your research laboratory

AFTER YOU LEAVE

Your IT accounts will be closed and any equipment used will be wiped immediately after your departure.

ATTENTION



With your management's approval, you will have the option of copying your data onto a secure external medium and having your computer checked for viruses before you leave. Even after leaving Inserm, you will still be required to comply with certain obligations, namely an obligation of confidentiality, set out in the contract governing your presence at Inserm.

WORKING AT INSERM

Salary and compensation

Depending on your status at Inserm, you will receive salary, internship allowance, or compensation calculated in accordance with the regulatory pay scales currently in force.

SALARY

Your salary will be paid each month when it falls due. This salary will include a gross amount (supplemented, if necessary, by further salary elements) and a net amount, calculated following the deduction of the payments and social contributions that you are required to make. This net amount will be the salary that you will actually receive stated in the “*net à payer*” frame appearing at the bottom of your payslip.

Composition of your salary

If you are recruited as a civil servant, your gross salary will include:

a gross basic amount, based on your rank (*corps*), grade (*grade*) and level (*échelon* or *chevron*), namely determined by your prior professional experience;

- potential additional salary elements linked to your individual situation (place of assignment, dependent children, transport, etc.) or to your status and/or to your duties (bonuses, specific benefits, etc.).

If you are recruited as a contract employee, your gross salary will include:

- a gross basic amount, calculated using a salary grid (general Inserm pay scale or structures specific to certain funding arrangements: Marie Skłodowska-Curie Actions, hosting contracts, etc.) depending on a number of criteria such as your duties, the level of qualification required for the role or your prior professional experience;

- potential additional salary elements linked to your individual situation (dependent children, transport, etc.).

DID YOU KNOW



If you receive funding under the European Commission Horizon 2020 Marie Skłodowska-Curie Actions, your salary, determined by a specific pay scale, will include:

- for DN and PF Action winners: a base stipend, mobility payment and, where applicable, a family payment;
- for COFUND Action winners: a base stipend (co-financing);
- for SE Action winners: a stipend to cover travel and accommodation expenses.



Do you have a question about Marie Skłodowska-Curie Actions?

Changes to your salary

■ If you are a civil servant:

If you are a civil servant, your salary will change in accordance with the regulatory conditions applicable to Inserm, seniority (going up an *échelon* or a *chevron*) and/or promotion (going up a grade) or competition (change of corps).

■ If you are a contract employee

Your salary may be reassessed after three years into the contract.

ATTENTION



Your salary must be declared to the French tax authorities and, where applicable, income tax must be paid (cf. Fact sheet B6)

BONUS PAYMENT OF INTERNSHIP

You must receive internship allowance for an internship if your internship lasts more than two months, either consecutively or within the same academic year. Below this duration, internship allowance is discretionary.

WORKING AT INSERM

Salary and compensation

The amount of your internship allowance is set by decree and revised annually (€4.35 per hour, up to 35 hours per week, in 2024), and will be paid monthly.

For all questions relating to internship allowances:



Contact the Human Resources Service for the Regional Delegation

ASSIGNMENT EXPENSES

If you are being hosted under an institutional cooperation agreement between Inserm and your organisation of origin stipulating that your living costs in France will be paid for by Inserm, you will be reimbursed for those costs in line with the assignment expenses payment plan currently in force at Inserm.

This reimbursement will be subject to an upper limit in accordance with the terms of the agreement in question, for the total duration of your assignment (including arrival and departure days). Upon submission of the relevant supporting documents, your accommodation, meal and potentially travel costs will be covered.

IN PRACTICE



An application for an assignment order, setting out your surname, forename, employer, assignment nature, cooperation agreement in question, locations and departure and return dates, will be submitted by the Administrative Officer of your host research laboratory to relevant the Regional Delegate so that your assignment order can be issued. Your actual expense sheet will be submitted upon your return from the assignment together with the relevant supporting documents to the Regional Delegation to which your host laboratory is linked, which will then process the reimbursement of your expenses.



Everything you need to know about going on

FOR MORE INFORMATION

For any questions concerning an assignment:



Consult the Finance Service for the Regional Delegation

COMPLYING WITH LEGAL REQUIREMENTS in France

FACT SHEET B1	Visas and residence permits	20
FACT SHEET B2	Official documents and translations	25
FACT SHEET B3	Medical formalities	27
FACT SHEET B4	Health insurance	29
FACT SHEET B5	Pension	34
FACT SHEET B6	Taxation	36

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Visas and residence permits

Whatever the length of your stay in France, your entry into the country to work within an Inserm research laboratory is subject to obtaining a visa, unless your situation or nationality exempts you from requesting one. Upon your arrival in France, depending on your situation, you may be required to obtain a residence permit.

VISA

Hosting and internship agreements

To submit a visa application, you will need an agreement signed by the Prefecture on which the Regional Delegation for your host research laboratory depends.



Issuance and signature of this agreement may take up to three months. Therefore, we would advise you to start the procedure well in advance of your arrival.

ATTENTION

► If you are a researcher (including PhD students):

The Regional Delegation for your host laboratory will issue you with a hosting agreement (CERFA), which you must complete. This must be signed by the director of your host organisation, the Regional Delegation and yourself. The Regional Delegation will then forward it to the Prefecture for signature.



The hosting agreement will not include the legal framework for your stay at Inserm so it cannot be used in lieu of the required contract sheet (cf. Fact sheet A2).

ATTENTION

► If you are an intern:

Your educational establishment will issue you with an internship agreement, which you must complete. This must be signed by your internship supervisor, your educational establishment, the Regional Delegation and yourself. The Regional Delegation will then send a research stay agreement to the prefecture for signature. This must be done two months before the start of your internship (reduced to one month if your internship is part of a European Union or intergovernmental cooperation programme).

Visa application

As soon as you receive your signed agreement from the prefecture, you must submit your visa application to the French consulate (or embassy) in your country of origin.



Your visa application must be submitted no later than 2 months before the date of your departure for France.

ATTENTION

Depending on your situation (nationality, status, duration of stay, etc.), the required visa category will vary (cf. table hereinafter).

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Visas and residence permits

Types of visas for foreign researchers and interns according to length of stay

duration of your stay	if you are...	visa to apply for	cost of your application	your family
up to 90 days	researcher or intern	short-stay visa (C visa) aka “Schengen visa” This visa allows you to move freely within the Schengen Area for as long as the visa is valid.	€0, €35 or €60 depending on your nationality and your situation	Your spouse or partner and your children must make separate visa applications from your own.
from 91 days to 1 year	researcher	long-stay visa (D visa) valid as a residence permit category “<i>passeport talent - chercheur</i>”	€99	Your spouse and children under 18 may request D visas valid as a residence permit under the “ <i>passeport talent (famille)</i> ” category. Your spouse can therefore take up employment in France. On the other hand, your partner and children over 18 must make separate visa applications from your own.
	intern	long-stay visa (D visa) valid as a residence permit category “<i>stagiaire</i>”		Your spouse or partner and your children must make separate visa applications from your own.
over 1 year	researcher	long-stay visa (D visa) category “<i>passeport talent - chercheur</i>” with residence permit to solicit	€99	Your spouse and children under 18 may request D visas valid as a residence permit under the “ <i>passeport talent (famille)</i> ” category. Your spouse can therefore take up employment in France. On the other hand, your partner and children over 18 must make separate visa applications from your own.
	intern	long-stay visa (D visa) valid as a residence permit category “<i>stagiaire</i>”	€99	Your spouse or partner and your children must make separate visa applications from your own.

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Visas and residence permits

ATTENTION



A minimum income threshold for subsistence during your stay in France may be a precondition for obtaining your visa. If you are an intern, this threshold is set at the monthly amount of the basic subsistence allowance paid to fellowship holders by the French Government (see the French government website).



Visa information:

[FOR MORE INFORMATION](#)



Talent Passports:

[FOR MORE INFORMATION](#)

► **You are applying for a C visa:**

this visa will allow you to travel freely within the Schengen area for 90 days, but it will not allow you to apply for a residence permit once you are in France. Therefore, you will not be able to extend your stay beyond 90 days.

► **You are applying for a D visa valid as a residence permit category “passeport talent”:**

this visa must be validated by the French Office of Immigration and Integration (OFII) within 3 months of your arrival in France.

► **You are applying for a D visa category “passeport talent” with residence permit to solicit:**

you will have to apply for a residence permit to continue to stay in France beyond the three months validity period of your visa.

► **You are applying for a D visa valid as a residence permit category “stagiaire”:**

This visa must be validated by the OFII, and is subject to a compulsory medical examination (cf. Fact sheet B3).

IN PRACTICE



As a holder of a type D visa valid as a residence permit, you must send the following documents to OFII as soon as you arrive in France:

- your OFII certificate application form, signed by the authority that issued your visa;
- a copy of your ID document;
- proof of your entry into France or the Schengen Area.

An “OFII sticker” (“vignette OFII”) will be added to your

D visa, possibly after a mandatory medical examination (cf. Fact sheet B3). This definitively confirms its validity. To obtain the “OFII sticker” affixed to your type D visa valid as a residence permit, you will need to provide a €75 paper or electronic tax stamp.



Countries in the Schengen area:

[FOR MORE INFORMATION](#)



Formalities for entering France:

[FOR MORE INFORMATION](#)



OFII:

[FOR MORE INFORMATION](#)



Purchase of OFII digital tax stamps:

[FOR MORE INFORMATION](#)

Visa waivers

Type C visas are waived for nationals of member states of the European Union, the European Economic Area, Switzerland and a list of countries defined by the European Union, subject to certain conditions.

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Visas and residence permits

Type D visas are waived for nationals of member states of the European Union, the European Economic Area, Switzerland, Monaco and Andorra.

ATTENTION



These visa exemptions only apply to mainland France (different conditions apply to French overseas departments and territories).



Visa exemptions:

FOR MORE INFORMATION

RESIDENCE PERMITS

Issuance

To continue your stay in France beyond the validity of your D visa, you must apply for a residence permit from your local prefecture.

ATTENTION



You are advised to apply for a residence permit no later than 4 months before the expiry date of your D visa.

DID YOU



When applying for a residence permit, you will be required to pay a fee, in the form of tax stamps (*timbres fiscaux*), which can cost up to €269, varying according to your situation.



To find out how to proceed:

FOR MORE INFORMATION

This request must be made before your visa expires.

■ If you are a researcher:

A multi-annual residence permit labelled “*talent - chercheur*” will be issued to you for the duration of your assignment in France, with a maximum validity of 4 years. The residence permits of your spouse (but not your partner) and children under 18 will be labelled “*passeport talent (famille)*” and are valid for the period of validity of your “*talent chercheur*” residence permit. This authorises your spouse to work in France. If you are staying in France for less than a year, a long-stay visa valid as a residence permit (*passeport talent*) will suffice. Payment of a €225 tax stamp is required to obtain the permit. Your family can benefit from the simplified “family accompaniment (*famille accompagnante*)” procedure and obtain a “*famille*” talent passport residence permit without having to apply for family reunification.

ATTENTION



If you are an Algerian citizen, the “*passeport talent*” residence permit issuance procedure does not apply to you. The type of residence permit to apply for and the procedure for obtaining it are specific to your nationality.

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Visas and residence permits

► **If you are an intern:**

The type of residence permit you need, and the procedures for obtaining it, vary according to your nationality.

ATTENTION



You are advised to apply for a residence permit no later than 4 months before the expiry date of your type D visa.

To apply for a residence permit, you must pay a tax stamp fee of up to €269, depending on your situation.



To find out how to proceed:

FOR MORE INFORMATION

Renewal

If the duration of your assignment in France exceeds the duration of your residence permit, the latter must be renewed at your local prefecture 2 months before it expires.

ATTENTION



We advise you to start the process of renewing your residence permit as early as possible.

The procedures and documents required for renewal vary from one prefecture to another, so be sure to consult your local prefecture.



IN PRACTICE

You will need the following documents to apply for a renewal of your residence permit:

- passport;
- birth certificate;
- family record book;
- proof of address from within the last three months or an accommodation certifying letter (accompanied by the ID document of the person providing the accommodation);
- valid residence permit;
- 3 passport photos;
- renewed hosting or internship agreement or contract renewal certificate, issued by the Regional Delegation.



Ministry of Foreign Affairs:

FOR MORE INFORMATION

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Official documents and translations

In France, there are numerous official documents that are frequently required for administrative purposes. Below is an overview of the most common types of identity and residence documents, as well as information on translation requirements for foreign documents.

Official identification documents

The following documents are recognised as official proofs of identity:

- **National Identity Card (CNI):** an official document proving identity and French nationality, valid for 15 years for adults and 10 years for minors.
- **Passport:** travel document certifying identity and French nationality, valid for 10 years for adults and 5 years for minors.
- **Driving licence:** driving licences are primarily used to authorise the driving of vehicles, but they are sometimes accepted as proof of identity, especially during roadside checks. Nevertheless, they may be refused in certain administrative or financial procedures due to the risk of falsification.
- **Residence permit:** for foreign nationals residing in France, these documents certify their right of residence and can be used as identity papers.
- **Residence card:** a document issued to foreign nationals authorised to reside in France on a permanent basis, which can be used as an identity document.
- **Certificate of French nationality (CNF):** An official document proving French nationality, issued by the relevant court.
- **Birth certificate:** a full copy or extract including parentage, no more than three months old, may be accepted as proof of identity, particularly if it includes a reference to French nationality.

It is important to note that the acceptance of these documents may vary depending on the organisation and the procedures followed. For example, some authorities may require photo ID, which means neither a birth certificate or CNF would be sufficient. Furthermore, although driving licences are considered official documents, they can be refused as proof of identity in certain circumstances.

[FOR MORE INFORMATION](#)

When presenting documents written in a foreign language, an official translation by a sworn translator may be required for certain administrative procedures. Therefore, we advise you to consult the relevant authorities about the documents required and their applicability depending on your circumstances (cf. section 3 below).

Proof of address

A proof of address is a document proving your residential address. They are often required for various administrative procedures, such as applying for an ID, a passport or opening a bank account.

The following documents are generally accepted as proof of address:

- **Energy bill (electricity, gas):** no more than 6 months old.
- **Telecommunications bill (landline or mobile phone, internet):** no more than 6 months old.
- **Tax return or certificate of tax exemption:** for the current year.
- **A rent invoice:** provided by a social organisation or estate agency (not handwritten), no more than 6 months old.
- **Statement of house insurance:** for the current year.
- **Property deed or Caf certificate:** indicating housing assistance.

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Official documents
and translation

The period of validity of these documents may vary depending on the procedure. For example, to apply for an identity card or passport, proof of identity that is less than one year old is often required, while to open a bank account you may need a document that is less than three months old.

ATTENTION

Translating foreign documents:

Official documents written in a foreign language and intended for use in France must generally be accompanied by a certified translation. This translation must be carried out by a sworn translator, i.e. one recognised by a French court of appeal.

Documents routinely subject to this requirement include:

- Civil status documents: birth, marriage and death certificates.
- Identification documents: passports, driving licences.
- Diplomas and academic records.
- Legal documents: contracts, court rulings.

It is advisable to check with the relevant French authorities whether a sworn translation is required for the document in question.



The list of approved translators is also available on the *Cour de cassation* website:

FOR MORE INFORMATION



For more information

FOR MORE INFORMATION

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Medical formalities

When you are hosted by an Inserm research laboratory, you will receive medical checks. This allows us to examine your health, assess your fitness for work and prevent any deterioration in your health as a result of your professional activity.

Medical exams depending on your situation at Inserm

Situation	if you are staying in France without a visa	if you hold a C visa	if you hold a D visa "passeport talent - chercheur"	if you hold a D visa "stagiaire"
if you have been recruited by Inserm	preventive medical examination			
if you have not been recruited by Inserm (you are employed by another organisation or are an intern)	preventive medical examination			"OFII examination" preventive medical examination



If your job poses a risk to your health, you will be asked to undergo a fitness test on recruitment.

DID YOU KNOW



Information about the preventive medical examination:

FOR MORE INFORMATION



The medical visit includes:

- a general clinical examination (blood pressure, eye examination, height, weight, etc.);
- an X-ray examination of the lungs;
- a vaccination check;
- a capillary blood sugar test for people at risk of diabetes.

IN PRACTICE

MEDICAL EXAMINATION REQUIRED BY THE FRENCH OFFICE FOR IMMIGRATION AND INTEGRATION

To validate your D visa "*stagiaire*" (issued for a stay in France of more than three months, cf. Fact sheet B1), a compulsory medical examination with an approved physician will be required by the French Office for Immigration and Integration (*Office français de l'immigration et de l'intégration* - OFII).

The OFII doctor may also request additional tests, such as a urine test. In addition to performing medical procedures, the OFII doctor's role is to provide you with information about the French healthcare system and advise you on the care best suited to your situation.

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Medical formalities

At the end of the visit, you will receive a medical certificate stating that you meet the conditions for staying in France. This medical certificate will enable you to renew your residence permit with the prefecture.

The renewal application must be submitted 2 months before the end of your current visa.

 OFII:

[FOR MORE INFORMATION](#)

PREVENTIVE MEDICAL EXAMINATION

As of 26 November 2022, it is no longer compulsory for civil servants to have their physical fitness checked by a doctor prior to recruitment, except in cases where the performance of certain duties requires special health precautions due to the particular risks involved.

At Inserm, a medical examination is carried out by the company doctor once the employee has assumed his or her duties.

A medical check-up will then be repeated every 5 years in order to monitor any possible risks associated with the position. The check-ups are mandatory if special medical supervision is required (jobs involving specific risks, physical disabilities, pregnancy, pathologies, etc.).


The check-ups will take place during your working hours, after you have been invited to attend by the Preventive Medicine Service for the relevant Regional Delegation.

You will benefit from:

- a full clinical examination;
- additional tests if necessary (hepatitis B screening if you have to handle human blood, etc.);
- up-to-date vaccinations, to protect you against the infectious risks associated with your research work as well as public health risks (diphtheria, tetanus, polio, etc.).


If necessary, the Preventive Medicine Physician may consider whether your workstation needs to be modified (on-site visits are possible).

You will be informed of the occupational risks that your work exposes you to, and of the individual and collective protection measures available to you.


 Information about the preventive medical examination:

[FOR MORE INFORMATION](#)

IN PRACTICE

 If you will be handling carcinogens, mutagens or reprotoxins (CMR) during your time at Inserm, you will receive a medical examination prior to leaving. You will then be provided with a certificate of prior exposure, specifying your various exposures to CMR (type and toxicity) and subsequent medical monitoring measures to be followed (frequency of clinical examinations, type and frequency of additional examinations).

DID YOU KNOW

 The Preventive Medicine Physician is bound by medical secrecy. They guarantee the confidentiality of information relating to you.

For any questions:



**Contact Preventive
Medicine Physician for
your research laboratory**

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Health insurance

The French social protection system, termed Social Security, covers you for insurance in the event of illness, maternity, work accident and occupational diseases. Your right to French healthcare insurance *Assurance maladie* varies depending on your status and country of origin.

GENERAL PRINCIPLES OF FRENCH ASSURANCE MALADIE

A number of Social Security schemes exist in France. Depending on your situation, you will be placed under a specific scheme and your plan will be managed by a given fund.

Registration with Social Security


Your affiliation with *Assurance maladie* requires allocation of a Social Security number (a unique, personal 15 digit number). You will use this in your exchanges with your *Assurance maladie* fund, and for all medical matters.

IN PRACTICE




You will be asked to provide two documents to join *Assurance maladie*:


- an ID document (valid national ID card or passport, visa, residence permit);
- a civil register document (full copy of birth certificate, extract of birth certificate listing parents or documentary proof provided by a consulate).

 Health insurance for foreign nationals moving to France:

[FOR MORE INFORMATION](#)

 Social Security registration for employees arriving in France:

[FOR MORE INFORMATION](#)

 Social security number:

[FOR MORE INFORMATION](#)


Carte Vitale

Once you are registered with Social Security, you will be issued with a *Carte Vitale*. This card is valid throughout France, and is proof of your membership and entitlement to *Assurance maladie*, as well as eligible family members. It does not contain any medical information, but lists all of the administrative details needed for healthcare costs to be reimbursed.

ATTENTION



You will need to update your *Carte Vitale* every year and whenever your personal circumstances change (multi-service terminals are available in most pharmacies as well as *Assurance maladie* reception points).

 Ameli account:

[FOR MORE INFORMATION](#)

 Carte Vitale:

[FOR MORE INFORMATION](#)

Reimbursement of your healthcare costs

The *Assurance maladie* provides an initial level of reimbursement for your healthcare costs, but never total cover. The rate of reimbursement is capped and varies according to the procedures and medicines prescribed, your personal circumstances and whether or not you have followed a prescribed treatment plan.

To benefit from the maximum reimbursement rate from the *Assurance maladie*, you must first select a primary care physician (*médecin traitant*).

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Health insurance



IN PRACTICE

To inform Social Security of your choice of medical practitioner, you must complete a declaration form that can be downloaded from www.ameli.fr > Formulaire > Médecin traitant (French) This document must be signed by your chosen primary care physician then submitted to your *Assurance maladie* fund.

You must then follow the coordinated treatment plan described below .

Under the coordinated treatment plan, you must prioritize consulting your declared primary care physician for medical care. If you see a doctor who is not your declared primary care physician, your reimbursement may be reduced.

However, certain consultations are still covered under the coordinated treatment plan and reimbursed at the standard rate. These include:

- A replacement for your primary care physician
- A referral to a specialist or another doctor by your primary care physician (e.g. rheumatologist, cardiologist, dermatologist)
- Direct access to certain specialists — such as a gynaecologist, ophthalmologist, psychiatrist, or stomatologist — provided you have a declared primary care physician

Some healthcare practitioners apply what are called contractually agreed fees (*tarifs conventionnés*). These fees can be in sector 1, capped, or in sector 2, uncapped. When you consult these practitioners, you will receive maximum reimbursement from *Assurance maladie*.

Other healthcare practitioners not governed by a formal agreement are free to set their fees. If you choose to consult them, the amount refunded by *Assurance maladie* will be much less.



DID YOU KNOW

Consultation fees for healthcare practitioners registered under sector 2 and for those not regulated by a formal agreement can vary widely. Make sure to enquire about fees when you book your appointment.

As the healthcare costs you incur are only partially reimbursed by the *Assurance maladie*, you are advised to arrange additional health insurance (cf. Fact sheet C2).

Irrespective of the healthcare practitioner you consult or the additional health insurance you take out, a fixed contribution is systematically deducted from the reimbursement of your consultations, radiological examinations and medical biology tests. An excess is also deducted from reimbursements for medicines, paramedical procedures and medical transport.



Reimbursement of healthcare costs:

FOR MORE INFORMATION



Reimbursement scales for care and treatment and finding a healthcare professional, whether or not they are covered by an agreement:

FOR MORE INFORMATION



Your health insurance reimbursements:

FOR MORE INFORMATION

YOUR ENTITLEMENT TO FRENCH ASSURANCE MALADIE ACCORDING TO YOUR SITUATION

You are recruited by Inserm


If you come to work and live in France as an expat, you will be insured in France (with certain exceptions, for example if you are a civil servant).

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE


Health insurance

However, you will no longer be covered in your country of origin and will have to pay contributions to the French Social Security scheme.

Under the *protection universelle maladie* (Puma), you are eligible for immediate reimbursement of your healthcare costs. You do not need to have worked a certain number of hours. If you come from a country that has a social security agreement with France, check with your national insurance body before leaving for France whether you need to obtain a document enabling you to declare all your periods of sickness and maternity insurance. You can contact the Centre of European and International Liaisons for Social Security (Cleiss) to find out about the conditions for reimbursing your healthcare costs.

 EU and EEA member countries:

FOR MORE INFORMATION

 Social security agreements between your home country and France: Centre of European and International Liaisons for Social Security (Cleiss):

FOR MORE INFORMATION

 Puma:

FOR MORE INFORMATION

It is the duty of your employer to arrange your coverage with the *Assurance Maladie* in France. When these procedures have been completed, you will be issued with a French Social Security number. You can then create your Ameli account and order a *Carte Vitale*. From then on, you will be reimbursed for your medical expenses in France. To ensure that you are properly reimbursed, you must appoint a primary care physician.

IN PRACTICE



Inserm will register you with the French Social Security system. You will then be contacted by the *Assurance maladie* to fill out your application.

Children under the age of 16, or over that age under certain conditions (if they are studying, for example), are automatically covered by your *Assurance maladie* scheme as dependents. Your other family members are eligible for *Assurance maladie* coverage under the universal health protection scheme, unless they are covered by a national health insurance scheme in a country of the European Union (EU) or the European Economic Area (EEA) or a country that has signed a bilateral social security agreement with France. To do so, they must meet one of the following two criteria:

- they work in France;
- they have been a resident in France for more than 3 uninterrupted months.

They can then claim reimbursement for their treatment.

IN PRACTICE



During the three month waiting period for your spouse and children over the age of 16, we recommend that they take out private insurance to cover any healthcare costs they may incur in France.

DID YOU KNOW



If they hold a D visa “*passport talent (famille)*”, your spouse and children will be entitled to *Assurance maladie* cover under the *protection universelle maladie* without a three month waiting period. If you are a contract employee, you and your families files will be managed by the *Caisse primaire d'Assurance maladie* (CPAM) branch of your place of residence. However, if you hold a D visa “*passport talent*” or if your employer is located in *Île-de-France*, you should contact the Paris CPAM.

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Health insurance



Assurance maladie helpline for English-speaking people and contract workers with type D visas 'passeport talent' (Paris CPAM):
0811 36 36 46



Paris CPAM platform dedicated to employers of contract workers holding type D visas 'passeport talent':
0811 712 726

ATTENTION



Civil servants sent by their administration to an embassy, consulate or other official body remain covered by their country's health insurance scheme.

You are employed in your country of origin and work in France

You remain entitled to the healthcare cover provided in your country of origin. However, reimbursement of your healthcare costs in France takes a number of forms.

► **You are a national of an EU or EEA country (see paragraph 'You are recruited by Inserm' above):**

reimbursement of the treatment you receive in France will be managed by the CPAM. The CPAM will then contact your health insurance fund in your country of origin to obtain reimbursement of the costs incurred.

IN PRACTICE



You must request document S1 "Registration for qualifying for health insurance coverage" (*inscription en vue de bénéficiaire de la couverture d'Assurance maladie*) from your national healthcare scheme and send it to the CPAM branch for your place of residence in France.

► **You are not a national of an EU or EEA country:**
your entitlement and the procedure to follow will

vary depending on whether a bilateral Social Security agreement exists between France and your country of origin. If an agreement that provides for healthcare exists (cf. "If you have been recruited by Inserm" section above), you will be reimbursed for healthcare costs incurred in France, either by CPAM or by the healthcare scheme of your country of origin. Where no agreement exists or if there are no healthcare provisions contained in the agreement, consult your employer about your healthcare cover during your stay in France (transferability of your entitlement to healthcare cover, and guarantees provided if you have private insurance in your country of origin). It is possible that you will then have to pay additional contributions in France for your healthcare costs to be covered.

IN PRACTICE



You are strongly advised to contact your health insurance provider and your employer in your home country before you leave. They will be able to tell you what you need to do to have your medical treatment and procedures reimbursed once you are in France.

You are an intern

The conditions governing your French Social Security registration will vary depending on whether or not you are receiving an internship allowance and on the amount of that internship allowance.

► **If your gratuity exceeds 15% of the Social Security upper limit for hourly pay:**

you are covered by the French Social Security system. You are covered against the risks of accidents at work and occupational illnesses and benefit from sickness and maternity insurance (payment of daily allowances if you are off work, subject to certain conditions).

► **If your internship allowance is less than or equal to 15% of the Social Security upper limit for hourly pay:**

you are not covered by the French Social Security system. However, you can be reimbursed for your healthcare costs in the

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Health insurance

event of an accident at work or occupational illness. For other risks (illness, maternity, etc.), you are strongly advised to take out private insurance.

 International student:

FOR MORE INFORMATION



If you are an EEA national (cf. “you are recruited by Inserm” section above), receiving bonus payment equal to or less than 15% of the Social Security upper hourly rate, which doesn’t allow you to register for French Social Security, you will still be registered with the Social Security scheme in your country of origin. Before you arrive in France, contact your health insurance fund in your country of origin to receive your European Health Insurance Card. Upon presentation of this card, you will be entitled to cover for necessary healthcare during your internship.

DID YOU KNOW

In the event of serious or chronic illness (ALD)

Long-term conditions (ALD) are serious or chronic illnesses requiring extensive medical attention and costly treatment. In France, recognition of an ALD means that 100% of the cost of treatment for this condition is covered, in accordance with Social Security rates.

Two main ALD categories exist:

- Exempt ALDs: these conditions entitle patients to total exemption from co-payments (e.g. cancers, type 1 and 2 diabetes, rare diseases).
- Non-exempt ALDs: only partial reimbursement of the cost of treatment.
- Subsection 1: rights conferred by recognition as an ALD: 100% reimbursement: care and treatment related to the ALD are reimbursed in full, up to the limit of Social Security rates.
- Transport costs: under certain conditions, transport costs related to treatment may be reimbursed.

- Long-term sick leave: if you are recognised as having an ALD, you may be entitled to sick leave of more than six months.

Procedure for registering an ALD:

To be recognised as having an ALD, a specific procedure must be followed:

- Consultation with your primary care physician (*médecin traitant*): the procedure begins with a consultation with your primary care physician. He or she will assess whether your medical condition warrants recognition as an ALD.
- Preparing the care protocol: if your doctor determines that you have an ALD, he or she will draw up a detailed care protocol. This protocol will include the treatments and medical examinations specific to your pathology.
- Confirmation from the *Assurance maladie*: the care protocol will then be sent to the *Assurance maladie* for approval. Once approved, you will be informed that your ALD has been recognised.
- Updating your *Carte Vitale*: once your ALD has been recognised, your *Carte Vitale* will be updated. This will enable costs relating to your condition to be automatically reimbursed.

ATTENTION



Appointing a primary care physician is essential if you want to receive optimum medical care and better reimbursement for your treatment. Furthermore, it is indispensable if you wish to declare an ALD. During consultation, your doctor can register your declaration online via your *Carte Vitale* or by sending a CERFA form to your *Assurance maladie* fund.



For more information on ALDs and the steps to take, visit the Assurance maladie website:

FOR MORE INFORMATION

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Pension

When you are employed by Inserm, you will pay into the French compulsory pension scheme. Pension contributions (*cotisations retraite*) will be deducted directly from your salary every month to fund the pensions of current retirees. Your contribution periods will also be recorded in your individual retirement account, in the form of quarters that will determine the amount of your future pension.

INSERM PENSION SCHEMES

In France, there are several pension schemes, managed by different organisations, which you can join depending on your status.

If you are an Inserm contract employee (temporary, fixed-term or open-ended contract), you will contribute to:

- Social Security general pension scheme;
- IRCANTEC top-up scheme.

If you are an Inserm civil servant (probationary or permanent), you will contribute to:

- special scheme for civil servants (pursuant to the French Civil and Military Pensions Code);
- RAFP top-up scheme.



As part of your right to pension information, you will automatically receive a summary of the entitlements you have acquired under the various French pension schemes when you turn 35, and every 5 years thereafter.

IN PRACTICE



In addition to these compulsory schemes, you can take out a personal supplementary pension (savings, life insurance, capital funds).

DID YOU KNOW



Social Security general pension scheme:

[FOR MORE INFORMATION](#)



IRCANTEC top-up scheme:

[FOR MORE INFORMATION](#)



Special scheme for civil servants:

[FOR MORE INFORMATION](#)



Additional civil service pension scheme:

[FOR MORE INFORMATION](#)

RECOGNITION OF YOUR ACTIVITY ABROAD

It will not be possible to transfer your contributions from one country to another. However, under certain conditions, European regulations allow your professional activities abroad to be factored into your pension.

If you wish to remain in France after retirement

The French pension system can recognise periods worked abroad in one of the following States:

- European Union (EU) Member State;
- European Economic Area (EEA) Member State;
- Switzerland;
- a country that has concluded an international or bilateral Social Security agreement with France.

This step is optional, but it may affect the amount of your future pension. Inserm employees' French pensions are calculated on the basis of their length of service, counted in quarters. This means that if, when you retire, you have not reached the required length of service, the amount of your pension will be reduced. Conversely, if the required period is exceeded, your pension will be increased.

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Pension

ATTENTION



As the procedure for recognition by the French pension system of periods worked abroad is relatively long and complex, it is preferable to initiate the arrangements with your French pension scheme fairly early in your career (although after at least two years' membership of the French schemes).



Social security agreements between your home country and France:

FOR MORE INFORMATION

If you wish to leave France after working there

A procedure for recognising time worked in France could be taken up with the relevant institutions in your host country. You will also be able to request payment of your French pension when you meet the corresponding regulatory conditions, namely as regards age.



EU and EEA member countries:

FOR MORE INFORMATION



Contact
Inserm Pensions Service

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Taxation

The French government provides a number of services to French residents through its public services (education, road infrastructure, social security, etc.). To fund these services, it relies in large part on the funds generated through personal taxation.

THE DIFFERENT TYPES OF TAX

Every year, you are required to submit an income tax return to the French tax authorities, who will then calculate how much you must pay for each tax.

You may be liable to the following taxes:

- income tax;
- local residence tax, payable to the local authority (*commune*) in which you live, to pay for services provided to residents, which is calculated based on the characteristics of your housing (surface area, location, etc.);
- real estate tax, payable to the *commune* in which the property that you own is located and calculated based on the characteristics of the property (surface area, location, etc.).

YOUR TAX OBLIGATIONS IN FRANCE

Taxation levied on foreign nationals living in France depends on individual circumstances, national fiscal regulations and agreements concluded by France with certain States to prevent double taxation.

However, there is one general rule. If you are a tax resident in France, you must declare all your income, whether French or foreign, to the tax authorities, and you are liable to pay tax on that amount. If you are not a tax resident in France, you only have to declare your French-source income to the tax authorities and are taxed on this amount.

DID YOU KNOW



You are deemed to be a French tax resident if you meet one of the following conditions:

- you live in France for more than 6 months during the tax year;
- you receive your main income from French sources;
- you carry out your main professional activity in France, whether employed or self-employed.

ATTENTION



Bilateral tax treaties signed by France with other countries may override these rules.



Bilateral tax treaties signed by France:

[FOR MORE INFORMATION](#)

YOUR INCOME DECLARATION

Income tax is declared during the first half of each year.

This declaration is made retrospectively for the preceding tax year (coinciding with the calendar year), known as the reference year. So, for example, in the first half of 2017, you must declare your income for 2016.

IN PRACTICE



Contact your local tax office (*centre des finances publiques*) for your first tax declaration. Subsequent tax returns can be made online.



First income tax return:

[FOR MORE INFORMATION](#)

COMPLYING WITH LEGAL REQUIREMENTS IN FRANCE

Taxation

As part of your tax return, you will be asked to provide the following information:

- your family status (marital status, dependent children, etc.);
- your home address;
- your taxable income: your salary (stated on your December of the reference year payslip under the heading “*montant imposable*” [taxable earnings] if paid by Inserm), your spouse’s income, any income from a pension, etc.;
- any costs (childcare, charitable giving, etc.) that may be tax-deductible;
- whether or not you have a TV.

CALCULATING YOUR TAX

The information provided on your income declaration will be used by the tax authorities to calculate your various tax payments

Income tax

Regardless of whether or not you are liable for income tax, you will receive a tax assessment via email.

Other taxes

Your other taxes will be the subject of separate tax assessments, which will be sent to you only if you are liable for the taxes concerned.

PAYING YOUR TAX

The first time you pay each tax, full payment will be required, using your method of choice (online, check, bank card or cash payment).

From the following year, you will be able to pay income tax in three installments and a single installment for other taxes using your method of choice, or by monthly direct debit from your bank account.

DID YOU



The first payments you make in the year will be based on an estimate of the amount of your taxes. This will be reconciled once the exact amount payable has been calculated on the basis of your income declaration by revising the last payments in the year either upwards or downwards.



Taxation:

FOR MORE INFORMATION

For any questions,
contact your local tax office
(centre des finances publiques)

RELOCATING to France

FACT SHEET C1	Bank account	39
FACT SHEET C2	Additional health insurance and provident insurance	40
FACT SHEET C3	Civilliability insurance	41
FACT SHEET C4	Housing	42
FACT SHEET C5	Short-term accommodation	44
FACT SHEET C6	Long-term accommodation	46
FACT SHEET C7	Procedures for entering private sector accommodation	47
FACT SHEET C8	Mobile phone	49
FACT SHEET C9	Transport	50
FACT SHEET C10	Childcare and schooling	52
FACT SHEET C11	Social welfare benefits	55
FACT SHEET C12	Learning French	57
FACT SHEET C13	Disabilities	59
FACT SHEET C14	Living in France	62

RELOCATING TO FRANCE


Bank account

French law allows any foreign resident to open a bank account if they are staying in France. To facilitate your financial transactions (paying your salary, paying your bills by direct debit, etc.), you are strongly advised to open a bank account in France.

CHOOSE YOUR BANK

You can choose your bank freely, either in a branch or online.

We recommend choosing a bank that is close to where you live or work to make banking easier. We also recommend that you compare bank charges levied by the different banks so that you can find what best suits your needs.

 Banking rates:

FOR MORE INFORMATION

OPENING YOUR ACCOUNT

To open an account, the bank you choose will need to verify your identity. Therefore, this can only be done once you are in France. However, you can start the process before you come by making an appointment and gathering the relevant administrative documents.

IN PRACTICE



The required documents for your appointment with your bank are:

- an ID document;
- a visa or residence permit (where applicable);
- proof of address from within the last three months (letter confirming your accommodation, electricity bill, etc.).

SERVICES

Once your bank account is opened, you will be given your bank account details on a slip referred to as a RIB (*relevé d'identité bancaire*) as well as a bank card. You can request a checkbook if you wish.

INSERM OFFER



Inserm has set up a number of partnerships with banks allowing employees to benefit from attractive banking services.

To find out more, see the list of partners or contact your Inserm social action representatives: cesf.drh@inserm.fr ou action.sociale.drh@inserm.fr

■ **A RIB** is a document that allows you to share your bank details with third parties. You may need to provide your RIB to facilitate various financial transactions, for example, setting up salary payments or direct debits from your account.

■ **Checkbooks** are generally free of charge. You will receive one within 15 days following your request.

■ **Bank cards**, whether debit or credit, incur charges that vary depending on the bank you choose. Some banks offer a free bank card for the first year.

DID YOU KNOW



Payment via checkbook and bank card are not accepted in all shops in France and they can be refused if they are below a minimum amount.

RELOCATING TO FRANCE

Additional health insurance and provident insurance

Whatever Social Security scheme you are affiliated to, most of the healthcare costs you incur are only partially reimbursed by the compulsory *Assurance maladie*. This means that you need to take out a supplementary health insurance policy, commonly known as a *mutuelle*. You can also take out provident insurance to cover you in the event of incapacity or disability.

ADDITIONAL HEALTH INSURANCE

Additional health insurance reimburses all or part of the sums left to pay after the compulsory *Assurance maladie* has been applied (cf. Fact sheet B4). In some cases, it also reimburses the costs of medical and paramedical services not covered by Social Security (osteopathy, dental implants, non-refundable vaccines and medications, elective surgical procedures, etc.).



Since 1 January 2022, Inserm has contributed €15 a month (before tax) to the additional social security of its employees, regardless of the amount of the monthly contributions paid by the employee, provided that Inserm's contributions do not exceed the amount actually paid by the employee. Between 1 January 2025 and 1 January 2026, Inserm will subscribe to a collective contract with compulsory membership for all active employees.

DID YOU KNOW

There are a number of exemptions from joining the group health plan:

- be a beneficiary of the complementary health insurance scheme (formerly CMU);
- be the beneficiary of an individual contract for health cover at the entry date of the first group contract selected by the employer, or at the date of taking up employment;

- be on a fixed-term contract and already benefit from individual health cover, etc.



Insurance and social protection

FOR MORE INFORMATION

Pour toute question:



Contact Human
Resources Service for
the Regional Delegation

PROVIDENT INSURANCE

In addition to additional health insurance, you can take out provident insurance to cover you in the event of incapacity or disability. This covers you against the risk of death, physical injury, maternity, incapacity for work or disability. It enables you to compensate for a drop in income if you are temporarily or permanently unable to work. For example, it can ensure that your salary continues to be paid in the event of prolonged sick leave.

Some additional health insurance offers include a provident option.



For ordinary sick leave, your salary is guaranteed at full pay for 3 months, after which it is reduced to half that amount for 9 months. Each period of sick leave is subject to a one-day unpaid default period.

DID YOU KNOW



Contact Inserm's Social
Policy Office

RELOCATING TO FRANCE

Civil liability

Civil liability is the obligation to remedy loss or harm occasioned to a third party. Civil liability insurance covers, wholly or partially, the financial consequences of loss or harm resulting from an event in the private sphere, for which you may be liable in respect of a third party or their assets.

SUBSCRIBING TO CIVIL LIABILITY INSURANCE

You can subscribe to what is known as private life civil liability insurance from an insurer, a mutual fund or a bank.

Certain insurance contracts such as home insurance contracts in general (cf. Fact sheet C7), already include civil liability cover.

Not all contracts provide the same cover. In particular, check:

- who is covered
- any excess that you will still have to pay;
- the limits of the cover provided (exclusions, upper limits, etc.).

SERVICES

What it covers

Depending on the policy, civil liability insurance will cover loss or harm occasioned to a third party by:

- yourself, through carelessness or negligence;
- your dependent children, if they live with you (adult children living with you may also be covered);
- your parents, if they live with you;
- your home help (cleaning staff, gardeners, baby-sitter, etc.);
- your pets;
- items you own, borrow or rent;
- the property you own (for example, as a result of poor maintenance or a building defect, even if the property is unoccupied or rented).

What it does not cover

Some losses and harm are not covered by civil liability insurance. This includes loss and harm occasioned:

- to yourself or your next of kin who are beneficiaries of the contract;
- intentionally to a third party;
- by your category 1 (attack) or 2 (defence and guard) dog;
- by your motor vehicle (specific insurance policies must be taken out);
- as a result of your professional activities (specific insurance policies must also be taken out).

RELOCATING TO FRANCE

Housing

Before you begin your search, it is essential to determine which type of housing to look for, this will depend on your length of stay and your financial resources. Depending on the type of accommodation you choose, you may be asked for a security deposit and a guarantor.

TYPES OF HOUSING

For a short-term stay, it is preferable to opt for a rental in a residence dedicated to foreign researchers and students, or a seasonal rental (cf. fact sheet C5).

For a long-term stay, it is preferable to consider renting in the private sector. However, it may be

advisable to look for temporary accommodation during the first few weeks of your stay in France and then use this time to look for private sector accommodation for a longer period (cf. fact sheet C6).

Accommodation options for foreign researchers

Type of housing	length of stay	guarantor and security deposit	prices	energy, internet, phone and TV	rental duration sought
seasonal rental (cf. Fact sheet C5)	3 months maximum	guarantor: no security deposit: possible	fairly expensive compared with other types of accommodation	included in the rate	a few days to a few weeks
residence for foreign researchers and students (cf. Fact sheet C5)	1 year maximum	guarantor: no security deposit: possible	prices vary by residence but good value for money	included in the rate	several months
furnished private sector rental (cf. Fact sheet C6)	1 year renewable	guarantor: frequently security deposit: frequently	rents vary by region	to be added to the rent	from several weeks to several months, depending on the region
non-furnished private sector rental (cf. Fact sheet C6)	long stay	guarantor: frequently security deposit: frequently	rents vary by region	to be added to the rent	from several weeks to several months, depending on the region

DID YOU KNOW



Whichever type of housing you opt for, you will need to complete an incoming and outgoing inventory of fixtures on entering and leaving the property. Subject to certain criteria (namely income), you may be entitled to claim housing benefits from your Social Welfare Family Fund (*Caisse d'allocations familiales*; cf. Fact sheet C11).

RELOCATING TO FRANCE

GUARANTOR AND SECURITY DEPOSIT

The guarantor (*caution locative*) and security deposit (*dépôt de garantie*) are separate concepts. They protect the property owner on the one hand against non-payment of rent and on the other hand against deterioration of the property.

Guarantor

The owner is entitled to demand a guarantor from you to cover any defaults on payment of rent and service charges.

The guarantor is the individual or entity that undertakes to assume liability to the owner for your payment obligations should you fail to meet them.

► **The following individuals may act as guarantors:** a member of your family, a friend or a bank. An owner may refuse the guarantor you propose. However, they may not refuse on the grounds that the guarantor is not a French citizen, or that the guarantor does not live in mainland France.

IN PRACTICE



If a natural person agrees to act as guarantor for you, the following documents will be required:

- valid identity document;
- proof of address or proof of accommodation less than 3 months old;
- document(s) proving professional activity;
- document(s) proving income;
- a guarantor's deed.

ATTENTION



If a maximum amount has been specified, the guarantor cannot be asked to pay a larger amount. However, if no maximum amount has been specified, the guarantee is unlimited.

Security deposit

The security deposit is a sum of money that you may be asked to provide to cover any unpaid bills, and/or to return the property to its original condition if you cause any damage. The amount and the terms governing its return must be specified in the rental contract.

ATTENTION



If you opt for a three-month lease, the owner cannot ask you for a security deposit.

For empty rentals, the amount of the security deposit is capped at one month's rent (excluding charges). For furnished rentals (as a principal residence), the amount of the security deposit may not exceed two months' rent (excluding charges).

IN PRACTICE



If the owner requires a security deposit, you must pay it when you sign the lease. If the deposit is paid in cash, we recommend that you ask the owner for a receipt specifying that the deposit has been paid.

Once the keys have been returned to the owner, the security deposit must be returned in no more than:

- one month if the inventory at the end of the lease corresponds to the inventory at the beginning;
- two months if the inventory at the end of the lease does not correspond to the inventory at the beginning.

RELOCATING TO FRANCE

Short-term accommodation

For short-term stays, accommodation in dedicated residences for international researchers and students or seasonal rental is more widely available.

INSERM OFFER



Inserm has entered into several partnerships with different types of accommodation providers throughout France to facilitate access to accommodation for its mobile staff.

To find out more:

- refer to the list of partners
- contact your Inserm social action representatives: cesf.drh@inserm.fr or action.sociale.drh@inserm.fr
- refer to the *Action Sociale* section of Inserm pro: <https://pro.inserm.fr/>

RESIDENCES FOR INTERNATIONAL RESEARCHERS AND STUDENTS

This type of accommodation exists all over France (associations, CROUS, etc.) and caters for the specific needs of scientific mobility: short-stay rentals, with the possibility of arriving at any time of the year, without the need for a rental deposit, etc.

Reservation

Each residence has its own rules for operating and allocating accommodation.



Local Euraxess service centre (the main contact for these residences)

FOR MORE INFORMATION

Rates

Rental rates vary according to the type of accommodation (room, studio, etc.) and the host establishment. They generally include utilities (electricity, gas, heating, water) and internet access.

Security deposit

A security deposit may be required (cf. Fact sheet C4), depending on the residence, and may be retained in the event of damage to the accommodation.



Rates: reasonable value for money.

Rental period: from a few days to 1 year.

Average search duration: several months.

IN PRACTICE



Inserm housing benefits:

FOR MORE INFORMATION

SEASONAL RENTALS

Seasonal rentals are ideal for short stays if there is no more space in the residences dedicated to international researchers and students.

They are furnished flats or studios available for a transient clientele. They can be rented by the day, week or month.

Reservation and signature

The reservation is the first step of the contractual process and involves rights and obligations for both you and the owner. You will generally have to pay an initial advance which will not necessarily be returned to you if you do not complete your reservation. You will then need to sign a written rental contract (in 2 copies), listing the price, a description of the rented premises, the exact address and the rental period.

DID YOU KNOW



There are a number of specialised websites where you can find holiday rentals such as apartments, hotels or private homes (such as Airbnb, Housetrip, etc.).

RELOCATING TO FRANCE

Short-term accommodation

Rates

The rental rate is set at the owner's discretion. You will need to pay a tourist tax, which is set by the local authorities (*commune*) and depends on the number of nights and people accommodated.

The rate generally includes utilities (electricity, gas, heating, water) and internet access. The payment method for these utilities, which may be all-inclusive or separate, must be set out in the rental contract.

**IN PRACTICE**

These rentals generally include household linen and small electrical appliances (television, microwave oven, stove, coffee machine, etc.).

Guarantor

The owner of the accommodation may require a deposit (cf. Fact sheet C4).

If an intermediary is used (estate agency, association, etc.), this deposit may not exceed 25% of the rent, nor may it be received more than 6 months in advance. It will be returned to you at the end of your stay and no later than 10 days after the keys have been handed over.

IN PRACTICE

Rates: higher than other types of accommodation.

Length of rental: generally 90 consecutive days maximum (except in apartment-hotel-type structures).

Average search duration: a few days, or even a few weeks.

RELOCATING TO FRANCE

Long-term accommodation

Private sector accommodation is recommended for long-term stays. This type of accommodation offers a wide range of possibilities in terms of living space (studio, two-bedroom, etc.). This accommodation can be rented empty or furnished.

PRIVATE SECTOR HOUSING

This type of property can be rented:

- from a private individual via specialist websites (pap.fr, seloger.com, leboncoin.fr, etc.);
- through an estate agent, who will charge you a fee (*frais d'agence*) equivalent to around one month's rent.

IN PRACTICE



You will be asked to provide the following documents when you apply to an estate agent or owner:

- valid identity document;
- proof of address or proof of accommodation less than 3 months old;
- document(s) proving your occupation;
- document(s) proving your income.

RATES

In the private sector, rent is generally paid on a monthly basis and is set freely by the owner, in compliance with a regulatory upper limit. Utility costs (electricity, gas, heating, water, maintenance of communal areas) are added to the rent and are therefore your responsibility.

IN PRACTICE



Rates: higher or lower depending on the region (high rents in Paris, for example).
Length of tenancy: one year for furnished accommodation, three years for unfurnished accommodation, with the possibility of renewal.
Average search duration: from several weeks to several months, depending on the region and the type of property required (furnished or unfurnished, studio, two-bedroom, etc.).

GUARANTOR AND SECURITY DEPOSIT

Lessors almost always require a rental deposit or guarantor (cf. Fact sheet C4).

A security deposit may also be required by the owner (cf. Fact sheet C4). This money will be returned to you within 1 to 2 months of your departure, in whole or in part depending on the condition of the accommodation.

DID YOU KNOW



The amount of the security deposit may not exceed one month's rent (excluding charges) for unfurnished accommodation, or two months' rent (excluding charges) for furnished accommodation.

INSERM OFFER



Inserm has partnered with a guarantor company to provide you with easy access to rental guarantees.

To find out more:

- refer to the list of partners
- contact your Inserm social action representatives: cesf.drh@inserm.fr or action.sociale.drh@inserm.fr
- consult the *Action Sociale* section of Inserm pro: <https://pro.inserm.fr/>

RELOCATING TO FRANCE

Procedures for entering private sector accommodation

Before you move in, you will have to take out home insurance (compulsory in France). Once you are in the property, you will also need to subscribe to energy contracts (electricity and/or gas) and take out internet, phone and TV contracts as required.

HOME INSURANCE

In France, the tenant is required to take out a home insurance policy, which must run from its first day into the property.

This contract will provide cover and compensation for loss or damage in the rented property (occasioned to possessions) and usually includes a civil liability component known as private life (cf. Fact sheet C3).

IN PRACTICE



You can take out a home insurance policy from an insurance company or a bank in particular. You will be asked to provide the following information:

- type of dwelling (apartment or house);
- number of rooms;
- surface area;
- storey;
- location of dwelling;
- approximate total amount of furniture to be insured;
- etc.

Once you have taken out home insurance, you will be sent a certificate which may be requested by the owner of the property.

ATTENTION



The information you provide to the insurer must be accurate. A false declaration or an oversight can have serious consequences. The insurance company may not cover the costs of damage to the property, but will still retain the fees paid.

ENERGY (ELECTRICITY AND GAS)

IN PRACTICE



You can usually take out a contract by phone or online. The provider will ask you for the following information:

- the exact address of your home (building, storey, door);
- the name of the person who previously lived there (if possible);
- the electricity and/or gas meter reading.

The billing amounts are based on estimated consumption (based on the number of electrical devices and household composition). Payment is made on either a monthly, quarterly or six-monthly basis by check or direct debit from your bank account.

DID YOU KNOW



Every six months, your energy provider may make adjustments based on your actual consumption. If your consumption exceeds the initial estimate, you'll have to pay a surcharge. If not, you'll be reimbursed for the overpayment.

INTERNET, TELEVISION AND PHONE

A number of internet service providers exist. Two types of offers are usually proposed:

- internet access with a landline;
- internet access with a landline and a TV-box.

Since landlines are being used less and less, operators are now offering telephone packages including just a number and subscription for a cell phone, as well as data for an internet connection. This is still the most cost-effective option, as calls abroad via a telephone line (not the internet) are subject to surcharges.

RELOCATING TO FRANCE

Procedures for entering private sector accommodation



To take out an internet, telephone and box-TV subscription, the provider will ask you to provide the following information:

- the exact address of the property (building, floor, door);
- the name and landline phone number of the person who previously lived in the property (if possible);
- bank details (RIB);
- an ID document;
- payment of a deposit for the provision of equipment (optional).

IN PRACTICE



Most packages include unlimited internet access and unlimited calls to landlines and cell phones in France and certain foreign countries (please refer to the list provided by the operator when you subscribe). This means your rate should be the same from one month to the next, as long as your calls are not to premium-rate numbers.

DID YOU KNOW

Once you have subscribed, you will receive the equipment needed in order to activate the services.

Payment is made monthly, by check or direct debit from your bank account.



There may be additional charges, for example if a technician comes to open your telephone line. Rates for these additional services vary according to the provider you choose.

ATTENTION

RELOCATING TO FRANCE

Mobile phone

To get a mobile phone line, you can buy prepaid cards or subscribe to a monthly plan (with or without a minimum term).

PREPAID CARDS

You can buy a prepaid card from a retailer (tobacconist, specialist store, etc.) or on the internet. Depending on the card you choose, it can be used to:

- call landlines and mobile phones in France, and possibly abroad, either with or without time limit;
- send SMS and MMS in France, and possibly abroad, either with or without limit;
- connect to the internet, which may or may not be limited in terms of amount of data you can download/upload.

The validity of such cards ranges from seven days to one year, depending on the operator. Prices vary depending on the provider. You can keep the same card and recharge it repeatedly.

ATTENTION



In order for the new balance to be added to your old balance, you must top up your card before it expires. Otherwise, the old balance will be lost.

These packages are offered either with or without a minimum term:

- a package with a minimum term is for 12 months at least. It is often expensive but allows you to acquire a mobile phone at a discounted rate, in return for your commitment for a given time period to the operator;
- a package without a minimum term is cheaper if you already have a mobile phone.

MOBILE COMMUNICATION VIA INTERNET

If you have a stable internet connection on your cell phone, you can make free calls in France and abroad using applications such as Skype, Line or WhatsApp, provided the other party has the same application and an internet connection. You can also send messages (text or voice) free of charge via these applications.

DID YOU KNOW



In France free Wi-Fi (*wifi gratuit*) spots or pocket Wi-Fi are rare. Therefore, it is advisable to purchase a telephone subscription that includes internet access outside your home.

PACKAGES

Cell phone packages generally include:

- voice calls to landline and mobile phones in France, and possibly abroad, either with or without time limit;
- SMS and MMS in France, and possibly abroad, either with or without limit;
- connection to the internet, which may or may not be limited in terms of amount of data you can download/upload.

RELOCATING TO FRANCE

Transport

You can use public transport or your own car to commute to work.

PUBLIC TRANSPORT SUBSCRIPTION

Every French metropolitan area has its own public transport network (metro, tramway, bus, bicycle...). For information on how to subscribe to these services, contact your local town hall. If you are employed by or receiving **internship allowance** from Inserm and use public transport to commute to and from work, you may be eligible for partial reimbursement of your transport costs, subject to certain conditions. This is possible for:

- weekly, monthly or annual public transport subscriptions (RATP, SNCF, etc.);
- a public bike rental service subscription.

You can use the dedicated form to request reimbursement as soon as you arrive at Inserm.



Single tickets or day passes are not covered by this mechanism.

You cannot claim a refund for both a public transport subscription and a bike rental service subscription for the same journey.

ATTENTION

PERSONAL VEHICLE

Commuting using your own vehicle cannot be subject to refund by Inserm.

Driving with a license issued by a European Economic Area (EEA) country

You can drive in France, subject to certain conditions, including:

- your license is valid;
- your right to drive has not been restricted, suspended or revoked in the country where your license was issued;

- you have reached the minimum age required in France to drive the vehicle (18 for a car);
- you comply with the medical requirements stated on your license.

ATTENTION



If you have a license issued by an EEA country which you obtained in exchange for your license issued by a non-EEA country, the latter is considered as your license in France.



EEA member countries:

FOR MORE INFORMATION

Driving with a license issued by a non-EEA country

You can drive in France for up to one year after your arrival (or until the end of your studies, if you're coming as an intern or doctoral student). To do so, you must meet the same conditions as the holder of a foreign license issued by an EEA country, as well as the following two conditions:

- your license was issued by the country in which you usually resided before arriving in France;
- your license is written in French, or accompanied by a French translation or an international license.

ATTENTION




Once the validity period of your non-EEA driving license has expired, you will need a French driving license to drive in France.

RELOCATING TO FRANCE

Transport

Depending on your country of origin, you may be able to exchange your original license for a French one, by applying to your local prefecture within a limited period of time following your arrival in France.

If you do not do this, you will have to take the French driving test (a theory test and a practical test).

 Countries whose national driving licenses can be exchanged for a French driving license:

[FOR MORE INFORMATION](#)**Insuring your vehicle**

You must insure your vehicle to be able to drive in France. The insurance policy will cover and indemnify you for any loss or harm occasioned by a third party or a natural disaster, and possibly for theft of your vehicle and loss or harm occasioned by you, depending on the level of cover chosen.

IN PRACTICE

You can insure your vehicle with an insurance company or bank, for example. You will be asked to provide the following supporting documents:

- vehicle identity certificate (specifying model, engine size, etc.);
- driving licenses of all drivers;
- history of your prior insurance policies and any claims made (request this from your insurer in your country of origin).

RELOCATING TO FRANCE

Childcare and schooling

If you have children, there are several options in France for childcare and schooling.

LOOKING AFTER YOUR YOUNG CHILDREN

Individual childcare

You have two options:

- using an approved nursery assistant (*Assistant maternel agréé* - AMA) who will look after your children in their home (one to three children);
- using a professional nanny, either employed by you or through a government approved agency, to look after your children at your home.

IN PRACTICE



For a list of AMAs in your town or the surrounding area, please contact:

- the Nursery (*Petite enfance*) department at your city hall;
- the Maternity and nursery protection (*Protection maternelle et infantile* - PMI) centre in your city;
- the Nursery assistants network (*Relais assistantes maternelles* - RAM) in your city.

Group childcare

This type of care for children under 3 is provided by qualified professionals (nursery assistants, early childhood educators, etc.), in specially equipped premises.

► **Group nurseries** are run by local government (local authority, departmental services, etc.) or are managed privately (by an association, for example). They look after your children either for one day on a regular basis, either full-time or part-time. Because this type of childcare is very popular, we recommend that you reserve

a place for your child as early as possible.

► **Childminding facilities** look after children on an occasional basis, from a few hours up to two days per week. The cost varies depending on your income and the number of dependent children in your family.

► **Family nurseries** and **parents' childminding** facilities are small operations run by parents' associations. Alongside a professional team, you assist in looking after children and with the running of the operation.



To find out how to employ an AMA:

[FOR MORE INFORMATION](#)



To find an AMA or a drop-in center

[FOR MORE INFORMATION](#)

Social welfare benefits

Depending on the type of individual childcare chosen, your Family benefits fund (*Caisse d'allocations familiales* - Caf) can meet the cost, until your child reaches age six, of:

- part of the salary of your AMA and all or part of the contributions linked to this employment;
- part of the costs linked to the care of your child by an association or company.

IN PRACTICE



To apply for assistance, contact your local Caf office or apply online at www.caf.fr > Online services (cf. Fact sheet C11).

Depending on your income, you may also be entitled to the Early Childhood Benefit (*Prestation d'accueil du jeune enfant* - Paje) offered by your Caf until your child reaches the age of three (cf. Fact sheet C11).

INSERM OFFER



Inserm offers a range of childcare services:

- financial assistance via a universal service voucher scheme (*Chèques emploi service universels* - Cesu);
- nursery places;
- benefits for disabled children, etc.

To find out more:

- refer to the list of partners
- contact your Inserm social action representatives:
- cesf.drh@inserm.fr or action.sociale.drh@inserm.fr
- consult the *Action Sociale* section of Inserm pro: <https://pro.inserm.fr/>

You will be asked to provide a number of supporting documents:

- family record book;
- proof of address;
- a document certifying that your child has received the mandatory vaccinations their age.

If your child doesn't speak French well enough or does not have an adequate grasp of the subjects taught, they can be placed in a non-French teaching unit for children who have just arrived in France as of CP year. They will undergo an initial assessment to determine what is needed for their learning pathway. They will then receive daily instruction in spoken and written French, to help them quickly integrate into the regular school curriculum.

SCHOOLING FOR YOUR CHILDREN

In France, all children are entitled to go to school, whether they are French or foreign nationals. Education is compulsory between the ages of 6 and 16. In the public sector, schooling is free of charge, mixed and secular. Your child will be allocated to a school based on where you live. This is due to the principle of school zoning (or catchment areas). In the private sector, you will have to pay school fees.

Elementary education

► **Nursery school** (*école maternelle*) is for children aged three and above. Although it is optional, most children attend nursery schools. Nursery school is organised into lower, intermediate and upper classes, according to age.

► **Elementary school** (*école élémentaire*) is for children aged between six and eleven. It is made up of five year groups: CP, CE1, CE2, CM1 and CM2.

IN PRACTICE



To register a child in school for the first time, you will first need to contact the mayor in your *commune* in order to register the child with the school, and with the school's principal for the admissions process.

Secondary education


► **Intermediate school** (*collège*) educates children after they leave elementary school. This is a four-year programme consisting of year 7, 8, 9 and 10. For foreign children, many junior high schools offer a preliminary meeting with a school counselor to examine a child's educational background and arrange an educational assessment. If your child requires assistance to achieve competency in French, they are entitled to specialist education before joining a standard class.

► **High school** (*lycée*), which can offer a general, technological or vocational curriculum, educates adolescents after intermediate school and is made up of three year groups: year 11 (*seconde*), year 12 (*première*) and year 13 (*terminale*), which ends with the Baccalaureate examinations (1st level of French higher education). As with intermediate school, your child can join in a two-stage process if their level of French so requires.


RELOCATING TO FRANCE

Childcare and schooling

► **International education:** To preserve and build on the knowledge acquired by your child in their tongue, you can also enrol them in a school offering international education in several languages.

 Finding a school

FOR MORE INFORMATION

 For a list of schools offering an international section:

Elementary school:

FOR MORE INFORMATION

Intermediate

FOR MORE INFORMATION

High school:

FOR MORE INFORMATION

DID YOU KNOW



The Ministry for National Education, Higher Education and Research offers a wide range of French language certificates for foreigners (awards and tests) to validate proficiency in French, from beginner to advanced.

FOR MORE INFORMATION

The offer is tailored to suit all ages and pupils. These certificates are internationally recognised.

INSERM OFFER



In addition to the services set up by Inserm's social action department, Inserm's Social Action and Mutual Aid Committee (*Comité d'Action et d'Entraide Sociale - CAES*) offers a range of reduced-price services, calculated on the basis of your reference tax income, to provide you and your children with leisure activities and solidarity.



Offers from CAES

FOR MORE INFORMATION

RELOCATING TO FRANCE

Social welfare benefits

Depending on your family status and your income, you can claim certain social welfare benefits.

SOCIAL WELFARE FAMILY FUND (CAISSE D'ALLOCATIONS FAMILIALES)

The Social Welfare Family Fund (*Caisse d'allocations familiales* - Caf) is a public agency tasked with paying social welfare benefits to eligible individuals, including housing, child and disability benefits.



To apply for assistance, contact your local Caf office or apply online: www.caf.fr > Les services en ligne

IN PRACTICE



A social worker from the Regional Delegation can accompany you in all your dealings with the Caf.

HOUSING BENEFITS

Three types of housing benefits are offered by the Caf, which are only valid for your main residence (where you live for at least eight months per year). Each type has a different set of allocation criteria:

- Personal Housing Benefit (*aide personnalisée au logement* - APL);
- Family Housing Benefit (*allocation de logement à caractère familial* - ALF);
- Social Housing Benefit (*allocation de logement à caractère social* - ALS).

Your access to these different types of assistance depends on a number of factors, such as:

- whether or not an agreement has been signed between the owner and the State;
- the composition of your household;
- your income.



APL, ALF and ALS cannot be claimed together. Their amount is set by an upper limit that varies depending on the composition of your household and the location of the property.

DID YOU KNOW

Your housing benefit will be paid the month after you move in, either to you or directly to the owner. We strongly recommend that you apply as soon as you move in.



An application for housing assistance can only be made by the person whose name appears on the rent receipt and lease.

ATTENTION

FAMILY BENEFITS

If you reside in France with your family, you may be entitled to a number of different Caf benefits, under certain conditions.

To receive these benefits, you'll need to send Caf a photocopy of the relevant page of your family record book and an extract or full copy of the birth certificate for each child.

If you are expecting a child

Subject to means-testing, you may be entitled to a birth premium (*prime à la naissance*) from the Early Childhood Benefit (*Prestation d'accueil du jeune enfant* - Paje).

This benefit, paid two months after the birth, enables you to cover costs associated with the arrival of your child.

To be entitled to this benefit, the pregnancy must be declared during the first 14 weeks to your Caf and *Assurance maladie* (CPAM or special scheme for civil servants; cf. Fact sheet B4)

RELOCATING TO FRANCE

Social welfare benefits

DID YOU KNOW



If you have taken out a complementary health insurance policy (cf. Fact sheet C2), you may be entitled to a one-off benefit paid by your insurer following the birth of your child.

If you have a child under three years old

You are entitled to the means-tested basic allowance (*allocation de base*) from the Paje, depending on the composition of your household.

This allowance will be paid monthly to you from the month after the birth of your child until the age of three.

DID YOU KNOW



Only one basic Paje allowance can be paid per family, except in the case of multiple births.

If you receive both the birth premium and the basic allowance from Paje, the two benefits will be paid as one.

If you have at least two children under the age of twenty

You are entitled to family allowance irrespective of your family status or your income. In order to be eligible, however, you need to reside primarily in France (for more than six months per year, consecutive or not) and your children aged between six and twenty must be schooled. The amount of family allowance paid depends on your financial resources and is paid monthly, from the month after each child is born.

If you wish to receive financial assistance to pay for childcare

Subject to certain criteria, you may be entitled to an additional allowance if you choose to place your child in childcare (cf. Fact sheet C10).

DISABILITY BENEFITS

Depending on the circumstances of you and your children, you may be eligible for a range

of benefits from the Caf, intended to help offset disability-related costs.

The Disability Benefit (*Prestation compensation du handicap* - PCH) is financial assistance paid by your local department. It is intended to cover costs linked to your loss of autonomy. Whether you are eligible depends on your level of autonomy, your age and your financial resources.

The Benefit for Education of a Disabled Child (*Allocation d'éducation de l'enfant handicapé* - AEEH) is intended to cover the cost of education and care provided to a child with a disability in your care.

INSERM OFFER



Inserm provides specific services to disabled staff such as workstation adjustments following recommendations from the Preventive Medicine Physician, assistance to sustain the independence of disabled individuals and financial assistance for follow-up care at home (*Cesu – Compensation du Handicap*).

If you have a child with a disability, subject to certain conditions, Inserm can pay you:

- an allowance for parents of a disabled child under 20;
- an allowance for an adult child aged 20- 27 pursuing studies, an internship or apprenticeship.



To find out more about these provisions as well as the terms and conditions for receiving allowance

FOR MORE INFORMATION

You can also send an email to:



emploi.handicap@inserm.fr

RELOCATING TO FRANCE

Learning French

Learning French will facilitate daily life during your stay in France. A sufficient command of the language will be useful for mastering your new working environment and communicating effectively with your future colleagues.

ASSESS YOUR LEVEL OF FRENCH

The *Centre international d'études pédagogiques* (CIEP), has developed a French Language Test (*Test de connaissance du français* - TCF). The test is intended for all non-French-speaking persons who, for personal, professional or study reasons, wish to validate their knowledge of French in a simple, reliable and recognised way.

DID YOU KNOW



The TCF consists of 80 multiple-choice questions. Two additional tests assess oral and written expression. A level certificate (valid for 2 years) is issued on the basis of the results obtained.



CIEP:

FOR MORE INFORMATION

LEARNING FRENCH

Before you arrive in France

If you want to start learning French from your home country, you can take courses organised by the *Instituts français*, *Centres culturels français* or *Alliances françaises*.



Directory of the French Cooperation and Cultural Action Network:

FOR MORE INFORMATION



Directory of Alliances Françaises:

FOR MORE INFORMATION

In France

There are many public and private centers that teach French as a Foreign Language (*Français langue étrangère* - FLE). The cost of courses varies depending on the establishment and the course duration. Chambers of Commerce and Industry (CCI), universities, the *Alliance Française* and language schools prepare students for a State diploma in French language. The FLE Promotion Agency (*Agence de promotion du FLE*) and Campus France agency offer centralised resources for establishments in France where it is possible to learn or improve your French.

DID YOU KNOW



The Ministries of Foreign Affairs, Higher Education and Research and Culture jointly award an accreditation *Qualité français langue étrangère* to educational institutions whose language offer and services provide guaranteed quality.



Directory of FLE teaching centers issued by the *Agence de Promotion du FLE*

FOR MORE INFORMATION



Directory of FLE teaching centers issued by Campus France:

FOR MORE INFORMATION




Directory of FLE teaching centers awarded the *Qualité français langue étrangère accreditation*:

FOR MORE INFORMATION


RELOCATING TO FRANCE

Learning French

Many websites specialise in online French teaching (online educational magazines, e-learning platforms), and provide free language lessons and exercises.

 Learn French with TV5 Monde

FOR MORE INFORMATION

 Speak French with TV5 Monde:

FOR MORE INFORMATION

At Inserm

FLE courses are available at Inserm. As soon as you arrive make your manager aware of your desire to learn French and contact the training correspondent in your organisation. Your request will then be brought to the attention of the Training Manager at your regional delegation.

These courses, which range from 20 hours to 70 hours, are tailored to the initial level of the participants. They are an effective way of acquiring the fundamentals of French and quickly applying them in the workplace.



IN PRACTICE

Applications for Inserm training courses can be made on the following website www.sirene.inserm.fr.

Disabilities

France offers a variety of schemes and benefits to compensate for disabilities, promoting the independence and inclusion of the people concerned. These national initiatives can be supplemented by a range of work-related measures.



Proof of disability issued by foreign countries is not recognised in France. You will need to apply to the French authorities for recognition of your disability.

ATTENTION

COMPENSATION OR INCLUSION BENEFITS GRANTED BY THE STATE

The Disability Benefit

The Disability Benefit (*Prestation compensation du handicap* - PCH) is a personalised financial benefit designed to cover the costs associated with the loss of autonomy. It can fund several types of aid:

- **Human assistance:** for help from a third party with everyday tasks.
- **Technical assistance:** for the cost of purchasing special equipment.
- **Home or vehicle modification:** to modify the environment to meet specific needs.
- **Specific or exceptional assistance:** for special needs related to disability.
- **Animal assistance:** for the upkeep of a support animal, such as a guide dog.

Eligible recipients:

- Persons under the age of 60 at the time of their first claim, or under the age of 75 if the disability meets the eligibility criteria and was recognised before the age of 60.
- Residing in France on a stable and regular basis.
- Have extreme difficulty in carrying out an essential activity (bathing, walking, communicating, etc.) or severe difficulty in at least two essential activities.



Eligibility conditions and procedures are detailed on the Service-Public.fr website:

[FOR MORE INFORMATION](#)

Mobility Inclusion Card

The Mobility Inclusion Card (*Carte Mobilité Inclusion* - CMI) makes everyday life easier for disabled people by granting them specific rights, particularly regarding transport and parking. It confers a number of privileges:

- **Priority CMI:** granted to people with a degree of disability of below 80% (according to the French classification system) making it difficult to stand.
- **Disability CMI:** granted to people with a degree of permanent disability of at least 80% or receiving a category 3 disability pension.
- **Parking CMI:** granted to people with a disability that significantly reduces their ability to travel on foot or requires the accompaniment of a third party.

Eligible recipients: People of French nationality or from the European Economic Area (EEA) or with a valid residence permit.



Details of how to obtain and use the card can be found on the website of the Ministry of Labour, Health, Solidarity and Families, handicap.gouv.fr, which is dedicated to public policies on inclusion:

[FOR MORE INFORMATION](#)


Mobility and transport assistance

Specific schemes exist to make it easier for disabled people to get around, including financial assistance for vehicle modifications and adapted transport services.

Eligible recipients:

- Anyone with a disability who has difficulty getting around.

- The criteria vary depending on the scheme.déplacement.

 Detailed information is available on the website of the Ministry of Labor, Health, Solidarity and Families:

FOR MORE INFORMATION

SPECIFIC WORK-RELATED SCHEMES AND SUPPORT

A number of specific mechanisms are available to encourage professional integration, skills development and career advancement.

The recognition of disabled worker status (RQTH)

The recognition of disabled worker status (*La Reconnaissance de la Qualité de Travailleur Handicapé* - RQTH) is an administrative procedure that enables disabled people to have their disability recognised. This allows them to access specific benefits designed to offset the impact of their disability on their working lives.

Definition and objectives

According to article L.5213-1 of the French Labour Code, 'a disabled worker is any person whose possibilities of obtaining or keeping a job are reduced as a result of the impairment of one or more physical, sensory, mental or psychological functions'.

The purpose of the RQTH is to provide official recognition of this status in order to mobilise appropriate support measures.

Benefits associated with the RQTH

The RQTH provides a number of benefits:


- **Assistance with finding and keeping a job:** this includes services provided by the *Cap Emploi* network and supported employment platforms, which specialise in helping disabled people find and keep jobs.
- **Benefit from The Employment Obligation for Disabled Workers (l'obligation d'emploi des travailleurs**

handicapés - OETH): employers are obliged to respect a workforce quota of 6% of disabled workers, which can make it easier to recruit people who are entitled to compulsory employment of disabled workers (categories mentioned in article L.5212-13 of the Labour Code: RQTH, etc.).

- **Facilitated access to the civil service and career development:** through special competitive examinations, contractual recruitment or specific career paths.
- **Assistance in maintaining employment:** the possibility of funding technical equipment to accommodate disabilities (hearing aids, wheelchairs, etc.), adjustments to workstations or working hours, or specific training schemes.

Application procedure

Applications for the RQTH must be made to the Departmental House for the Disabled (*Maison départementale des personnes handicapées* - MDPH). The application includes a Cerfa form (no. 15692*01), a recent medical certificate and supporting documents.

 Applications can be made online at:

FOR MORE INFORMATION

Recognition is granted for a fixed period, from 1 to 10 years, and is renewable. In some cases, it may be granted indefinitely if the assessment establishes that there is no possibility of a favourable long-term evolution of the disability.

ATTENTION



The procedure for issuing an RQTH can take between 6 and 8 months depending on the MDPH. You are strongly advised to prepare your application well in advance with your primary care physician, who will complete the CERFA form and issue the medical certificate. The opinion of a specialist is recommended to support the application.

RELOCATING TO FRANCE

Disabilities

Confidentiality and disclosure

The RQTH is a personal and confidential procedure. Employees are under no obligation to inform their employers. However, declaring this status may enable them to benefit from the facilities and assistance mentioned above.

For more information on the RQTH and the application procedure, visit the Service-public.fr website:

Visit the
Service-public.fr
website

INSERM'S DISABILITY STRATEGY

In order to properly handle the challenges posed by disabilities, Inserm has implemented a policy of inclusion, supported at the national level by the mission handicap and at the regional level by a network of 12 disability advisors. This task force leads and coordinates initiatives relating to recruitment, job security, public awareness, training and accessibility. Working closely with human resources managers, preventive medical specialists and social services staff, the disability task force provides personalised support, with the aim of identifying and implementing solutions to compensate for the needs of employees who have been recognised as disabled workers.

To ensure that staff with disabilities have suitable working conditions and career development opportunities, Inserm provides a range of possible workstation adjustments: specific equipment (adjustable desks, ergonomic chairs, adapted IT equipment, etc.), safety installations (warning lights, buzzer systems, etc.), human assistance (sign language interpreters, support for work-related activities, etc.), organisational adjustments (working environment, work schedule) or specific support services (independent disability experts).

DID YOU KNOW

To be eligible for these work arrangements, the employee must provide proof that they meet employment obligation for disabled workers eligibility criteria as stipulated in L.5212-13 of the French Labour Code (RQTH...) and consult the company doctor, who is the only person authorised to recommend adjustments to the workstation based on the employee's specific needs.



Information on support for disabled people at work is available on the Inserm intranet:

FOR MORE INFORMATION

RELOCATING TO FRANCE

Living in France

There are a number of special rules in France, relating to health and public order. It is important to be aware of them to avoid any punishments or financial penalties.

SMOKING AND ELECTRONIC CIGARETTES

In France, legislation strictly regulates the use of tobacco and electronic cigarettes (vaporisers) in public places. Smoking and vaping are banned in schools, establishments intended for minors, workplaces and enclosed public transport such as buses, trains or metros.

Offenders are liable to penalties, including a fine of up to €150.

The sale of cigarettes and nicotine products to minors under the age of 18 is prohibited. Shopkeepers are required to check the age of purchasers and may be penalised if they fail to do so.

Smoking is permitted in the street, but certain restrictions may apply in specific public areas, including:

- Terraces of cafés and restaurants: smoking is generally permitted outdoors, unless the terrace is roofed and closed on more than two sides. Some local authorities may impose stricter rules.
- Near educational establishments: to protect children from second-hand smoke, it is forbidden to smoke near schools and establishments intended for minors.
- Outdoor events: at certain events, such as festivals or sporting events, smoking may be banned in areas reserved for the public.

So it's important to keep an eye out for prohibition signs and specific local rules to avoid fines.

[FOR MORE INFORMATION](#)

ATTENTION



In France, it is strictly forbidden to throw cigarette butts into the street, and is punishable by a €135 fine. Some municipalities apply even harsher penalties to combat this behaviour.

[FOR MORE INFORMATION](#)

The use of electronic cigarettes is subject to restrictions in the workplace: although vaping is prohibited in enclosed and indoor workplaces for communal use, some employers may authorise vaping in specific areas that are clearly defined and mentioned in the workplace rules.

ALCOHOL CONSUMPTION

The consumption of alcohol in France is governed by various regulations aimed at controlling its sale and consumption and preventing its risks.

The legal age for buying and consuming alcohol in France is 18. This regulation applies to all alcoholic beverages, including beer, wine and spirits.

The sale of alcohol is regulated in France. It is forbidden to set up on-trade premises in the vicinity of certain establishments, such as health establishments, care centres, educational establishments and stadiums. Night-time drinking establishments are also required to provide their customers with breathalysers and to inform them of the alcohol limits.

RELOCATING TO FRANCE

Living in France

DID YOU KNOW



The consumption of alcohol in the workplace is generally prohibited. However, there are exceptions for certain alcoholic beverages, such as beer, cider and wine, when they are consumed at certain events. Employers may also restrict or prohibit the consumption of alcohol at work if it would be detrimental to the health and safety of employees.

FOR MORE INFORMATION

PETS

In France, pet ownership is governed by regulations designed to ensure the well-being of pets and protect public health.

Owners must guarantee the well-being of their pets by providing them with a suitable diet, appropriate shelter and regular veterinary care. Dogs, cats and ferrets must be registered. This is usually done by means of a microchip or tattoo, making it possible to find a lost pet quickly and help prevent them from being abandoned. Dogs and cats must also be vaccinated against rabies, and proof of this vaccination is required for all trips abroad.

ATTENTION



Owners of certain types of accommodation, such as furnished tourist accommodation or short-term rentals, may prohibit the presence of animals. It is therefore essential to check the clauses of the lease before bringing an animal into the property. If in doubt, it is advisable to seek the owner's written agreement to avoid any disputes.

PRESCRIBING AND MONITORING MEDICINES

In France, the prescription of medicines is strictly regulated to guarantee patient safety and effective treatment. Medicines are not freely available in corner shops or supermarkets. They are only available in pharmacies, where qualified health professionals can provide suitable recommendations and treatment.

Pharmacies in France are regulated healthcare establishments run by qualified pharmacists. They are authorised to supply prescription drugs and over-the-counter medicines:

- Prescription-only medicines (*ordonnance*): Certain medicines are subject to compulsory medical prescription because of their nature, their potential for dependence or their health risks. The pharmacy will not be able to supply these medicines without a prescription, whatever the patient's condition.
- Over-the-counter medicines: in this second case, a prescription is not required, but the purchase can only be made by direct request to the pharmacist, who will be able to guide and advise the patient.

FOR MORE INFORMATION

RELOCATING TO FRANCE

Living in France

WASTE MANAGEMENT AND RECYCLING

Waste management in France is based on a selective sorting system designed to minimise the environmental impact of waste and encourage recycling. Failure to comply with certain rules can result in financial penalties. Waste is sorted according to a standardised colour code to facilitate recycling:

- **Yellow bins:** recyclable packaging such as plastics, metals, cardboard and food packaging.
- **Blue bins:** paper and cardboard.
- **Green bins:** glass.
- **Grey or black bins:** Non-recyclable waste (household rubbish).

ATTENTION



Sorting instructions may vary between communes, depending on the infrastructure available and local policies (polyethylene terephthalate (PET), high-density polyethylene (HDPE), polypropylene (PP), coffee capsules, etc.). Some communes offer specific collections for organic waste or textiles. Therefore, it is essential to find out what rules apply locally.

FOR MORE INFORMATION

DID YOU KNOW



Inserm strives to support waste sorting on its premises. You will therefore be asked to respect the rules for sorting your waste whenever possible at your place of work.

FOR MORE INFORMATION

Things to remember

BEFORE YOU LEAVE

- **Make a copy of your ID documents.**
- **Make a list of useful phone numbers:**
 - contacts in France;
 - your country's embassy/consulate in France;
 - your insurance company's emergency number (and/or emergency email address) (and the reference number of the associated policy);
 - local emergency numbers;
 - Primary care physician;
 - person to contact in your country in the event of a problem;
 - etc.
- **Ensure that you have an adequate reserve of money** to cover your needs once you arrive (transport, accommodation, etc.).
- **Make sure you have the documents** that you will need to carry out required administrative procedures once you arrive: birth certificates, marriage certificates, family record book, diplomas, employment contracts, etc., for yourself and your family members coming with you.



To be accepted in France, documents issued by a foreign authority must be translated into French by an official translator or an authorised institution such as the French consulate in the country where the document was issued or the corresponding consulate in France.

ATTENTION

- **Notify your French contacts of your arrival:** ask to be met when you arrive in France, or request that a clear arrival procedure be established.



Advice for foreign nationals from the Ministry of Foreign Affairs:

[FOR MORE INFORMATION](#)

INSERM OFFER



The service centres of the Euraxess France association, of which Inserm is a member, can help you with your enquiries: <https://www.euraxess.fr/fr>

EMERGENCY CONTACTS

We recommend that you keep a list of contacts with you at all times for use in an emergency.

Your country's presence in France

It is very likely that your country of origin is represented in France by an embassy or similar organisation, tasked with looking after the health and safety of your country's nationals in France.

Local emergency numbers

Ambulance service (Samu): 15

Police and gendarmerie: 17

Fire fighters: 18

European emergency number: 112

Index

Key Word	Fact Sheet
A	
<i>Allocations familiales</i>	C11
Assignment expenses	A4
<i>Assurance maladie</i>	B4 – C2
B	
Bank	C1
Bank account	C1
Bank card	C1
Bike	C9
Bonus pay	A4
C	
<i>Caisse d'Allocations Familiales (CAF)</i>	C10 – C11
Carcinogen, mutagen or reprotoxin (CMR)	B3
<i>Carte Vitale</i>	B4
Charter	A3
Checkbook	C1
Childcare	C10
Civil liability insurance	C3 – C7
Collective expert report	A1
Compensation	A4
Coordinated treatment plan	B4
Cooperation agreement	A2
D	
Disability	C11
Driving licence	C9
E	
Eduroam	A3
Electricity	C7
Energy	C7
Ethics	A1
Exams	A2
F	
Fellowship	A2
Fitness for work	B3
<i>Fonctionnaire de Sécurité Défense (FSD)</i>	A3
French as a Foreign Language	C12
G	
Gas	C7
Guarantor	C4

H

Health insurance	C2
Holiday rental	C5
Home insurance	C7
Hosting agreement	B1
Housing	C4 – C5 – C6 – C7
Housing benefits	C11

I

Income declaration	B6
Information technology (IT)	A3
Inserm	A1
Inserm Transfert	A1
Internship	A2 – A4
Internet	A3 – C7 – C8
IT security	A3

M

Medical visit	B3
Mobile phone	C8
<i>Mutuelle</i>	C2

O

<i>Office Français de l'Immigration et de l'Intégration (OFII)</i>	B3
--------------------------------------------------------------------	----

P

Patients' associations	A1
<i>Passeport talent</i>	B1
Pension	B5
Personal vehicle	C9
Prevention	B3
Preventive Medicine Physician	B3
Primary care physician	B4
Private-sector housing	C6 – C7
<i>Protection Universelle Maladie</i>	B4
Protection of scientific and technical potential	A3
Provident insurance	C2
Public transport	C9

R

Real estate tax	B6
Recrutement	A2
Regulations	A4
<i>Relevé d'Identité Bancaire</i> (RIB)	C1
Residence for foreign researchers and students	C5
Residence permit	B1
Retirement Insurance	B5
Rules	A3

S

Salary	A4
Schooling	C10
Security deposit	C4
Social benefits	C10 – C11
Social Security	B4

T

Taxation	B6
Telephone	C7
Television	C7
Thematic institute	A1

V

Vehicle insurance	C9
Visa	B1

OUTBOUND
MOBILITY

PART 2

WORKING abroad

FACT SHEET D1	Modalities of outward mobility	71
FACT SHEET D2	Terms and conditions for the implementation of assignments	74
FACT SHEET D3	Data protection and security	78

Modalities of outward mobility

Depending on your status and the nature of your project, your mobility will be governed by different administrative procedures. More generally, your departure for a foreign country presupposes that you comply with the visa and residence permit regulations in force in your host country.

ASSIGNMENT

Any professional travel outside your place of employment or your family residence must take place within the framework of an assignment, formalised by an assignment order (cf. Fact sheet D2).

Your stay in a foreign research laboratory must be governed by an institutional cooperation agreement, concluded between Inserm and your host organisation, or, failing this, by a specific agreement. This agreement must cover the following conditions:

- the periods and hours when you will be present;
- the financial terms for your presence;
- provisions regarding health, safety and preventive care;
- general civil liability rules;
- specific liability rules, concerning protection of scientific and technical potential of the nation and information systems security;
- the confidentiality rules agreed upon;
- the publication arrangements decided upon;
- the arrangements concerning ownership of the results of your work.

In all cases, this agreement must be negotiated and signed before your arrival.



Information on the resources set up by Inserm to support its researchers' international or European collaborations:

[FOR MORE INFORMATION](#)

ADMINISTRATIVE STATUSES ALLOWING MOBILITY

As a civil servant working for Inserm, your mobility abroad is also possible through a number of administrative statuses provided for by the general statutes of the civil service.

Posting (*mise à disposition* - MAD)

All tenured civil servants working for Inserm may apply for a MAD abroad (public or private foreign organisations, international organisations, etc.). During your MAD, you will remain in your original corps and will benefit from the same promotion and pension entitlements, while also receiving your salary from Inserm.

Your MAD can be granted for a maximum of three years and may be renewed.

IN PRACTICE



If you are an engineer (*ingénieur*) or technician (IT), your MAD application,

duly motivated, must be sent by post to your original laboratory's Regional Delegation, together with written approvals from the Managers of both your original and host laboratories. If you are a researcher, you have to submit your MAD application via the EVA website. Your application will undergo expert appraisal by the relevant services before the Directorate General issues the decision. Once your plan has received final approval, an administrative decision will be issued and a MAD agreement will be signed by all parties.



Civil servant MAD:

[FOR MORE INFORMATION](#)

Secondment

When on secondment, you carry out your activity outside your original corps but you continue to have the same promotion entitlements. Your salary is paid by the host organisation. As for your pension, you can opt to pay into a pension contribution scheme abroad or to pay dual contributions both in France and abroad (cf. Fact sheet E3).

Secondment may be for a short period (6 months maximum) or a long period (from 6 months to 5 years, renewable for periods of 5 years).

IN PRACTICE



If you are an engineer (ingénieur) or technician (IT), your secondment application, duly motivated, must be sent by post to your original laboratory's Regional Delegation, together with written approvals from the Managers of both your original and host laboratories. If you are a researcher, you have to submit your secondment application via the EVA website. Your application will undergo expert appraisal by the relevant services before the Directorate General issues the decision. Once your plan has received final approval, a secondment order will be issued by Inserm.



To find out more about the different types of secondment:

[FOR MORE INFORMATION](#)

Availability (disponibilité)

To enable a mobility plan in a foreign organisation, you can also opt for an administrative status that is more flexible in terms of administrative procedures: availability. A number of availability scenarios exist, but only three allow you to work outside the Institute:

- availability for general interest studies or research;
- availability for personal convenience;
- availability to create or take over a business (particularly a business commercialising research).

These three availability scenarios have certain features in common: you will no longer be paid by Inserm and will no longer be entitled to promotion or a pension. Your activity will also no longer be assessed. These availability scenarios can be for varying lengths of time.



Civil servant availability

[FOR MORE INFORMATION](#)

ATTENTION




You can submit an application for MAD, secondment and availability abroad throughout the year. However, it is important that you submit your application at least three months prior to your start date, for logistical reasons that are both professional (determining the future of your current work) and personal (administrative procedures for visa application, accommodation, schooling of children, etc.).



For more information on MAD, secondment and availability

[FOR MORE INFORMATION](#)

 To submit a mobility request on EVA:
www.eva2.inserm.fr > Espace chercheurs
 > Vous êtes chercheur Inserm souhaitant
 faire une demande de mobilité individuelle

The Human Resources Service of your regional delegation can guide you through the various stages of the process.




Human Resources Service
for the Regional Delegation

VISAS AND RESIDENCY PERMITS

You may need a visa and/or residence permit to enter and stay in a foreign country.

The procedures for issuing these documents depend not only on your country of destination but also on your nationality. You should therefore check with the diplomatic or consular representation in France of your destination country.

 Advice for travellers from the Ministry of Foreign Affairs (administrative formalities for entering and staying in a foreign country and contact details for diplomatic or consular representatives in France):

[FOR MORE INFORMATION](#)

Terms and conditions for the implementation of assignments

An assignment is an authorised trip away from your administrative residence (allocated working location) and your family home to meet the service's needs. You will need to accomplish certain preliminary formalities and comply with the rules set down by Inserm, particularly in order to ensure your protection during your assignment.

The Director for your research laboratory sets out, in line with regulations set down by Inserm, the conditions under which your assignment will take place and must verify how it will be implemented, in order to offer the same guarantees of protection.

PRIOR TO YOUR ASSIGNMENT

Assignment order



To ensure your safety during your assignment, your travel must be covered by an assignment order that specifies the reasons, dates, destinations and terms and conditions of payment for your trip.

ATTENTION

The procedure for issuance of this assignment order is set out below. Where financing of your assignment is not provided by Inserm, the Institute will issue an assignment order free of charge.



As part of Marie Skłodowska-Curie Postdoctoral Fellowships, missions may take place in a non-EU country during the project:

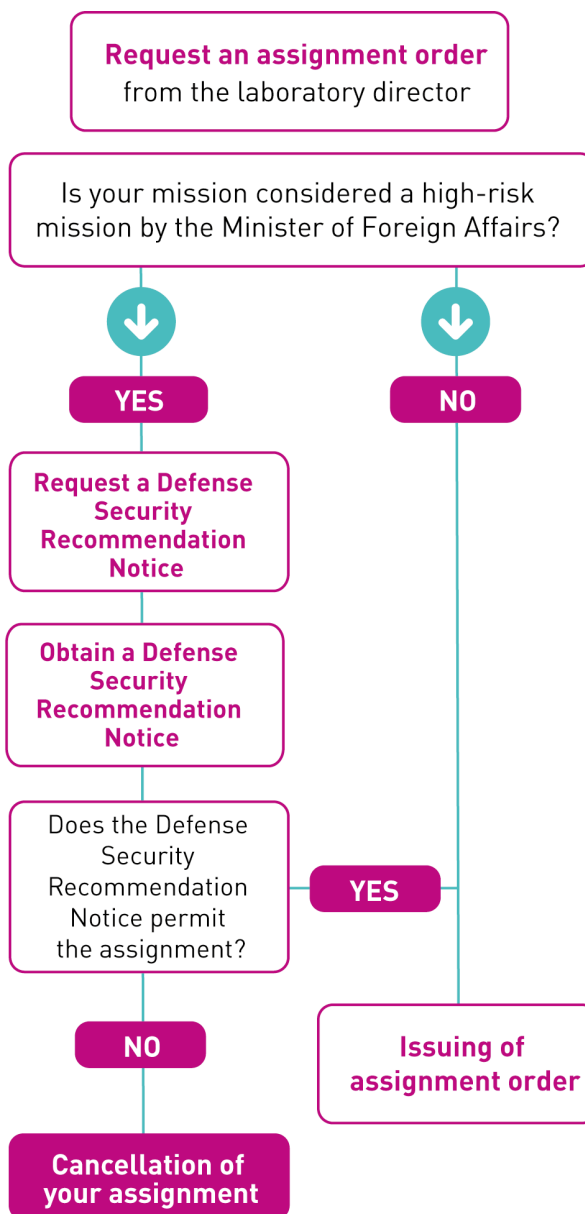
- Global Postdoctoral Fellowships: an outward phase in a third country (outside the Member States and countries associated with Horizon Europe) is

possible;

- For all Postdoctoral Fellowships: a secondment may take place during the project in any country in the world.

It will be necessary to ensure that these mobilities in third countries are authorised by the Inserm Defence Security Officer (FSD).

Procedure for validating an assignment in a non-EU country



Your assignment order application, to be prepared jointly with the Administrative Officer for your research laboratory, shall mention in particular the following information:

- your first and last names;
- your employer if you are not remunerated by Inserm;
- the exact nature of your assignment;
- your destinations and itineraries;
- where you will be staying;
- your departure and return dates;
- your means of transport.

IN PRACTICE



Find out about the risks you may face in your destination country on the Ministry of Foreign Affairs website which ranks zones under four categories (green zone, yellow zone, orange zone and red zone) according to the known risk level (security, healthcare, natural, etc.). The Ministry of Foreign Affairs advises against trips to zones categorised as orange or red.



Travel advice from the Ministry of Foreign Affairs:

FOR MORE INFORMATION

If your destination is considered to be at risk by the Ministry of Foreign Affairs (yellow and orange zones), a Defense Security Recommendation Notice application will be sent to Inserm's Defense Security Official (*Fonctionnaire de sécurité défense* - FSD) by the Administrative Officer for your research laboratory.

DID YOU KNOW



If a country is considered to be a risk by Inserm's FSD, it will not be possible to issue an assignment order from within your research laboratory. Your assignment order will have to be signed by the relevant Regional Delegation.

A Defense Security Recommendation Notice with reservations may be issued in respect

of your assignment. In this case, restrictions, recommendations or points requiring vigilance will be made known to you by the FSD (by phone) prior to your departure.

If travel to your destination is strongly advised against (*formellement déconseillé*) by the Ministry of Foreign Affairs (red zone), the Chairman and CEO of Inserm will be approached by the FSD, possibly in conjunction with the Ministry of Foreign Affairs and the French Embassy in your host country. A trip to a red zone must be justified by a compelling reason.

ATTENTION




The time needed to process your Defense Security Recommendation notice application may be as long as fifteen days where an Embassy is contacted. Therefore, we recommend that you start the process one month prior to your date of departure. An unfavorable Defense Security Recommendation Notice for your transfer means that your assignment cannot go ahead.



Contact the
Defense Security

Declaring your trip to the Crisis Center at the Ministry of Foreign Affairs

If travel to your destination is to be at risk by the Ministry of Foreign Affairs (cf. "Assignment order" section above), you will need to declare your trip through the Ariane application designed by the Crisis Center at the Ministry of Foreign Affairs. The information will only be used in the event of a crisis, by the Ministry of Foreign Affairs and the French Embassy in your host country. You will then be contacted for any rescue operations organised.

 Ariane portal of the Ministry of Foreign Affairs:

FOR MORE INFORMATION

Insurance

You will be covered by insurance taken out by Inserm specifically for its staff on assignment. This covers you for most risks (medical, legal, administrative, etc.).

Inserm is insured by the ACS insurance.

If your assignments require cover not provided for in the insurance contract concluded by Inserm with ACS, specific insurance must be requested from the Inserm Purchasing Office.

Reserving your transport

Your flights and train journeys must be booked via the service provider responsible for the relevant Inserm contract.

Prepayment of assignment expenses

You may request an advance of up to 75% of the estimated costs. This advance must be adjusted by drawing up a statement of actual expenses when you return from your assignment.

DURING YOUR ASSIGNMENT

Loss or Harm

Your assignment order covers you for the entire duration of your assignment (including travel days).

ATTENTION



Claims must be reported within a maximum of 5 working days, by any written means (fax, email, letter, etc.).

Before making any decisions, particularly regarding repatriation, hospitalisation or legal assistance, contact *Mutuaide insurance assistance* on +33 (0)1 55 98 51 81 and provide them with:

- the Inserm contract reference (contract no. 10180);
- your name and the reason for your call
- the telephone number of the place where you are;
- the names, addresses and telephone numbers of your doctor and hospital.

TO KEEP CLOSE TO YOU DURING YOUR STAY



Inserm has concluded an insurance contract with the following insurers:

- **ASSURANCES COURTAGES ET SERVICES - ACS:** brokerage, commercial and administrative Services
- **Mutuelle Générale de l'Éducation Nationale (MGEN):** insurance provider
- **Mutuaide Assistance:** Claims manager, 24/7 assistance centre
- If you need assistance / evacuation, contact *Mutuaide* (24 hours a day - 7 days a week) on the following telephone number: +33 (0)1 55 98 51 81

Accidents during assignments

Depending on the circumstances of your accident, it may be recognised as a work-related accident and entitle you to the specific compensation scheme for accidents at work. Report your accident and its consequences as soon as possible to your Regional Delegation. You must draw up a claim for reimbursement, based on a statement of actual expenses accompanied by the required supporting documents. This claim must be sent to your Regional Delegation, which will reimburse your expenses.

French Embassies

It is advisable to contact the department responsible for scientific and university cooperation at the French Embassy in the destination country to discuss any ongoing scientific collaboration in the country and the reasons for your trip.

WHEN YOU RETURN FROM YOUR ASSIGNMENT

You must report to both your line manager and the SDF any noteworthy or exceptional events relating to your assignment (safety, confiscation of equipment, suspicious contact, etc.) in a report.

You must also send a brief report on your assignment to your supervisor and laboratory director.

Reimbursement of your assignment expenses

The reimbursement is limited according to the terms and conditions of the compensation scheme for assignment expenses in force and, where applicable, the institutional cooperation agreement between Inserm and your organisation of origin governing your assignment, for the total duration of your stay (including arrival and departure days). It covers your accommodation, meals and local travel expenses, on presentation of the relevant receipts.

You will also be reimbursed for any costs you incur in connection with visa applications, compulsory vaccinations, airport taxes and so on, provided you submit the relevant supporting documents.

You must make a claim for reimbursement, based on a statement of actual expenses accompanied by the required supporting documents. This claim must be sent to your Regional Delegation, which will then reimburse your expenses.

ATTENTION



If you have received an advance on your assignment expenses, the statement of expenses relating to your assignment must be settled within two months of its completion. If this is not done, you will not be eligible for a subsequent advance.

- The scheme for reimbursing assignment expenses does not apply to accompanying family members.

For any questions



Regional Delegation
Finance Department

Data protection and security

When on an assignment abroad, you need some IT equipment and data. Due to their sensitive nature, you must follow certain security instructions.

WHEN GOING ON AN ASSIGNMENT

If your laboratory allows this, it is better to take IT equipment (computer, tablet, hard drive, flash drive, etc.) dedicated for the assignment rather than your usual equipment. However, if you take your usual equipment, be sure to completely back up your data to ensure that no information is lost. Ask the IT Officer in your laboratory to encrypt your equipment to protect your data. Only take the minimum data needed for your assignment on the equipment you take with you.

ATTENTION



Customs security personnel may require access to all of your IT equipment. If you refuse, you may be denied entry to a country.

DURING YOUR ASSIGNMENT

Your IT equipment must never be left unsupervised, including in a hotel.

Do not use a local computer to connect to your laboratory or Inserm's IT systems.

Finally, it is crucial not to trust insecure networks, such as public Wi-Fi hotspots. Instead, use a VPN provided by Inserm to protect your data properly.

ATTENTION



Immediately inform the Inserm Defence Security Officer and the head of your laboratory of any abnormal event during your assignment: temporary confiscation of equipment, equipment that has obviously been accessed, any special interest in your data or equipment.



**Contact the
Defense Security
Service**

ON RETURN FROM YOUR ASSIGNMENT

Your equipment must be decontaminated:

- if it is equipment dedicated to assignments, it will be reformatted and reinstalled for the next person using it (be sure therefore to retrieve all of your data before you return it);
- if it is your usual equipment, it will be scanned using an up-to-date anti-virus application before being connected back into the laboratory network.
- If you had reason to connect to an Inserm IT system via an unsecured network, change your password as soon as possible.

ATTENTION



If your data is sensitive, never store it on your equipment: you can store it temporarily on Renater's Filesender data transfer service.



Filesender:

[FOR MORE INFORMATION](#)



Advice to travelers from the French National Cybersecurity Agency (*Agence nationale pour la sécurité des systèmes d'information* - ANSSI):

[FOR MORE INFORMATION](#)



Best practice:

[FOR MORE INFORMATION](#)

For any questions contact
the IT Officer for
your research laboratory

COMPLYING WITH LEGAL REQUIREMENTS abroad

FACT SHEET E1	Medical formalities	81
FACT SHEET E2	Health insurance	83
FACT SHEET E3	Pension and taxation	85


COMPLYING WITH LEGAL REQUIREMENTS ABROAD

Medical formalities

Depending on your health status and your destination country, your assignment abroad may entail risks to your health. You must therefore comply with certain preventive measures, particularly those recommended by the Inserm Preventive Medicine Physician.

PREVENTION OF HEALTH RISKS

The Ministry of Foreign Affairs maintains an up-to-date reference guide for travellers, where you can find information on the health risks associated with your destination country, as well as the preventive measures to be taken.

 Travel advice from the Ministry of Foreign Affairs:

FOR MORE INFORMATION

We recommend that you minimise the health risks to which you are exposed during your assignment (drinking water, food, sun protection, insect repellent, etc.).

ATTENTION



If any symptoms appear, even if they seem minor, consult a doctor as soon as possible.

IF YOU HAVE A CONDITION THAT REQUIRES MEDICAL CARE OR TREATMENT DURING YOUR ASSIGNMENT

If you have a condition requiring care or treatment during your assignment, contact can be made between the Inserm Preventive Medicine Physician and local physicians. Renewing medication abroad can be complicated and even dangerous. It is therefore highly recommended that you leave with a sufficient quantity of medication to meet your requirements throughout your stay.



Concerning your medication

Certain countries require prior authorisation for the movement of medication (particularly controlled painkillers, psychotropic drugs or other substances that can be classified as drugs) into their territory. It is important to check the legislation in force on medicinal treatments in your destination country and to apply for prior authorisation. To do this, contact the embassy in your destination country.

- Be sure to keep your prescriptions for your treatment with you at all times; you may be asked to show them when you go through customs. You should also remember to have your prescriptions translated into English for customs clearance.
- You are advised to keep your medicines in the cabin rather than in the hold when travelling by plane, within the limits of authorised quantities (100 ml per container).

IF YOUR ASSIGNMENT IS IN A TROPICAL ZONE

You must make an appointment during working hours with the Preventive Medicine Physician at your Regional Delegation.

The appointment will allow you to rule out any temporary restrictions to tropical zone travel, to receive a prescription for preventive antimalarial medication and to get information about the health risks existing in your destination country and any associated precautionary measures (food hygiene, Prevention of malaria and various arboviruses, etc.). You will also be given boosters for your vaccinations if needed.

COMPLYING WITH LEGAL REQUIREMENTS ABROAD

Medical formalities

ATTENTION



The medical appointment prior to an assignment in a tropical zone must take place at least three weeks before your departure date to enable the required vaccinations to be administered.

You will also receive information on your destination country's healthcare resources, specific infectious disease risks, and work-related risks depending on your future workstation and the type of research work you will be doing.

IF YOU ARE LEAVING ON A LONG-TERM ASSIGNMENT

Whatever the administrative category for your project (assignment, availability, secondment, etc.), before you leave, you will be offered an appointment during working hours with the Preventive Medicine Physician for your Regional Delegation.

The purpose of this appointment is to ensure that your health status is compatible with your future workstation.

You will have a full clinical examination and if necessary additional tests (blood count, blood panel, kidney function, liver function, hepatitis B serology, etc.) and booster vaccinations, will be carried out in accordance with recommendations for travel to your destination country.

DID YOU KNOW



The Preventive Medicine Physician is bound by medical secrecy. They will work exclusively to protect your health in the workplace and will treat your medical information with the utmost confidentiality.

For any questions:



**Preventive Medicine
Physician for your
research laboratory**

COMPLYING WITH LEGAL REQUIREMENTS ABROAD

Health insurance

For mobility abroad, your entitlement to French *Assurance maladie* will depend on your status and on your host country.

IF YOU ARE EMPLOYED BY INSERM

If you work in an European Union (EU) or European Economic Area (EEA) Member State

You and your family will remain covered by French Social Security during your stay.

To have your healthcare costs abroad refunded, ask your French *Assurance maladie* fund to issue the S1 form “Registration for qualifying for health insurance coverage” (*inscription en vue de bénéficiaire de la couverture d’Assurance maladie*) and send it to the health insurance fund of your host country. You can also have your healthcare costs covered by presenting your European Health Insurance Card (EHIC). Request this card from your French *Assurance maladie* fund prior to your departure.

ATTENTION



Refunds will be issued based on your actual costs (justified by invoices) up to the limits set down by French fee scales currently in force.

You work in a country that is not a member of the EU or the EEA

Your rights and the procedures to follow will vary depending on whether or not a bilateral Social Security agreement exists between France and your host country.

If an agreement exists and sets out provisions regarding healthcare, then your French Social Security scheme will remain in effect. You will therefore be able to have your healthcare costs covered in the host country without paying any additional contributions.

Where no agreement exists or where there are no provisions regarding healthcare in the existing agreement, your French Social Security scheme will remain in effect. However, it is possible that you will then have to pay additional contributions in your host country for your healthcare to be covered.

DID YOU KNOW



If you work in a country where healthcare is costly, we recommend that you take out additional health insurance so that a higher proportion of your medical expenses are covered.



EU and EEA member countries:

FOR MORE INFORMATION



Cleiss:

FOR MORE INFORMATION

YOU ARE RECRUITED BY A FOREIGN ESTABLISHMENT

You will be entitled to cover from the national health insurance scheme in your host country. Depending on your destination country, you will need to pay particular attention to various factors:

- certain risks are not necessarily covered by the national health insurance scheme in your host country;
- your host country does not necessarily have a national health insurance scheme similar to the French Social Security system. We therefore recommend that you take out private insurance to cover risks not covered by the local system.

You can also take out insurance from the *Caisse des français de l'étranger* (CFE) which provides you cover under the French *Assurance maladie* system. In this case, you will be covered for one or more risks depending on your family status and local practices, through premiums that vary depending on the level of cover opted for.



CFE:

[MORE INFORMATION](#)

COMPLYING WITH LEGAL REQUIREMENTS ABROAD

Pension and taxation

Your period of activity abroad has an impact on your pension entitlement and payment of taxes in France. These factors will vary depending on your administrative status, your host country and whether your mobility is temporary or permanent.

PENSION

Activity abroad during your Inserm career

► If you go on assignment:

whether you are a contract employee or a civil servant, your pension entitlements remain unchanged, regardless of the country to which you are posted.

► If you leave under the posting (mise à disposition - MAD) mechanism:

you will remain affiliated to the pension scheme for civil servants, and contributions will still be deducted at the same rate from your Inserm salary.

► If you leave under the secondment (détachement):

you will no longer be paid by Inserm, but you can still pay into the State civil servant pension scheme. This mechanism allows you to have your time on secondment recognised in the calculation of your future pension.

The Human Resources Service for the Regional Delegation for your research laboratory will provide you with an option declaration form allowing you to express your preference:

- if you wish to continue paying into the French State civil servant pension scheme, your contributions will be calculated based on the salary that you would have received from Inserm, but a specific payment method will apply (payment in two annual installments, in January and July, once the contributions count for the last six months has been received);

- otherwise, periods worked abroad will not be counted in calculating your pension. However, your choice will in no way influence your situation in the host country. You will be obliged to comply with regulations in the host country for retirement pension contributions.

If you leave under the availability (*disponibilité*) mechanism: since availability is not a paid status, you will not pay pension contributions. It is not possible to pay for additional contributions under the civil servant pension scheme and you are not entitled to any pension for this period.

DID YOU KNOW



For civil servants only: depending on your destination country (outside geographical Europe), periods of at least three months worked abroad may entitle you to acquire service bonuses. For example, one year spent in the United-States will be increased by one-third, i.e. one year plus a four-month service bonus will be recognised

Working abroad once you permanently leave Inserm

Whether you are on a fixed-term contract or are a civil servant, if you permanently leave Inserm to work abroad, you will retain your entitlements acquired under French pension schemes.

There is no mechanism for transferring contributions to another country. You will need to ask the organisations concerned directly to have your pension paid where you meet the regulatory criteria for payment to be made, especially when you reach retirement age.

DID YOU KNOW



Under your entitlement to pension information, you can obtain a summary report of your entitlements under all French

pension schemes on the website www.lassuranceretraite.fr (*relevé tous régimes*). Otherwise, this report will automatically be sent to you when you reach the age of 35 and will be issued every five years thereafter.

If the social protection in your new country of residence does not offer adequate cover, you can continue to be affiliated with the general Social Security scheme in France by making voluntary insurance contributions to the *Caisse des français de l'étranger* (CFE).

 CFE:

[FOR MORE INFORMATION](#)

Recognition of periods of activity abroad



It is not possible to transfer your contributions from one country to another. However, periods of activity abroad may be taken into account in calculating your pension.

ATTENTION

European law provides for the possibility, under certain conditions, for professional activities carried abroad to count towards your pension. The French pension system can recognise periods worked abroad in one of the following States:

- European Union (EU) Member State;
- European Economic Area (EEA) Member State;
- Switzerland;
- a country that has concluded an international or bilateral Social Security agreement with France.

This step is optional, but it may affect the amount of your future pension. Inseam employees' French pensions are calculated on the basis of their length of service, counted in quarters. This means that if, when you retire, you have not reached the required length of service, the amount of your pension will be reduced. Conversely, if the required period is exceeded, your pension will be increased.

ATTENTION



As the procedure for recognition by the French pension system of periods worked abroad is relatively long and complex, it is preferable to initiate the arrangements with your French pension scheme fairly early in your career (although after at least two years' membership of the French schemes).



EU and EEA member countries:

[FOR MORE INFORMATION](#)



Social security agreements between France and your destination country: Centre of European and International Liaisons for Social Security (Cleiss):

[FOR MORE INFORMATION](#)

TAXATION

Taxation levied on foreign nationals living in France depends on individual circumstances, national fiscal regulations and agreements concluded by France with certain States to prevent double taxation.

However, there is one general rule.

- If you are a tax resident in France, you must declare all your income, whether French or foreign, to the tax authorities, and you are liable to pay tax on that amount.
- If you are not a tax resident in France, you only have to declare your French-source income to the tax authorities and are taxed on this amount.



Information for individuals resident abroad (bilateral tax treaties signed by France, etc.):

[FOR MORE INFORMATION](#)

If you live in France: your local *centre des finances publiques*

If you do not live in France: the service has a secure messaging service which you can consult at:

[FOR MORE INFORMATION](#)

Things to remember

BEFORE YOU LEAVE

- **Make a copy of your ID documents.**
- **Make a list of useful phone numbers:**
 - contacts in your destination country;
 - French Embassy/Consulate;
 - your insurance company's emergency number (and/or emergency email address) (and the reference number of the associated policy);
 - local emergency numbers;
 - Primary care physician;
 - person to contact in your country in the event of a problem;
 - etc.
- **Ensure that you have an adequate reserve of money to cover your needs once you arrive (transport, accommodation, etc.).**
- **Make sure you have the documents that you will need to carry out required administrative procedures** once you arrive: birth certificates, marriage certificates, family record book, diplomas, employment contracts, etc., for yourself and your family members coming with you.



Documents issued in France may require translation, possibly certified, into English or the language of your destination country, in order to be taken into account abroad.

ATTENTION

Notify your partners abroad in advance of your arrival: ask for them to pick you up when you arrive in the country or otherwise for a clear reception procedure to be prepared.



Advice to travellers from the Ministry of Foreign Affairs:

[FOR MORE INFORMATION](#)



The European Commission's Euraxess scheme:

[FOR MORE INFORMATION](#)

DURING YOUR ASSIGNMENT: REMAIN VIGILANT

- **Only take essential documents with you:**
 - ID documents (and copy);
 - vaccination record;
 - prescriptions;
 - invitation letter (in English, and possibly in your host country's language);
 - assignment order;
 - list of useful phone numbers;
 - certificate of equipment carried with you;
 - professional documents relating to the assignment;
 - etc.
- **Check that you are always given back all of the documents** that you hand over to a third party.
- **Never leave important documents** or digital media unattended (even when in luggage).
- **Scientific and industrial espionage does exist:** keep low-key about your professional activities (when on the phone, using email, or in unsecured locations for example) and remain vigilant about acting in ways that could be misinterpreted (taking notes outside the context of your assignment, etc.).

► **Be circumspect about friendships** with individuals who say that they are against the local regime or politics.


► **Refuse to carry any letters or packages** as a friendly gesture and do not accept gifts from anyone that you are not totally sure about.

EMERGENCY CONTACTS

We recommend that you always keep with you a list of contacts for use in case of emergency.

French representations abroad

France is represented worldwide through Embassies and Consulates whose primary role is to ensure the safety and health of French nationals traveling in their host country.

 Contact details for the French representation in your destination country and specific emergency numbers:

[FOR MORE INFORMATION](#)

Local emergency numbers

Like France, each country has certain emergency numbers to call for the Police, Fire Service or Paramedics.

Insurance for Inserm personnel on assignment

Inserm provides special insurance for personnel on assignment (cf. Fact sheet D2).

Index

Key Word	Fact Sheet REf
A	
Assignment	D1 – D2
Assignment expenses	D2
Assignment insurance	D2
Assignment order	D2
<i>Assurance maladie</i>	E2
C	
<i>Caisse des Français à l'Etranger (CFE)</i>	E2- E3
<i>Carte Européenne d'Assurance Maladie (CEAM)</i>	E2
Compensation	D2
Cooperation agreement	D1
D	
Data protection	D3
<i>Disponibilité</i>	D1
<i>Détachement</i>	D1
F	
Filesender	D3
<i>Fonctionnaire de Sécurité Défense (FSD)</i>	D2
I	
IT	D3
M	
Medical care	E1
Medical visit	E1
<i>Mise à disposition (MAD)</i>	D1
Preventive Medicine Physician	E1
O	
<i>Office Français de l'Immigration et de l'Intégration (OFII)</i>	D1
P	
Pension	E3
Prevention	E1
Professional trip	D2
Protection of scientific and technical potential	D1

R

Residence permits	D1
Retirement	E3
Retirement insurance	E3

S

Social Security	E2
-----------------	----

T

Tax declaration	E3
Taxation	E3
Tropical zones	E1

V

Vaccination	E1
Visa	D1

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