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”).
**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/](http://www.prefecturedepolice.interieur.gouv.fr/data/aide/apostille/)

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**NEXT STEPS**

**FOR EVERYONE**

- D-4 MONTHS Send the expected documents to the secretary of your host unit

- D-3 MONTHS Get the apostille or legalize your civil status certificates (birth certificate, marriage certificate...)

- 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

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**FOR EMPLOYEES FROM OUTSIDE THE EUROPEAN UNION**

- D+1/2 MONTHS Appointment at the OFII to validate your VISA

- D+3 MONTHS AND MORE Social Security Registration

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**Examples of “Apostille”**

**Example of “Legalisation”**
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:

- 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)

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 appartments, and 40 single rooms to the Institut Pasteur.


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). 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](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.