

<https://intranet.ijclab.in2p3.fr/>

Vie du laboratoire / Au quotidien / Actualité & dernières annonces (MAJ) /

Administration



Accueil, ZRR, badges



**RH & formation
permanente**



Achats



Missions



Magasins & Logistique



Marchés



Financier



Contrats de recherche



Secrétariat général

Procedure for welcoming

On arrival

Opening of the IJCLab computer account

<https://support.ijclab.in2p3.fr/compte/compte-ijclab/formulaire-ouverture/>

Forward to HR Manager :

Email address / Building / Office / Phone number

Open a Janus account (access to CNRS tools) after complete installation in Réséda

<https://sesame.cnrs.fr/>

Procedure for welcoming

Welcome guide for international PhD students and researchers

<https://www.universite-paris-saclay.fr/en/welcome-guide-international-phd-students-and-researchers>

Also check out the university's welcome booklet

<https://fr.calameo.com/read/004800386de437665ad53?page=1>



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AGATE

Declare your holydays on AGATE

- CNRS leave tracking software :

✓ « <https://agate.cnrs.fr/> »

The screenshot shows the AGATE web interface. At the top, there is a header with the 'agate' logo and a navigation bar with links: Accueil, Calendrier, Dépôt, Planning, and Mon compte. Below the header, the main content area is titled 'Dépôt d'une nouvelle demande d'absence'. It contains several form fields: 'Type absence' with a dropdown menu showing 'Choisissez', 'Date de début' with a dropdown menu showing 'Choisissez', 'Date de fin' with a dropdown menu showing 'CA 2020 [39 jour(s)]', 'Jour(s) décompté(s)' with a dropdown menu showing 'Télétravail', and 'Commentaire' with a text area showing 'Absence', 'Formation', and 'Mission'. There are also two buttons labeled 'midi' next to the 'Date de début' and 'Date de fin' fields. At the bottom of the form, it says 'Caractères restants : 200'. Below the form, there is a large blue button labeled 'Déposer'.

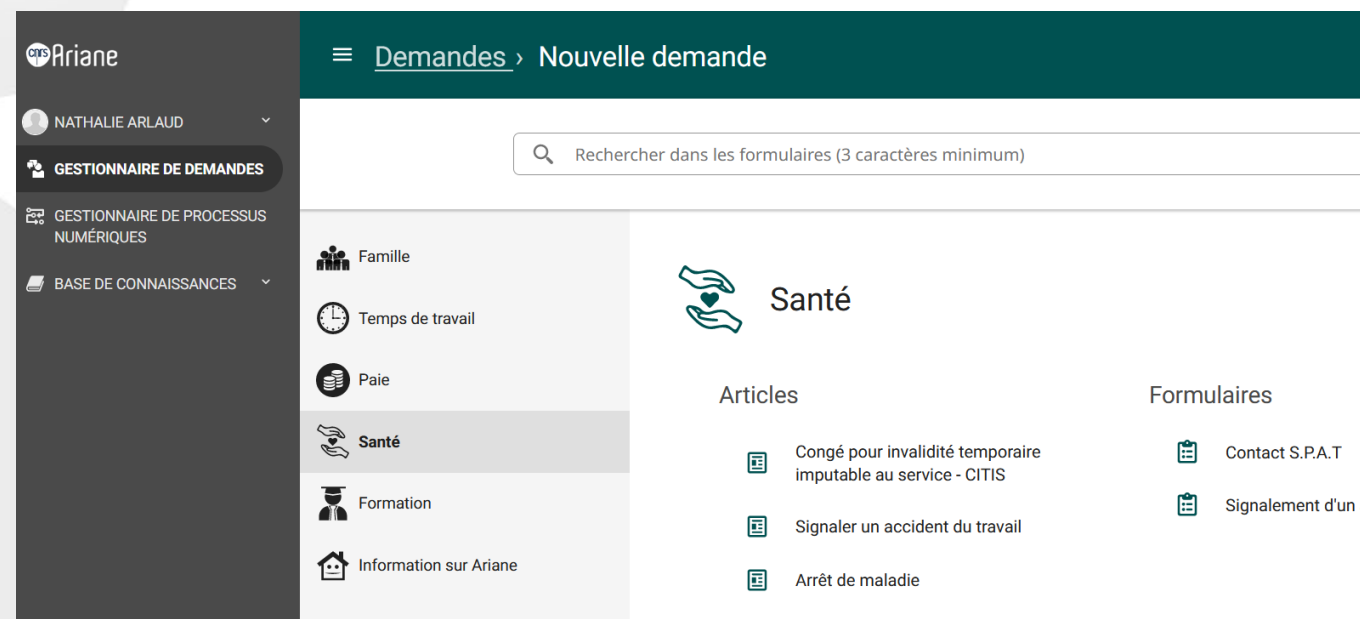
To declare

- sick leave
- work accident
- request for telework (6 months after taking up the position)
- change of situation...

> ARIANE (CNRS employees) :

<https://cnrs.requests.eu.people-doc.com>

> human resources referent (Université employees)



Status / Visa

Before arrival

- **Useful links :**

Ministry of the Interior Foreign student in France :
(Long stay visa or residence permit)

<https://www.demarches.interieur.gouv.fr/particuliers/etudiant-etranger-france-visa-long-sejour-cartesejour>

France Visas :

<https://france-visas.gouv.fr/web/france-visas/accueil>

Status / Visa

Is done through a dedicated website, no more visa in prefecture

<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>



Je valide mon VLS-TS



Je demande ou renouvelle un titre
de séjour



Je demande la nationalité
française



Je demande une autorisation de
travail



Je déclare un changement de
situation

Status / Visa

➤ visa validation on ANEF

- (<https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>)

For your information :

- ✓ holders of a VLS-TS "talent passport" 313-20 or 313-21 must select the reason:
CESEDA R311-3 9°
- ✓ holders of a VLS-TS "talent passport" 421-9 to 421-11, 421-13 to 421-21 and 421-22 and 421-23 must select the reason :
CESEDA R431-16 10°

Status / Social security

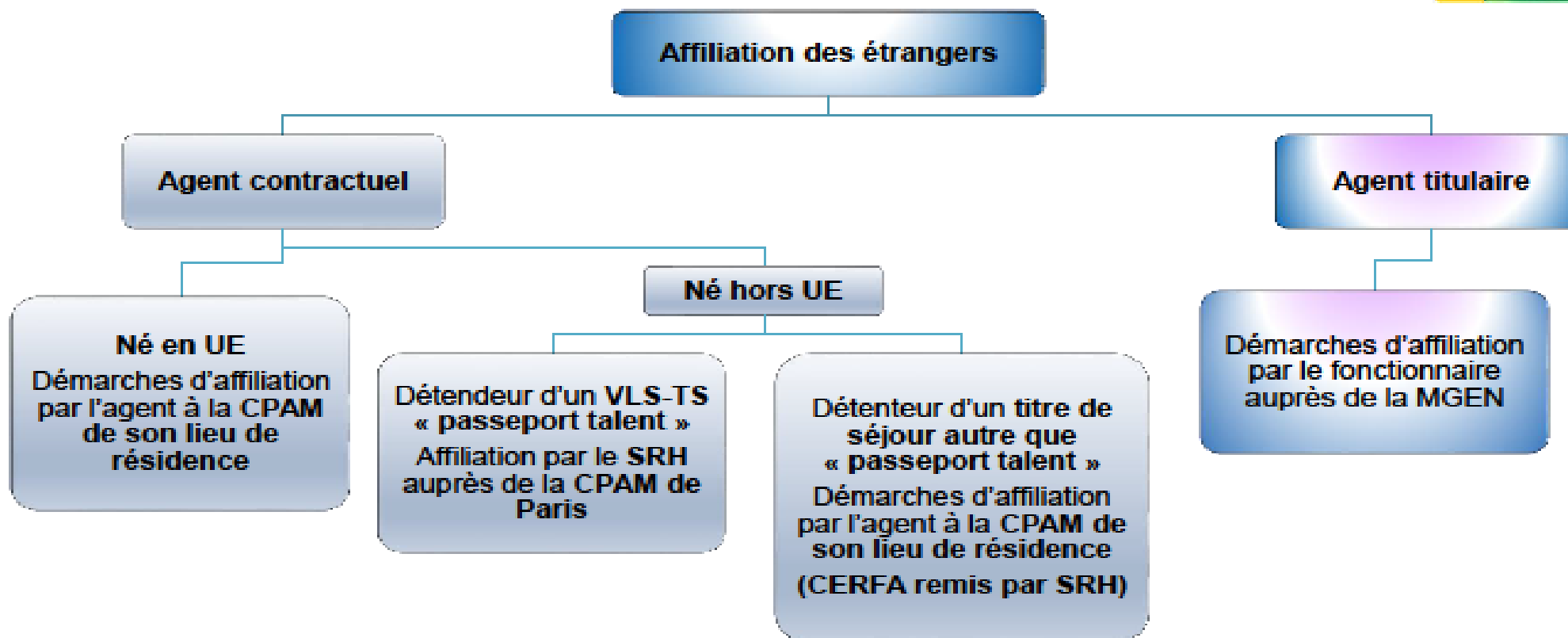
Opening of social security rights :

Form to download at this address

<https://www.vos-demarches.com/demarches-formulaires/formulaires-cerfa/social-sante-particuliers/cerfa-n-15763-demander-l-ouverture-des-droits-a-l-assurance-maladie,,37714.html>

Except in the case of Talent Passport Visas

SPECIFICITE : Immatriculation à la sécurité sociale



Where is my « Fiche de paie » gone...???

l'ENSAP : <https://ensap.gouv.fr/web/accueil>

Once you have your magic number (numéro de sécurité sociale)

Mon espace sécurisé

Mes évènements

Rémunération

Bulletin de paie de septembre 2020
2020_09_BP_septembre.pdf (PDF, 25 Ko)

1 578,36 € **24/09/2020**

Impôts et Mutuelle

Taxes of personal jurisdiction

<https://www.impots.gouv.fr/portail/>

Declaration form

<https://www.impots.gouv.fr/portail/formulaire/2042/declaration-des-revenus>

The health insurance scheme reimburses 70% of your health expenses. To be reimbursed 100%, you must take out a top-up health insurance (also called mutuelle). You must make a choice on the Internet (70% taken by the social security)

Sciences accueil

In particular, to find a place to live

<https://www.science-accueil.org/>

ZRR (restricted regime area)

- Who is concerned:
 - ✓ Anyone who comes for more than 5 days and is at the M2 level
- Important :
 - duly completed laboratory access information form, available on the laboratory intranet,
 - copy of the National Identity Card (French) or passport valid at the time of the request,
 - detailed and undated CV of the collaborator with date and place of birth and if possible a cell phone number,
 - detailed description of the scientific and/or technical activities,
 - the host's reasoned opinion on the choice of the collaborator,

Procedure for welcoming trainees

Notify the HR referent of the Theory division as soon as possible
Before

- Arrange for medical insurance if you do not have social security coverage
- Provide also a civil liability insurance
- Provide an address in France
- Plan to open a bank account in France
 - In case of financing:
 - ✓ Obtain the agreement of the person in charge of the research contract
 - ✓ Obtain the agreement of the head of the research unit if it is funded by the unit

<https://intranet.ijclab.in2p3.fr/>

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Secrétariat général

Your contact for purchase or mission requests

Philippe

MOLLE

Théorie – PHE

01 69 15 73 73

Philippe.Molle@u-psud.fr

Procedures for leaving on mission :

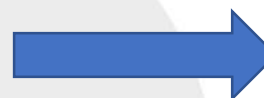
All staff members on mission MUST have a mission order* drawn up before the date of departure and signed by the unit director/department head

> Make a request for a mission order :

<https://intranet.ijclab.in2p3.fr/missions/>

> Book a transport ticket or a hotel (in France) :

<https://travel.rydoo.com>



Nouvelle mission

Saisir les informations demandées

*** Champs obligatoires**

Informations générales

* Email : * Nom :

* Mission financée par : * Ligne Financière :

* Commentaires :

- Indiquer le montant estimatif de transport de la mission (exemple avion 300 €)
- Indiquer les dates de séjour privé le cas échéant
- Autres commentaires libres

* Type Mission :

* Motif détaillé : * Lieu :

Trajet - Aller ☐ Aller Simple

* Mode de voyage :

Travel

☒ Aller-Retour ☐ Aller simple ☐ Multi-Trajet

De...

À...

Date de départ: 1 décembre 2021 Date de retour: 2 décembre 2021

Toute la Classe: Economique

☒ Direct

Plus de critères

- Requests for troubleshooting and infrastructure work should be made on the :
<https://glpiinfra.ijclab.in2p3.fr/>
- Service de prévention des risques (SPR) : you will receive by email a questionnaire related to your new position to complete
- A half-day for newcomers (administration and support services) will be organized in January

Any questions ?

Thank you for your attention