



**UPMC**  
SORBONNE UNIVERSITÉS

**YOUR STAY  
AT PIERRE  
AND MARIE CURIE  
UNIVERSITY**

[www.upmc.fr](http://www.upmc.fr)

# PIERRE AND MARIE CURIE UNIVERSITY

## **33,000 students**

↳ including 6,900 foreign students  
↳ over 1,000 first-class athletes  
in the last 20 years

## **10,300 staff members**

↳ including 5,000 teachers  
and researchers

## **The biggest French university library network**

## **France's largest medical and scientific complex**

## **First-class research**

## **Many prestigious national and international prizes**

## **400 million euros**

dedicated to research

## **8,000 publications per year**

(about 10% of French  
publications)

## **4 research divisions**

- Modeling and Engineering
- Energy, Matter  
and the Universe
- Living Earth and Environment
- Life and Health

## **100 research units**

↳ associated with major research  
bodies and renowned partners  
such as the CNRS, INSERM,  
INRA, the IRD, IFREMER,  
the CEA and the CNES

## **19 doctoral schools**

↳ and more than 800 doctorates  
awarded every year

## **200 research cooperation agreements**



# LIVING IN FRANCE

Are you a foreign faculty member or researcher coming to Pierre and Marie Curie University? This brochure will give you practical information concerning the conditions of your stay in France, and at UPMC.



FRANCE COMBINES A HIGH STANDARD OF LIVING, A FAMOUS WAY OF LIFE, AND A NUMBER OF BENEFITS (FOR EXAMPLE, NATIONAL HEALTH INSURANCE AND AN EDUCATIONAL SYSTEM THAT IS LARGELY FREE OR INEXPENSIVE). PARIS—OFFERING UNPARALLELED CULTURE, HISTORY, MUSEUMS AND MONUMENTS—WILL ALSO POSE CHALLENGES THAT ARE COMMON TO MANY LARGE CITIES, IN TERMS OF HOUSING AND THE COST OF LIVING. MAKING THE BEST COMBINATION OF THE BENEFITS AND CHALLENGES IS WHAT AN ENJOYABLE STAY AT UPMC IS ALL ABOUT.

## INFORMATION AND ADVICE ON YOUR STAY IN FRANCE

### **Immigration: the Hosting Agreement (*convention d'accueil*)**

**If you have a European nationality:** you don't need a visa. But you should still have either a contract with UPMC or (if you come as a volunteer or with external funding) a *convention d'accueil* with the lab to have official status in France. The *convention d'accueil* can be downloaded at: [www.upmc.fr/fr/espace\\_des\\_personnels/pour\\_votre\\_laboratoire/accueil\\_invites/accueillir\\_un\\_chercheur\\_d\\_un\\_organisme\\_hors\\_upmc.html](http://www.upmc.fr/fr/espace_des_personnels/pour_votre_laboratoire/accueil_invites/accueillir_un_chercheur_d_un_organisme_hors_upmc.html)

**If you have a non-European nationality,** you need a visa in order to work in France. This rule applies even if you already live in Europe and have a residence permit in

another European country. UPMC can provide you with a *convention d'accueil*. This agreement is the most efficient and rapid way to obtain a visa that was specifically created to facilitate the mobility of foreign research scholars to France: the "*Visa scientifique*." The procedure is as follows: the colleague at UPMC who invited you as a foreign researcher has to contact the International Relations Department of UPMC ([julia.franke@upmc.fr](mailto:julia.franke@upmc.fr) or [accueil.international@upmc.fr](mailto:accueil.international@upmc.fr)) and complete the "*demande de convention d'accueil*". This form can be downloaded on the UPMC website [www.upmc.fr](http://www.upmc.fr) (International-professor-researchers mobility-convention d'accueil).

Once the *convention d'accueil* has been validated and stamped by

## UPMC Contact

### International Relations Department

#### International Welcome Office:

Julia Franke

[julia.franke@upmc.fr](mailto:julia.franke@upmc.fr)

[accueil.international@upmc.fr](mailto:accueil.international@upmc.fr)



UPMC and the local police (*prefecture de police*), your UPMC contact will send it to you by surface mail. With this *convention*, you may obtain a “*visa scientifique long séjour*” from the French consulate of your country of residence. It often takes two to three weeks to get your signed *convention* from France and (depending on your country) up to six weeks to get your visa. Please consider this timing when you plan your stay in Paris.

**If you only plan to stay in France for three months or less:** you will obtain a short-term visa. This visa cannot be renewed in France. Once you have obtained the visa at the French embassy, there are no other administrative steps when you arrive in France.

**If you plan to stay in France for more than three months:** you will receive a long-term visa (VLS-TS) at the French embassy. This visa will be valid for up to one year and can be renewed in France. Once you are in France, you will have to pass a medical visit at the Immigration Office (OFII) and pay approximately 250 euros for the validation of your visa at the medical visit (as of January 2014). The UPMC International Welcome Office will guide you in the procedure to follow when you arrive in France.

**If you want to bring your spouse with you to France,** she/he can obtain a visa “*vie privée et familiale*” at the embassy. This visa permits your spouse to work in France. Once you are in Paris, your spouse will have to

apply for a residence card (*titre de séjour*). She/he can do this via the International Welcome Office. Please make sure to have an official translation\* of your birth and marriage certificate for the process.

**If you are Algerian and you plan to stay in France for more than three months,** your first visa will be valid for three months. Once you arrive in France, you need to apply for a long-term visa (*titre de séjour*). Please make sure to bring the following documents (this list will also be indicated when you received the letter with the *convention d'accueil*):

- Your passport with a *visa scientifique*
- The original *convention d'accueil* with the stamp from the French consulate

\* The French authorities will only accept a translation that was done by someone officially approved by the government. Please contact either the consulate or the local city hall in France for the list of official translators.



## Contacts

### The City of Paris:

[www.paris.fr](http://www.paris.fr)

### UPMC Social Services:

In certain situations UPMC offers financial aid as well as reductions and guidance in choosing private complementary health insurance (mutuelle).

### Catherine Bethery

[catherine.bethery@upmc.fr](mailto:catherine.bethery@upmc.fr)

Tel: 01 44 27 39 49

- 3 ID photos
- Your birth certificate (the original and an official French translation\*)
- If you are married, the marriage certificate (the original and an official French translation\*)
- Proof of address (telephone or electricity bill, rent receipt or a signed declaration by a legal resident that they are providing accommodations for you). Proofs of address must not be older than three months.

If your French residency is in Paris, UPMC will help you with the administrative procedures. Once you arrive in Paris, please make an appointment with the **International Welcome Office** (*Bureau Accueil des Relations*

*Internationales*) who will forward your documents to the local police (*prefecture de Police*).

If your residency is located outside the city limits of Paris, you may have to hand in documents to a local police yourself. The International Welcome Office can still guide you in the process.

Algerian researchers and spouses that are applying for a residence permit need to contact the International Welcome Office as soon as they arrive in France. It can take several months for your *carte de séjour* to be processed and it is therefore necessary to start the procedure as early as possible.

## Looking for an accommodation

It is best to start looking for housing as soon as possible, especially if you arrive during a period of high demand, such as in September and October when the new academic year starts. There are many ways to find housing. Your first step should be to look on the UPMC website ([www.upmc.fr](http://www.upmc.fr) International-Professor-Researcher mobility-Housing). UPMC can provide housing on the campus and has also established cooperation with international housing centers. If you cannot find housing before arriving in Paris, we advise you to make arrangements at least one month before arriving to have a place to stay while you





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are hunting for a rental (for example, ask your hosts to reserve a hotel room).

**You can also use a rental agency:** there are two ways to rent an accommodation, using a person-to-person service (*announces PAP*, [www.pap.fr](http://www.pap.fr)), which is a listing for owners and renters, and traditional rental agencies, which represent the owners. There are also a lot of agency announcements on web sites and in some specialized newspapers. If you use a rental agency, you will pay a fee when a location is found. If you use a PAP service, there is no fee to pay, however no guarantee of a standard contact. There is a lot of competition for available apartments.

### **Nursery school, kindergarten, primary and secondary school**

France has a well-developed system of primary and secondary public education as well as a very advanced public preschool/kindergarten (in French: *maternelle*) system for 3- to 6-year-olds. **Public schools are free and there are private schools with different levels of registration fees.**

There are a lot of afterschool activities like sports or art (music, dance, painting, and pottery classes). These different activities are not very expensive and some are free. You can obtain more detailed information from your local authorities. For more information, see the Fondation Kastler website ([www.fnak.fr](http://www.fnak.fr)).

UPMC offers a part-time childcare service (*halte garderie*) on the university campus. Children of UPMC personnel and UPMC students can be enrolled for 2-4 days per week. Applications are processed between January and May. Please contact Fabienne Barbe ([fabienne.barbe@upmc.fr](mailto:fabienne.barbe@upmc.fr)) for an appointment.

### **Transportation**

In Paris, you can get monthly or yearly Navigo passes that you can use in the metros and busses. **As an employee at UPMC, you can be reimbursed for 50 percent of your monthly public transportation costs.** Apply for a Navigo pass, and bring receipts to your administrator (*gestionnaire*).



### useful links

#### National Health Insurance (*sécurité sociale*):

Caisse Primaire d'Assurance (CPAM)

[www.ameli.fr/assures/index.php](http://www.ameli.fr/assures/index.php)

Find your CPAM center:

[www.ameli.fr/assures/votre-caisse/index.php](http://www.ameli.fr/assures/votre-caisse/index.php)

URSSAF: Union de Recouvrement des cotisations

de Sécurité Sociale et des allocations familiales

[www.urssaf.fr](http://www.urssaf.fr)

International Researchers Office at the Cité internationale: [www.ciup.fr/en/access-en](http://www.ciup.fr/en/access-en)

Travel costs will then be reimbursed directly on your payslip with your salary.

### Personal liability (*Responsabilité civile*)

All foreign scientists are required to insure themselves along with their family members against damages and injuries caused to a third party by accident. This is known as personal liability (*responsabilité civile*).

Personal liability insurance can be obtained through a private insurance company or the bank where you open your account. Comprehensive insurance will include civil liability coverage for the whole family and housing insurance (*multirisque habitation et responsabilité civile*)

*familiale*) to cover damages caused to a third party. The guest researcher's office at the Cité internationale de Paris Access can offer you private insurance. Feel free to contact them at the Cité internationale universitaire de Paris ([www.ciup.fr/en/access-en](http://www.ciup.fr/en/access-en)).

### Opening a bank account

There are a lot of banks in Paris. In general, the documents you will need to open a checking account are:

- Written proof of residence (utilities or telephone bill, rental agreement, etc.)
- One piece of photo identification (passport, identity card or visa).

When you open your account, you can request a checkbook

and a debit card. **Banking charges differ from one bank to another.** Some banks will charge you if you go over a set number of checks per month. Make sure you study the services proposed before signing. They usually help you to determine what the best choice is for you.

### Health insurance

**UPMC, like all French employers, has to declare their employees to the French healthcare system (*sécurité sociale*).** This means all salaried employees in France, of any nationality, are automatically affiliated with the French health insurance. When you sign your contract with the University, you and your dependents are entitled to all the benefits of the



Information about reimbursement in the French system: [http://fr.wikipedia.org/wiki/Base\\_de\\_remboursement\\_de\\_la\\_sécurité\\_sociale\\_française](http://fr.wikipedia.org/wiki/Base_de_remboursement_de_la_sécurité_sociale_française)

Do you speak English, live in France and need information on your French Health Insurance rights? Call the special Advice Line of the French *sécurité sociale*:  
Tel: 0 811 36 36 46 from France (toll free) or +33 811 36 36 46 from foreign countries (calling rates vary).



national health insurance. A large percentage of health expenses are covered, as well as work-related injuries, death, disability and maternity. Contributions to the national health insurance are deducted directly from your salary (under the heading "*Charges salariales*" on the payslip).

However you still have to register at the *sécurité sociale* center (*Caisse Primaire d'Assurance Maladie*) in order to change your temporary number to an official number and in order to obtain an insurance card (*carte vitale*). The enrollment has to be done at the CPAM center nearest to your residence.

Documents to provide:

- Your work contract

- and the first 3 payslips
- The "*declaration URSSAF*" form that you received when you signed your contract
- Your original birth certificate and its official translation
- Your ID card (Europeans) or the passport + visa (non-Europeans)
- A proof of residence in France (electricity bill/phone bill/rental receipt)
- A RIB [proof and details of your bank account]

While you are waiting for the first three payslips, you are already affiliated to the *sécurité sociale* system. If you go to the doctor during the first three months; you will obtain a reimbursement claim (*feuille de soin*) that you need to fill out and to send by mail to your local *sécurité sociale* office (In Paris:

Assurance Maladie de Paris, 75948 Paris Cedex 19)

If you have a grant or other funding, you are not considered a salaried worker in France and you need to get a personal insurance policy (*assurance personnelle*) or be insured from your country of origin. The guest researcher's office at the Cité internationale de Paris Access can offer you private health insurance: [www.ciup.fr/en/access-en](http://www.ciup.fr/en/access-en).

The URSSAF (*Union de Recouvrement des cotisations de Sécurité Sociale et des Allocations Familiales*) is responsible for collecting the sums paid by salaried employees and their employers. The "salaried" status will extend the health insurance



coverage to the researcher's family as dependents. The "dependent" status covers spouses (through marriage) as well as partners (common-law spouse) and partners who are joined by a civil solidarity pact (PACS). All children under the responsibility of the person insured are included until the age of 16 or up to 20 years-old if they are students.

**Complementary Health Insurance:** Currently, the national health insurance does not generally reimburse all health costs incurred. It may be that the remaining fees are high, if you do not pay for complementary health insurance (mutuelle).

There are numerous policies that propose packages, some

guaranteeing almost complete reimbursement of the remaining fees. In addition, the cost of a medical visit can vary depending on the physician and the area where he practices. There are numerous websites that can help you compare different insurance policies, for example: [www.mutuelle-conseil.com](http://www.mutuelle-conseil.com) or <http://mutuelle.fr>.

The international researchers office at the Cité internationale universitaire or the social service at UPMC can also help you find a good complementary health insurance.

Sometimes you can also keep your health insurance in your country of origin.

If you are from an EU member state and benefit from a

national healthcare system in your country of origin, you can be reimbursed for the medical costs incurred in France. In order to do this, before leaving, you need an E128 form from your health insurance. You will need to keep the receipts from your medical fees along with a form from the International Relations department of the "Caisse Primaire d'Assurance Maladie" (CPAM) in your region. The CPAM will reimburse you on the basis of the French healthcare (sécurité sociale) tariffs. The remaining fees are to be paid by you or can be covered by a complementary insurance (see Complementary Health Insurance).

If there are remaining fees, you can have these medical costs



### useful links

#### Fondation Kastler:

[www.fnak.fr](http://www.fnak.fr)

#### Trésor public:

[www.impots.gouv.fr](http://www.impots.gouv.fr)

reimbursed by presenting all receipts and proof of affiliation in your country of origin, to the International Relations Department of the CPAM.

Due to fiscal agreements with different countries, you may qualify for unemployment benefits even if you leave France after the end of your contract. Please contact the *Bureau Chômage* on the 14th floor in the Jussieu tower.

### Taxes in France

#### Local taxes

If you rent an accommodation, you will have to pay an annual local tax called "taxe d'habitation". Its amount depends on the place of residence and on the number of people living in the

apartment. Your landlord should be able to give you an estimate of the amount of this tax.

#### Income tax

In France, personal income tax is not taken out of the salary. You have to pay it independently. Personal income tax is determined annually based on the household's taxable income. Tax declarations are filed in May for the income of the previous year and paid in September. (Taxes for a salary earned in 2014 therefore are declared in May 2015 and paid in September 2015.) Under Article 4 A CGI, individuals domiciled in France, regardless of their nationality, are taxable on all their income of French or foreign origin. Under Article 4 B CGI, people are considered

domiciled in France for tax purposes if they live in France for more than 6 months.

People that live in France for less than 6 months (e.g. invited professors that come for only one month) follow a different procedure. For these people, the employer is asked to use the system called "*prélèvement à la source, article 182 A du Code général des impôts*" (the employer deducts the income tax from the monthly salary). Please contact your administrator (*gestionnaire*) at the Human Resources Department for more information.

You are required to file an annual tax return reporting all your income if you have

You can get an idea about the taxes you will need to pay if you use the tax simulator by the French government online:  
[www.impots.gouv.fr/part/part.html](http://www.impots.gouv.fr/part/part.html) (Simulateurs - Calculez votre impôt sur le revenu pour 2014)

### Examples of income tax rates:

Taxable annual income per declaration	Annual tax rate
Below €6011	0%
From €6,011 to €11,991	5.5%
From €11,991 to €26,631	14%
From €26,631 to €71,397	30%
From €71,397 to €151,200	41%
Above €151,200	45%

income from French sources. If you have never paid income tax in France, you will have to declare the need to pay at the French tax institution. The declaration is not sent automatically.

You can make your tax declaration online at [www.impots.gouv.fr](http://www.impots.gouv.fr), or you can download the form (*formulaire de déclaration des revenus*) (Recherche formulaires, numéro d'imprimé 2042) or at the nearest tax center (Centre des impôts).

The authorities calculate personal income tax on the basis of the amounts declared by taxpayers, who are required to submit a single

return per tax household reporting all income received in the previous year. The method involves dividing the tax household's taxable income into a certain number of parts (e.g. one part for a single person, two parts for a married couple, an additional half-part for each of the first two dependent children and an additional part for each dependent child thereafter). There is a standard deduction of 10 percent.

#### Additional information on income taxes

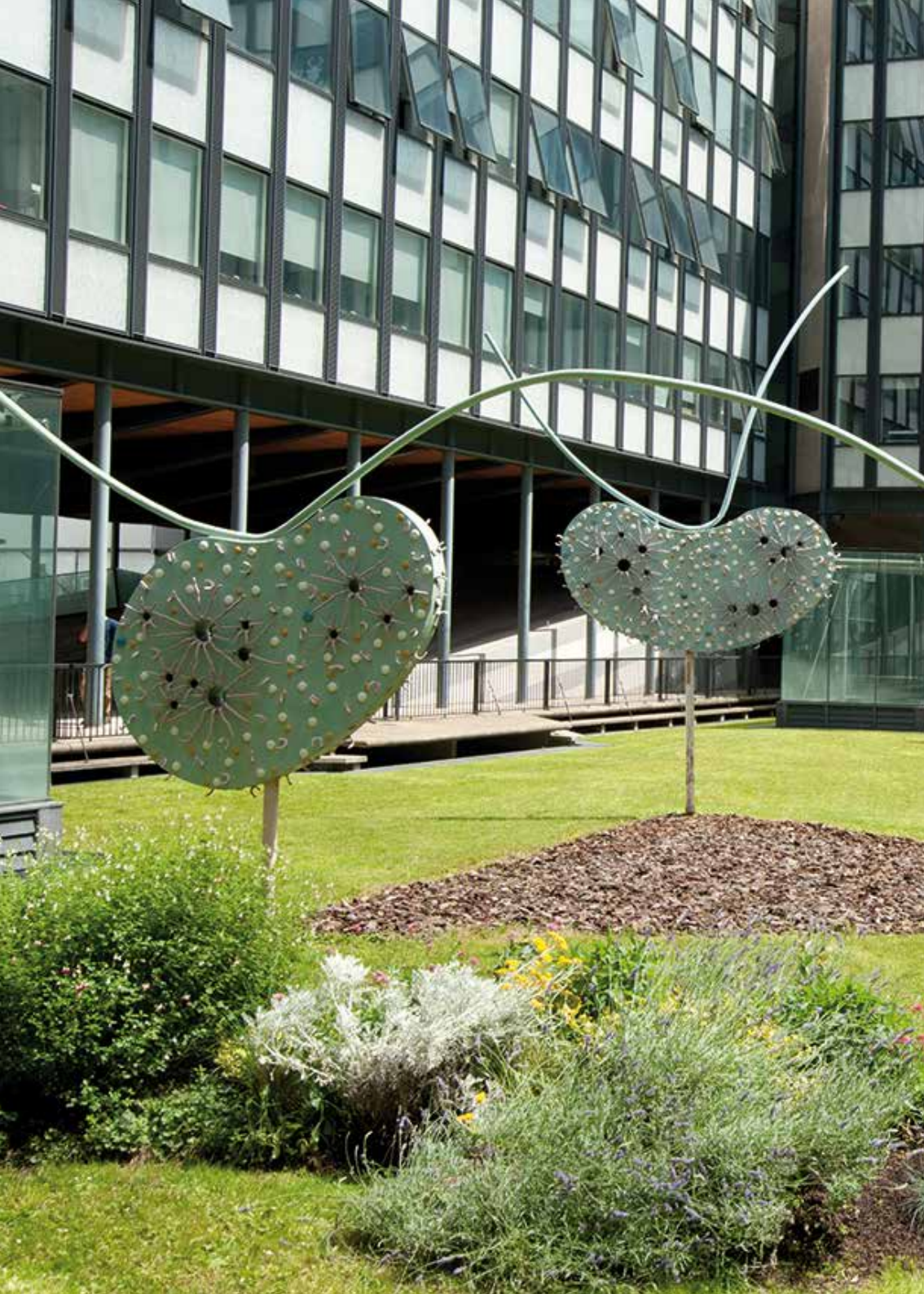
In order to know the base amount of your annual taxable income, you have to look at your last payslip of the previous year. Take the amount in the field "*montant*

*imposable de l'année*" and report this amount on the form.

France has signed a lot of fiscal agreements with different countries. Some of them contain specific articles for scientist invited to universities. The tax office in France has established a service in English that can answer specific questions about tax regulations. Please contact them for further information: [particuliers@assistance.impots.gouv.fr](mailto:particuliers@assistance.impots.gouv.fr)

Fellowship holders must declare their income. Only students with grants do not have to pay this income tax, under certain conditions.









Contacts

**City of Paris:**  
[www.paris.fr](http://www.paris.fr)

**UPMC sports:**  
[www.upmc.fr/fr/vie\\_des\\_campus/sport.html](http://www.upmc.fr/fr/vie_des_campus/sport.html)

**email:** [daps@upmc.fr](mailto:daps@upmc.fr)

**Association Doc'up:**  
[contact@doc-up.info](mailto:contact@doc-up.info)

**CLIC** (comité loisir, information et culture)  
[www.asso.upmc.fr/clic/wp/](http://www.asso.upmc.fr/clic/wp/)

## LIVING IN PARIS AND AT PIERRE & MARIE CURIE UNIVERSITY

**In one of the world's cultural centers and at the leading French University for science and medicine, there are a host of activities available.**

### Events at UPMC

UPMC has a cultural development policy in line with its teaching and research objectives, thus contributing to making the University a place of innovation, creativity and shared knowledge. UPMC regularly holds a series of conferences which explore various topics. Ongoing events

are normally published on the central webpage of UPMC and in the letter to the personnel that you will receive by email at your UPMC account.

### Sports

Sports and physical activities at UPMC are provided by the Department of Sports and Physical Activities (DAPS).



As part of the UPMC personnel, you can participate in all the sports activities. The DAPS also organizes hiking trips in the region. There are no participation fees, so all classes and most of the events are free. In order to enroll, you need to bring a medical certificate to the sports center that certifies that you can do

sports with no risk. You can get this certificate from any general practitioner (non-specialist doctor).

#### Reduced rates for cultural activities

The CLAS and CLIC office on the Jussieu Campus offer reduced rates for cinema and theater tickets.

#### Paris: the city of lights

There are many, many activities in Paris, including cultural, educational and sporting events. For more information, visit [www.paris.fr](http://www.paris.fr)

[www.upmc.fr](http://www.upmc.fr)

**UPMC**  
SORBONNE UNIVERSITÉS

**International Relations Department**

Tour Zamansky, 16<sup>e</sup> étage  
Université Pierre et Marie Curie  
4, place Jussieu - 75252 Paris Cedex 05  
[accueil.international@upmc.fr](mailto:accueil.international@upmc.fr)