



TO DO LIST
OF MY STEPS
BEFORE AND AFTER
ARRIVING
IN FRANCE



Euraxess is an initiative of the European Commission, aimed at informing and supporting foreign researchers in the steps related to their European or international mobility. To benefit from the services of Euraxess Normandie - Caen Area, register by completing the online form [HERE](#).

Each of the steps mentioned below can be the subject of a personalized service, feel free to contact your Euraxess center.

..... **BEFORE LEAVING**

- **About three months before my trip**, I get my hosting agreement signed by my host institution in France.
This document allows you to validate your arrival conditions with your future host institution, but also to apply for a visa and/or residence permit, if necessary.
- **I check** if I need a visa to travel to France, thanks to [France-Visas](#).
If so you should also contact the [French authorities](#) represented in your home country.
- **I make sure** that I have a valid travel document (identity card, passport).
If not, find out about the formalities you need to carry out in your home country to obtain or renew them.
- **I gathered the documents** I might need in France to validate and apply for my residence permit, or any other local administrative procedure.
Examples: birth certificate, marriage or divorce certificate, diploma, letter of reference, vaccination record, driver's license, photo ID, tax notice, payroll, proof of income, children's school report, etc.
- **If necessary**, I translate my documents using the services of the [French authorities](#) represented in my country of origin.
It is possible to do this in France, thanks to experts approved by [the Court of Cassation](#), but it could take time.
- **If my lab** is classified as a Restrictive Zone, I make sure that my host institution has started the process to get me authorized to practise there.
This procedure may take several months and affect your complete stay in France.
- **I am asking about** the conditions under which I may be able to benefit from the health insurance of my country of origin in France. I'm checking with my doctor on the follow-up of my possible medical treatments.
Regardless of your situation, affiliation to the French Social Security may take several months.
- **I take out** repatriation insurance.
This condition is necessary for a stay in France, as well as for your authorized presence in your host institution.

- **I ask** my telephone operator about a possible mobility package or cancellation.
International rate plans are uncommon in France, some of your contacts may not wish to reach you on a foreign number.
- **I declare** my change of address and I organize the follow-up of my mail with the organizations in my home country.
Examples: tax office, pension fund, bank, insurance etc.
- **I book** accommodation for my arrival (temporary or permanent).
Individuals and real estate agencies most of the time ask to see your last three pay slips in France to rent you a property over the long term.
- **I validate** my arrival with my host for my first day in my host institution, as well as with my host.
You can download the Normandy University application in your pocket to locate you on the Rouen campuses, but also the Transit application to find out about local public transport.
- **I inquire about [CVEC](#)** (Student Life and Campus Contribution) and pay it if necessary.
This contribution is required if you wish to enrol at a French higher education institution as a student.
- **I am inquiring about [the health situation in France](#)**, as well as possible [border restrictions](#).
You may be required to perform a PCR test and/or quarantine upon arrival.
- **I am inquiring about [the customs formalities](#)** related to a move to France, as well as those applicable to animals, fresh products etc.
- **I keep** all my documents handy during my trip.

..... UPON ARRIVAL

- **I go to** my temporary accommodation.
Find out upstream about transport, timetables, etc.
- **I insure** my accommodation, I open a water and electricity meter.
See conditions described on the signed lease.
- **I'm getting [a proof of address](#)**.
Examples: invoice, letter from the host etc. You will almost always be asked for this proof during your installation process.
- **I ask** the Caisse d'Allocations Familiales about [my eligibility](#) for Personalized Housing Assistance.
- **I'm looking for** medium to long term accommodation.
There are many websites where you can rent apartments, depending on your situation and your wishes, feel free to contact your Euraxess center.

- **I make sure** that I am in legal situation on French territory:
 - I validate my long stay Visa, apply a Residence title [online](#); OR
 - I apply for a residence permit from the Prefecture using the online form [HERE](#).

It is essential to respect the procedures and deadlines imposed by these organizations. You must imperatively concern yourself with your migratory status within three months of your arrival, but also within three months before the expiry of your first visa and/or residence permit.
- **I report to** the consular authorities of my country of origin.
This is necessary to be able to vote, as well as to be safe in a pandemic context.
- **I'm getting** a ticket for my travels.
In Caen, discover the [Twisto](#) network and [Twisto Vélo](#) subscriptions.
- **I open** a bank account and get a Bank Identity Statement.
It is necessary to reside in France for one year to be able to benefit from the services of an online bank. In the meantime, go to the agency of your choice and inquire about special offers (student, first account, foreigner, etc.)
- **I get** a French telephone number from an operator.
Examples: Orange, SFR, Bouygues Télécom, Free, etc.
- **I register** with the French Social Security and benefit from the Health Insurance, specific to my plan and my status in France.
Following your registration with the Social Security, you will receive a number which will give you access to your social security rights (registration procedures depend on your status in France). Thanks to your number, you will be able to create an Ameli account and obtain a vital card in order to benefit from the Health Insurance, [corresponding to your situation](#).
- **I'm declaring** a primary care physician.
This declaration is made by your doctor to your Health Insurance Fund at your first appointment. To make an appointment with a doctor, try [Doctolib](#).
- **I subscribe**, if necessary, to a complementary health insurance, mutual.
Health Insurance does not reimburse 100% of health care costs.
- **I am inquiring about** the possibilities of integrating French language courses.
Very few administrations in France offer support in foreign languages.

Three months before the expiry of your residence permit, if you wish to remain in France, ask your Euraxess services centre about the process you have to start with the Prefecture of your place of residence.