

ENTERING AND LIVING IN FRANCE: THE FORMALITIES

1	OBTAINING A VISA	12
1-1	THE HOST ORGANISATION FORM	12
1-2	APPLYING TO THE CONSULATE FOR A VISA	13
1-3	NECESSARY DOCUMENTS	14
2	OBTAINING A FRENCH RESIDENCE PERMIT	15
2-1	THE RESIDENCE PERMIT	15
2-2	FOR YOUR FAMILY	16
2-3	APPLYING FOR A RESIDENCE PERMIT	17
2-4	THE MEDICAL EXAMINATION	17
2-5	COLLECTING YOUR TEMPORARY RESIDENCE PERMIT	17
3	USEFUL WEBSITES AND CONTACTS	18

France is keen to welcome as many researchers as possible from abroad. Under the provisions of the 1998 legislation, creating a "scientist" visa and residence permit, the requirements applying to visiting researchers and their families have become much simpler and more flexible.

Who is entitled to a host organisation form ?

The guest researcher from abroad must have completed his doctorate. If this is not the case, he is considered a student and must take the appropriate steps for obtaining a "student" visa. In practice a PhD student with a placement in a French laboratory can be considered a "scientist", although interpretation of this status can vary according to the consulate and the prefecture in question.

This document is vital to the obtaining of the "scientist" visa and residence permit. Once your stay has been confirmed – finance, research domain, dates – the host organisation must fill out the appropriate form. This form specifies the purpose and dates of your stay and guarantees that you possess the finance needed for your stay, for social security coverage and for the return home. The dates of your stay must be carefully calculated, as they will finish the length of your visa and residence permit.

The host organisation form must be stamped by the Prefecture, signed by the head of the host organisation and bear the official stamp of that organisation. The document is then sent to you in your country of residence, where you will use it to apply for a visa at the French Consulate.

The host organisation form is available on the Internet at www.cnrs.fr/fnak/fanx2f.html

* Citizens of European Union and European Economic Area countries do not have to meet the above requirements. They are eligible for a

A contact person has been appointed in the "Foreign students and scientists" department at the Rhône

Département Prefecture and deals directly with the researcher or the person designated to act for him in relation to the host organisation. This contact person oversees all requests for "scientist" residence permits. Address: 97 Rue Molière, 69003 Lyon - Tel. 33 (0)4 72 61 62 38

ENTERING AND LIVING IN FRANCE: THE FORMALITIES

1 2 APPLYING TO THE CONSULATE FOR A VISA

"European Community" residence permit by indicating the reason for their stay, together with details of their financial resources and social security coverage. In the case of a salaried researcher, the employer must fill out the form titled "Declaration of employment of a citizen of a member state of the European Union."

The host organisation form requirement does not apply to scientists joining public sector higher education establishments and approved research bodies.

Once he has received his host organisation form, the researcher applies to the French Consulate in his country of residence for a visa. The type of visa varies according to the length of stay envisaged.

The short stay visa (or tourist visa), valid for up to three months, cannot be modified or renewed once on French soil. It provides right of entry and residence in France and so serves as a residence permit.

For a stay of no more than three months, citizens of certain countries do not require a short stay visa to enter France. The countries concerned are the member states of the European Union and of the European Economic Area (Iceland, Liechtenstein,

Norway), together with Andorra, Monaco and Switzerland and the following countries: Argentina, Australia, Bermuda, Brunei, Canada, Chile, Cyprus, South Korea, Costa Rica, Croatia, El Salvador, Ecuador, Estonia, United States, Guatemala, Honduras, Hungary, Israel, Japan, Latvia, Lithuania, Malaysia, Malta, Mexico, Nicaragua, New Zealand, Panama, Paraguay, Poland, Saint Marino, Holy See, Singapore, Slovakia, Slovenia, Czech Republic and Uruguay.

However, a citizen of one of these countries must apply for a visa if he intends staying on French territory for more than 3 months.

The temporary visa for a stay of 3 to 6 months.

NB: this visa cannot be renewed and gives no entitlement to a residence permit.

The long-stay visa for a stay exceeding 3 months.

This visa allows foreign researchers wishing to spend more than 3 months in France to obtain a temporary "scientist" residence permit. The latter is not issued with short-stay or temporary-stay visas.

You are strongly advised to apply for the long-stay visa when the purpose and dates of your stay warrant it.

Musée
des
Tissus



ENTERING AND LIVING IN FRANCE: THE FORMALITIES

1 3 NECESSARY DOCUMENTS

The Schengen short-stay visa

Citizens of the 13 countries signatory to the Convention on the Application of the Schengen Agreement have the right to free movement within those countries, namely Germany, Austria, Belgium, Denmark, Spain, Finland, France, Greece, Luxembourg, Italy, Holland, Portugal and Sweden. This free movement measure is also valid for all European Union citizens.

Non-Europeans resident in the Schengen zone are entitled to the same freedom of movement if they hold a short-stay, multiple-entry Schengen visa.

NB: remember to ask for this type of visa if you intend to leave, then re-enter the Schengen zone.

The foreign researcher must apply for his visa to the French Consulate, which will call on him to collect it at a later date, together with visas for his family, where applicable. He will also be issued with a copy of the host organisation form bearing the seal of the relevant French diplomatic post or consulate.

To obtain a visa, you must submit an application to the French consulate in your native country. With the application forms you will be given a list of necessary documents (this varies between countries). Generally speaking the following documents are obligatory:

- a valid passport and a photocopy. It is important that the passport have blank pages to allow for the insertion of the residence permit sticker
- the host organisation form, normally the only proof required
- passport photographs (number variable)

You will also have to:

- pay the visa application fee, which varies between countries. Payment may be required in cash or by postal order; cheques are often not accepted.
- fill out the forms provided by the consulate (for each person in the case of a family)
- possess the appropriate financial means. The official minimum, set by the appropriate ministry, is 396.37 euros per month. However, each consulate is free to ask for proof of this amount or more when a visa is applied for.

Horloge de St Jean



2 OBTAINING A FRENCH RESIDENCE PERMIT

2 1 THE RESIDENCE PERMIT

The temporary residence permit marked "scientist" is applicable for all foreign researchers staying longer than three months. This document certifies that you are legally living in France. Under French law, you must have it with you at all times.

The temporary residence permit corresponds to the duration specified on the host organisation form. If necessary, a renewal application should be made two months before its expiry date.

The permit dispenses the holder from the obligation to seek a work contract or other authorisation: his stay is validated by the host organisation itself.

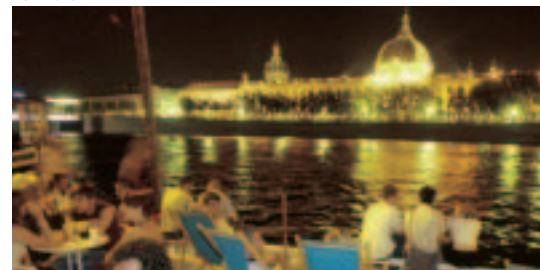
The temporary residence permit is always marked "European Community" for citizens of the European Union or the European Economic Area. It is provided free for a maximum of one year and can be renewed. For Algerian visitors it is called a Certificate of Residence and marked according to the purpose of the stay. pour les ressortissants algériens.

2 2 FOR YOUR FAMILY

If you are coming to France accompanied by members of your family, they also must have temporary residence permits marked "Private and family life" and valid for the stay requested.

The holder of a "Private and family member" residence permit has the right to work without any additional authorisation and without having to show a work contract at the Prefecture.

Le Rhône



2 3 APPLYING FOR A RESIDENCE PERMIT

Within two months (three months for citizens of the European Union or the European Economic Area), the researcher must fill out the residence permit application provided by the "Students and Scientists" Department at the Rhône Prefecture. The application should be made as quickly as possible, as processing can take 1 to 3 months.

The application procedure also requires the visiting researcher to lodge a number of vital documents, the list being similar to that required for a visa:

- Proof of address in France (lease or rent receipt, electricity or telephone bill). If the researcher does not have a definite address at the time of application, the host organisation is regarded as his landlord. Indication of the definitive personal address should be made as soon as it is obtained.
- Proof of financial means (host organisation form)
- Three black and white, full-face passport photographs (Passport photos can be obtained in photo booths. These machines can be found in city halls, metro stations and train stations. Approximate cost: 3.50 euros for 4 photos).



Citizens of non-European Union countries must also provide a medical certificate issued after a check by the International Migration Office (OMI). www.omi.social.fr

If your family is accompanying you, the same documents will be required for your spouse and any children aged 18 and over.

In the case of administrative documents, the originals must be shown and photocopies submitted.
Originals in a foreign language must be accompanied by a translation; only translations from an officially certified translator are acceptable. If the original is not available, the applicant will be asked to provide a signed, certified copy.

As a rule the applicant is immediately given a receipt for his application for a residence permit. This receipt is proof that an application has been made and is valid for three months. It does not, however, replace the temporary-stay permit and does not provide right of residence as such: thus a researcher wishing to leave France temporarily and in possession only of a receipt, must take steps to be able to return using a valid, multiple entry visa.

The application for a "Scientist" residence permit can be made in your name by a representative of your host organisation, designated as the organisation's official contact with the Prefecture. Under the most recent legal provisions, the applicant should have to make only a single visit to collect his definitive residence permit.

The above procedure can be facilitated by the "Student and Scientist" department of the Rhône Prefecture.

ENTERING AND LIVING IN FRANCE: THE FORMALITIES

2 4 MEDICAL EXAMINATION

Acceptable health is a prerequisite for the temporary residence permit. Any foreigner staying more than three months in France, except for European Union citizens, must undergo a medical examination at a regional branch of the International Migration Office (OMI).

Lyon OMI

7 rue Quivogne 69286 Lyon Cedex 02

Tel 33 (0)4 72 77 15 40 - Email: omi.lyon@wanadoo.fr

Regarding the application for a residence permit, your host organisation should fill out the form headed "Application for medical examination for an initial residence permit" and have it stamped at the Prefecture. The OMI then summons you by mail, with your family if necessary, for the medical check. A charge is made for the examination.

After the examination the OMI issues you a medical certificate that must be shown when collecting your residence permit.

2 5 TEMPORARY RESIDENCE PERMIT

SUMMONS FOR COLLECTION OF A RESIDENCE PERMIT:

within a variable period (1-3 weeks), you will be summoned to collect your temporary residence permit at the Rhône Prefecture. You must also bring with you your passport and application receipt, together with the originals of the convocation and the OMI medical certificate. To gain time, it is suggested that you call the Prefecture (33 (0)4 72 61 62 38) for an appointment as soon as you have your medical certificate.

If you still do not have your temporary residence permit a week before the receipt expires (if, for example, the OMI has not yet issued the medical certificate), you must go to the Prefecture, where you will be given a new receipt.

NB: Once in France, you cannot change a temporary residence permit into a long-stay residence permit.

If a long-stay visa is needed, the host organisation form must stipulate a period in excess of three months.

RENEWING A TEMPORARY RESIDENCE PERMIT

The temporary residence permit is not renewed automatically. If you wish to renew, you must apply to the Prefecture during the 2 months preceding expiry. This application requires the same documents as the first one.

TEMPORARY ASSIGNMENTS IN THE PRIVATE SECTOR

Secondment of a visiting scientist from a public to a private laboratory is possible. The researcher concerned must ask the Rhône Département Department of Labour for a temporary authorisation matching the period covered by his Scientist residence permit. The field of research must be similar to that specified in the original application.



The Alfred Kastler National Foundation is a recognised authority in the field of hosting for foreign researchers in France. Its Internet site provides a detailed guide to the administrative formalities: www.cnrs.fr/fnak/. We suggest that you consult the site for more details.

The French Ministry of Foreign Affairs

site France Diplomatie provides:

A list of the internet sites for French Consulates and diplomatic missions:

www.diplomatie.gouv.fr/infopra/autserv.html

The directory for France's international cultural and cooperation network: embassies, consulates, French Institutes, Alliance Française, and others:

www.diplomatie.gouv.fr/infopra/autserv.html

A questionnaire enabling you to establish easily whether or not a visa is required for entry into France, according to your nationality, and the duration and purpose of your stay in France:

www.diplomatie.gouv.fr/annuaire/

The menu "Vos droits et démarches" ("Entitlements and Procedures") on the Service-Public.fr website is a comprehensive guide to the rights and administrative formalities for persons living in France. The "Foreigners in France" menu provides information on entry and residence. A regularly updated list answers most frequently asked questions on France's many administrative sectors. It also allows you to submit questions.

www.service-public.fr

SOS NET, is the legal assistance site of the Droit pour Tous ("The Law for All") association. It offers a menu covering the law as it applies to foreigners: www.sos-net.eu.org/etrangers/indexetr.htm

Le GISTI (Information and Support Group for Immigrants) offers expert advice on regulations relating to foreigners in France.

GISTI, 3 Villa Marcès, 75011 Paris: www.gisti.org

OMI (International Migration Office):

7 Rue Quivogne - 69286 Lyon Cedex 02

Tel 33 (0)4 72 77 15 40 - www.omi.social.fr

ARALIS - Social Service Counselling

15 Rue du Dauphiné – Lyon.

Tel 33 (0)4 78 53 40 01 - Fax 33 (0)4 78 53 29 87

A resource centre for foreigners confronted with problems. Information and advice on residence rights, employment, education and social entitlements. Foreign languages spoken.

Online legal counselling

www.i-avocat.org

Useful translation addresses

Official documents: Inter Service Migrants Rhône-Alpes:
32 Cours Lafayette – 69003 Lyon. Tel: 33 (0)4 72 84 78 99

Scientific and technical documents: JMZ International:
40 Cours Villon – 69008 Lyon. Tel : 33 (0)4 78 00 31 07

Office Européen de Communication :
45, rue Edouard Herriot – 69002 Lyon.
Tel : 33 (0)4 78 42 35 90

A white bird, possibly a seagull, is shown in flight against a clear blue sky. The bird is positioned on the left side of the frame, with its wings spread wide, flying towards the right. The background is a solid, vibrant blue.

MEDICAL INSURANCE AND HEALTH CARE

We advise you to take the necessary steps before your arrival in France, so as to have any medical expenses reimbursed from the outset.

Good medical insurance is one of the vital factors in a successful stay.

Any person living for more than three months in France must have social security cover. Proof of such cover is a prerequisite for staying in France and obtaining a residence permit.