



# WHAT YOU NEED TO PREPARE BEFORE YOUR ARRIVAL

**We are glad that you will soon be joining Institut Pasteur!**

In order to prepare your arrival, you will find in the following pages some information regarding the administrative procedures.

- On the first page, you will find the list of documents that you need to send to us at least three months before your arrival so that we can prepare your contract.
- On the second page are listed the additional required papers for those of you from outside the European Union who need a Scientific Visa and a French residence permit (“carte de séjour”).

The contract can only be signed if all required documents below are provided.

Be careful, all documents must cover the duration of your residence permit (“carte de séjour”).



## NEXT STEPS

### FOR EVERYONE

#### D-4 MONTHS

Send the expected documents to the secretary of your host unit

### FOR EMPLOYEES FROM OUTSIDE THE EUROPEAN UNION

#### D-3 MONTHS

Get the apostille or legalize your civil status certificates (birth certificate, marriage certificate...) if needed

#### D-3/2 MONTHS

You receive the welcome agreement ("convention d'accueil") from Institut Pasteur

#### D-2 MONTHS

Appointment with the French embassy to get the VISA

#### D+1/2 MONTHS

Appointment at the OFII to validate your VISA

#### D+3 MONTHS AND MORE

Social Security Registration



## EXPECTED DOCUMENTS, FOR ALL

❖ You all need to send, before your arrival, to the secretary of your host unit – preferably by email:

- Your curriculum vitae – in English
- Your photo – passport style
- A photocopy or scan of your identity card/passport – good quality copy
- A color copy of your visa and residence permit, if you already have one
- A copy of your last diploma. *If you have not yet received your official diploma, please provide us with an official document that certifies that you have obtained your degree. If you have not received your degree yet, you must provide an official document that states when your degree is expected.*
- A translation of your Master degree diploma
- Your postal address, so that we can send you documents

❖ You all need to bring with you the day of your arrival:

- A copy of your last diploma if not provided previously
- Your original birth certificate with an "apostille" or "legalisation" if required (and of your husband/wife/partner/children). *For European Union citizens : a color copy of your European birth certificate, written in several languages including French, with an apostille or legalisation if needed, is the simplest.*
- Wedding certificate, if married, with an "apostille" or "legalisation"
- Depending on your situation: naturalisation certificate, official proof if change of name



Do not translate your birth certificate and wedding certificate into French in your country. This must be done in France after your arrival, by a sworn translator. We will advise you when you integrate Institut Pasteur.

The "apostille" is an authentication affixed on documents used in countries that participate in the Hague Convention of 1961, and it is essential. If your country belongs to this list, you should have an apostille. If not, you must ask for "legalisation" from the Ministry of Foreign Affairs.

You may go to this official website, to know if you need "apostille", "legalisation" or none of them : <http://www.prefecturedepolice.interieur.gouv.fr/data/aide/apostille/>



Examples of "Apostille"



Example of "Legalisation"



# ADDITIONNAL DOCUMENTS, FOR NON-EU CITIZENS

MODELE DE CONVENTION D'ACCUEIL

REPUBLIQUE FRANCAISE

CONVENTION D'ACCUEIL  
D'UN CHERCHEUR OU ENSEIGNANT-CHERCHEUR ETRANGER

En vue de l'admission au séjour en France en qualité de « scientifique » d'un étranger non ressortissant de l'Union européenne, de l'Espace économique européen ou de la Confédération suisse, traité par un organisme français agréé à cet effet, pour y exercer une activité de recherche ou d'enseignement de niveau universitaire par application de l'article L313-11 du code de l'entrée et du séjour des étrangers et du droit d'asile.

**Cadre A Informations relatives à l'organisme d'accueil agréé**

L'organisme désigné ci-après :

Dénomination (en lettres capitales) : \_\_\_\_\_

Statut Juridique : \_\_\_\_\_

Code SIREN ou SIRET de l'établissement d'accueil : \_\_\_\_\_

Responsable du projet de recherche ou d'enseignement universitaire :  
Nom (M, Mme, Mlle) : \_\_\_\_\_ Prénom : \_\_\_\_\_

Adresse de l'unité ou centre de recherche ou d'enseignement d'accueil : \_\_\_\_\_

Code postal : \_\_\_\_\_ Commune / arrondissement : \_\_\_\_\_

Représentant de l'organisme, responsable de l'accueil ci-après dénommé « le référent » :  
Nom (M, Mme, Mlle) : \_\_\_\_\_ Prénom : \_\_\_\_\_

Qualité (Président, Directeur, etc.) : \_\_\_\_\_

Certifié accueillir en qualité de chercheur ou d'enseignant chercheur,  
Nom (M, Mme, Mlle) : \_\_\_\_\_ Prénom : \_\_\_\_\_  
qui justifie des ressources requises pour couvrir ses frais de séjour en France et son rapatriement dans son pays d'origine  
et s'engage à ce qu'il bénéficie d'une couverture santé pour la durée de son séjour ainsi que d'une couverture contre les accidents qui pourraient survenir à l'occasion de son travail de recherche ou d'enseignement au sein de l'organisme d'accueil, en application de l'article 6 de la directive n°2005/112/CE du Conseil du 12 octobre 2005 relative à une procédure d'admission spécifique des ressortissants de pays tiers aux fins de recherche scientifique

Le référent, responsable de l'accueil du chercheur ou de l'enseignant chercheur, atteste sur l'honneur l'exactitude des déclarations portées sur ce document :

Fait à \_\_\_\_\_ le \_\_\_\_\_

Signature du référent responsable de l'accueil \_\_\_\_\_ Cachet de l'organisme \_\_\_\_\_

## • What you need to do regarding your welcome agreement and visa

For those who need a visa and a French residence permit for their stay in France, Institut Pasteur will provide you with a document called a “convention d'accueil d'un chercheur ou enseignant-chercheur étranger” (welcome agreement), validated by the Prefecture de Paris.

Once you receive this paper from us, you will need to take it to the French Embassy or consulate in your country in order to get a scientific visa.



Do not apply for a visa before you receive this document. Otherwise, you might get a student visa which is inappropriate to your situation of future employee of Institut Pasteur.

In order to send you the welcome agreement, we must receive rapidly :

- the copy of your passport
- the copy of your last diploma (or official document) with the French translation



Please make sure that the photocopy or scan has a very good quality. Otherwise, the immigration office won't accept it.

If your husband or wife comes with you, you must request a long stay visa “vie privée et familiale” (CESEDA article L313-11 5°) for him/her at the same time that you request your scientific visa (providing a marriage certificate). Non-EU minors need a visa too but not a residence permit until the age of 16.

Please inform us now if you intend to come with your family.

## • Further documents that you must prepare and bring with you the day of your arrival:

REPUBLIQUE FRANCAISE

VISA DE LONG SEJOUR - DEMANDE D'ATTESTATION OFII

(Article R 311-3 du code de l'entrée et du séjour des étrangers et du droit d'asile)  
à adresser à l'OTICE française de l'immigration et de l'intégration (voir adresses au verso) dès l'arrivée en France

**RUBRIQUES A REMPLIR LORS DE LA DEMANDE DE VISA**

NOM DE NAISSANCE : \_\_\_\_\_ PRENOM : \_\_\_\_\_

NOM DEPOUSEE : \_\_\_\_\_ SEXE : MASCULIN ( ) FEMMIN ( )

NEE LE : \_\_\_\_\_ A \_\_\_\_\_

SITUATION FAMILIALE SI SITUATION FAMILIALE : CELIBATAIRE ( ) MARIÉ ( ) VEUF ( ) DIVORCÉ ( ) SEPARÉ ( )

FILIAISON : PERE NOM : \_\_\_\_\_ PRENOM : \_\_\_\_\_

MERE NOM DE NAISSANCE : \_\_\_\_\_ PRENOM : \_\_\_\_\_

NATIONALITE : \_\_\_\_\_

PASSEPORT : NUMERO : \_\_\_\_\_ DELIVRE LE : \_\_\_\_\_

CADRE RESERVE OU CONSULAT : \_\_\_\_\_

CONJUGÉ DE FRANCAIS ( ) ETUDIANT ( ) VISITEUR ( )

MENTION SALAIRE ( ) MENTION TRAVAILLEUR TEMPORAIRE ( )

**RUBRIQUES A COMPLÉTER APRES LA DELIVRANCE DU VISA ET AVANT L'ENVOI A L'OFII**

ADRESSE EN FRANCE :

ORFÈ : \_\_\_\_\_

BATIMENT : \_\_\_\_\_ NUMERO : \_\_\_\_\_

RUE : \_\_\_\_\_

CODE POSTAL : \_\_\_\_\_ VILLE : \_\_\_\_\_

TELEPHONE : Fixe : \_\_\_\_\_ Portable : \_\_\_\_\_

VISA :

NUMERO : \_\_\_\_\_ VALABLE DU : \_\_\_\_\_ AU : \_\_\_\_\_

DATE D'ENTREE EN FRANCE : \_\_\_\_\_

Fait à \_\_\_\_\_ le \_\_\_\_\_

Signature : \_\_\_\_\_

RE (1) NUMERO DOSSIER OFII : \_\_\_\_\_

RECU LE :

OF (2) NUMERO DOSSIER OFII : \_\_\_\_\_

DATE DE VALIDATION : \_\_\_\_\_

La loi 75-17 du 8 janvier 1975 relative à l'information, aux fichiers et aux libertés, s'applique aux réponses faites à ce formulaire. Elle garantit un droit d'accès et de modification, après le dépôt de l'OFII, pour les données vous concernant.

1) Numérique - Mail-Memo - Sésame 2) Fiche Turquoise et Contrat de Travail ou travailleur "saisonné" ou "temporaire"

3) Fiche nationale et Fiche religieuses



The French Embassy or consulate in your country will validate (with a stamp) your welcome agreement. Be sure to bring it with you when you come to France. You will need it here!



You have to take an appointment with the French Embassy through their website. This may take up to one month, so please be careful and anticipate!



You will also be given a “Visa de long séjour – demande d’attestation OFII”. This document will be required by the immigration office for the validation of your visa.



At your arrival at the airport, make sure your passport is stamped by the border officer.

If you already have a French residence permit, please inform us and send a copy prior to any action.



Institut Pasteur has two agreements to help you find accommodation in Paris. Please find below how you can access these offers. Of course, there are not the only way to find housing, so don't hesitate to also look on web platforms and real estate agencies websites.

### ❖ Cité Internationale Universitaire de Paris (CIUP)

CITÉ  
INTERNATIONALE  
UNIVERSITAIRE  
DE PARIS



A **partnership** was signed with the CIUP (Cité Internationale Universitaire de Paris), which provides **60 rooms to Institut Pasteur**. The CIUP is **located in the south of Paris, 17 Boulevard Jourdan, in a 34ha park**: 40 residences, and collective facilities (swimming pool, stadium, theatre, university restaurant, etc...), and support services (administratives formalities, daily life in Paris, help in finding accommodation). Every year it hosts over 10.000 students of 130 different nationalities.

The CIUP provides: 16 one person studio apartments, 4 two persons studio apartments, and 40 single rooms to the Institut Pasteur.

For more information: <https://www.pasteur.fr/en/teaching/cite-internationale-universitaire-paris-ip-partnership> or <http://www.ciup.fr>

Eligible persons should download and fill out the “accommodation request form”. It is available here :

[https://www.pasteur.fr/sites/www.pasteur.fr/files/ciup\\_request\\_form.doc](https://www.pasteur.fr/sites/www.pasteur.fr/files/ciup_request_form.doc)

Precise dates of arrival and departure should be given as they will be used to evaluate the rent and the deposit. Arrival is strictly impossible on Sundays and public holidays.

Forms completed and signed by the applicant should be sent to M. Jean Mandart, Service des Legs et Gestion du Patrimoine Immobilier, 25 rue du Docteur Roux, 75015 PARIS, FRANCE ([housing@pasteur.fr](mailto:housing@pasteur.fr)). Scanned documents are accepted and can be posted, faxed or emailed.

### ❖ Science Accueil

Institut Pasteur is associated member of Science Accueil, an association offering an up-to-date file of furnished lodging to let.

You need to fill in the online form :

<http://www.science-accueil.org/uk/prepare-your-stay/online-questionnaire1.html>

The host must be someone from Pasteur with an email address @pasteur.fr.

Then send you an answer within one week with a list of offers. You then need to contact the landlord. Please inform Science Accueil if you rent an apartment through their list. Most of landlords don't ask for a “garant” but you need to give a deposit which you usually get back when you leave the apartment.

