

Guide for IRAP newcomers

What is this guide about?

In this guide, we provide information to help IRAP newcomers to settle in France and find necessary information and contact points within the laboratory. The guide is aimed to provide information for postdocs coming from abroad but it can be helpful for anyone who is newly arriving to IRAP or planning to come. Here we provide related information on administration aspects, laboratory information, as well as daily and professional life.

What is this guide NOT about?

This guide is not meant to replace official guidelines and protocols by the Human Resources at IRAP, local information, and government regulations. The situation evolves over time and therefore information here may not always be up to date. Please check with the administration team or relevant personnel for exact and updated protocols and information.

A few notes :

This guide was written by volunteers based on their experiences when settling in as expats and non-francophones in France. Everyone's situation is different, thus this guide is not meant to solve or help for all situations. This guide is not complete - it is only to provide basic information that can be more or less helpful for newcomers.

If you want to help to improve this guidebook or suggest edits, we will be more than happy to hear from you. The goal here is to reduce difficulties experienced by newcomers and to improve experiences of everyone arriving at IRAP. Please don't hesitate to contact us and the administration team in case of problems.

Contact:

Human Resources (RH) rh@irap.omp.eu and postdoc/cdd representatives.

This document may be evolved following new information. Access the latest version:
<https://docs.google.com/document/d/18eLewpzLMd3-VZ-FOC3AV6p7r42vepCPyze1T6PMzuo/edit?usp=sharing>

Join our postdoc/cdd Slack channel. We are happy to help if you have any questions.
https://join.slack.com/t/postdoclirap/shared_invite/zt-omdhfdh0-zxeuqtw5cNyLKbwLZgKzjQ

French acronyms

https://docs.google.com/spreadsheets/d/1LHN1lqzM_VIhro68Ps6JIU1ksWm6PSTaWe-AddjJbwg/edit?usp=sharing*

Last update: 12/02/2023

Contents

Before and after arriving	3
Work visa	3
Relocation from abroad	4
Open a bank account	4
Finding a flat and housing	5
Getting the electricity	6
Getting the internet, cell phone data, TV	7
Moving out	7
Logistics	8
Public transports	8
Subvention	9
Knowing your rights and benefits	9
CNRS	9
UPS	10
Payscale for CNRS and UPS (contractuels - postdoc/cdd)	10
CNES	10
Gender equality, prevention and fight against all forms of discrimination and harassment.	10
Psychological help	11
CNRS	11
UPS - Cellule d'écoute psychologique	11
Lab specifications	12
Coming to the lab	12
Entrance card, email, internet ID	12
Intranet website	12
Eduroam	12
Printing and scanning	12
Stationery	12
Access the internal network from home	12
Library and resources	13
Restaurants	13
Traveling for work and conferences (domestic & abroad)	14
Welcoming guests	15
Intern/trainee/stagiaire	15
Some practical info on student internships	16
Finding contacts within IRAP and OMP	16
Settling in	17
Residence permit (titre de séjour) and visa renewal	17
National health insurance	17
Carte vitale	17
Mutuelle	18
EHIC card	18

Tax declaration	18
Housing tax	20
Government aids	20
Seeing a doctor	20
Getting an appointment	20
At the cabinet	20
Blood test	21
At the pharmacy	21
Seeing a specialist	21
If you need eyeglasses	21
French course	22
Professional Development	22
Clubs, societies, activities	23
Taking holidays	23
Miscellaneous	23
EURAXESS France network welcomes international researchers	23

Before and after arriving

Work visa

If you come from outside the EU, you will need a work visa. For researchers, there is a special type of visa called “*passport talent*”. For this type, it’s mandatory to have at least **a Master’s degree**. If you did your PhD without a Master’s, you will need **a PhD diploma**. Another important document is a “*convention d’accueil*” that you need to ask from the administration in advance. Depending on your funder, the admin will ask from either the university or CNRS or CNES. This can take time to obtain, so contact the admin as soon as possible.

General information from the government

<https://www.service-public.fr/particuliers/vosdroits/F16922?lang=en>

Full list of documents to prepare

https://www.haute-garonne.gouv.fr/content/download/31211/208270/file/9814_PT_Chercheur.pdf

More information from Campus France

<https://www.campusfrance.org/en/the-researcher-talent-passport-long-stay-visa>

Your visa length will be equal to the length of your contract specified in your *convention d’accueil*. If it’s longer than 1 year, you will get an instruction to get your “carte de séjour” or “titre de séjour” at the prefecture. Make sure to do this as soon as you arrive because it can take months to get, and it serves as your residence card in France (it is helpful in many situations for administration). If your contract is exactly 1 year (or between 3 - 12 months), you will not get a *carte de séjour*. In this case, you will register to the state that you have a *VLS-TS (Visa de long séjour valant titre de séjour; also indicated on your visa)* meaning that

you have a long-term visa. After validating it, you will get a paper that confirms your status. This paper is equivalent to *carte de séjour* but it may not be recognised by some organisations.

To validate your VLS-TS or demand a *titre de séjour*

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

If your contract is extended, you can renew your visa or *carte de séjour* (need a new *convention d'accueil*) within 2 months before your visa expires.

Relocation from abroad

The lab does not normally pay for a relocation cost. However, you may ask the lab to pay for a hotel while looking for an apartment. Note that there is a limited type of lodging you can stay if you want the lab to pay for you. For example, an Airbnb is not applicable. Ask your boss and the finance admin to be sure.

For shipping your stuff, it depends on the country and whether you move with the family. It can get expensive if you use a service from a company. However, if you don't have a lot of stuff, you can box them and ship with a normal delivery service to the laboratory (you may inform Nicole Briat at the welcome desk beforehand).

There is a **package from the Paul Sabatier university** that can assist you with all steps when arriving and getting settled in Toulouse. A pack for lecturers and researchers costs 100 - 200 euros; this includes a welcome pack, help with administration, opening a bank account, SIM card, temporary accommodation, booking accommodation, help with electricity & gas, help with housing, and a guided tour of Toulouse. However, be sure to book it in advance because there are a lot of demands. For information see <https://toulbox.univ-toulouse.fr/en/>.

Open a bank account

Getting a French bank account is very important as the admin will ask your *RIB (le relevé d'identité bancaire)* to pay your salary. To get an account, you will need your address first, which will require proof of your residency (see Section Finding a flat and housing). Note that this address can be changed later, the banker just needs an address to send you your card.

At the University, you can open an account with *Banque Populaire* inside the *Forum Louis Lareng* (near the *Metro Paul Sabatier*). The agents at this bank also speak English. You will first need to call (or go to the bank) to make an appointment to open your account.

You may ask for a cheque book from the agents (they will order it for you). Cheques are not so common but can be useful for taking subscriptions to some local associations.

Each bank has different subscription rates, benefits, and savings (called *Livret-A*). Banks can provide loans to you depending on your needs and situations. For example, Banque Populaire has loans for young professionals with 0% interest. *CASDEN* is a cooperative

bank for public service in France. They provide services for public workers (e.g., CNRS). They have a dedicated desk near the CNRS canteen (*Delegation Occitanie Ouest*).

Finding a flat and housing

Finding an apartment in Toulouse can be challenging as there are a lot of demands and it is often up to the landlords/landladies to choose a lodger. There are two main types of housing - private and shared apartments (called "*colocation*"). Both types are a bit different in levels of complications to find one. The bottom line of finding an apartment here is that you need a dossier, i.e., some proof of your identity and your activity as an employer. The landlord(s) may ask for a guarantor (a resident in France with a French employer, i.e., your boss). One way of finding an apartment is that you may ask your boss to send an email to everyone in the lab and the OMP (*Observatoire Midi-Pyrénées*; the local organisation where IRAP belongs) to let them know that you're looking for one. It can be easier when the landlord also works here so he/she would be happy to rent the apartment to you.

For a private apartment, you contact the landlord directly. Then the landlord will ask you to visit the apartment and probably show your dossier (i.e., residence card or passport, work contract, etc.). There are many websites to find private accommodation: either through agencies (called *professionnels*) or through landlords directly (called "*particuliers*"). For agencies, there can be difficulties because most of them ask for a *CDI* (*Contrat à Durée Indéterminée* = permanent contract). As a postdoc you will have a *CDD* (*Contrat à Durée Déterminée* = short-term contract). Most landlords will think it's not a stable situation (but it's always helpful to mention that you have a contract with the *CNRS*, *UPS*; *Université Paul Sabatier*, or *CNES*). Also note that the owner can't ask for more than one month of deposit. The owner has to give it back to you when you're leaving if there's no damage to fix. Below are the websites where you can search for private apartments.

Leboncoin (see category "Immobilier" then "locations", specify location "Toulouse")

On this website you can specify whether you want "*professionnels*" or "*particuliers*" (you can also search for other things such as furniture, bicycles, etc).

<https://www.leboncoin.fr/>

Seloger (this one is mostly from housing agencies)

<https://www.seloger.com/>

Vocabulary

Location = renting

Locataire = lodger

Louer = to rent

Propriétaire = owner

Maison = house

Pièce = room (i.e., number of room: T1 = studio, T2 = two rooms)

Meublé = furnished

Bail = renting contract

Etat des lieux = report made by the landlord or the agencies on the conditions of the place.

This report will be used when you move out to check if you made damages.

For a shared apartment, you can join an already existing one or create one with your flatmates (called “*colocs*”). You will visit the apartment(s) beforehand to see if you can get along well with the flatmates/housemates. You can find announcements through websites below.

<https://www.appartager.com/>

<https://www.lacartedescolocs.fr/colocations/occitanie/toulouse>

Also see Facebook groups:

<https://www.facebook.com/groups/1264031606946275>

You can also get a sub-renting (called “*sous-location*”) to get temporary accommodation while looking for an apartment. During the summer, there is a lot of sub-renting because many students go to internships elsewhere. The student(s) typically ask to interview you before renting the apartment.

Be careful of scams and overpriced apartments. Always visit the places and meet the landlord before any kind of transaction! If it's through an agency, the agency will see you on behalf of the landlord. Note that a deposit cannot be more than the amount for 1 month's rent.

After getting an apartment, it is important to have some kind of proof (called “*attestation de domicile*”) that you are a resident such as an electric bill, water bill, internet bill, (phone bill is not counted) addressed to your place under your name. You will need this proof in many situations such as opening a bank account and getting the internet. If you don't have any bills yet, a housing contract can be used. If you still don't have any of these, you can ask your contact/friend to sign an “*attestation d'hebergement*” (you can find a template online) to be evidence of your stay. French banks can be very picky on this and some banks may deny an *attestation d'hebergement*.

It is possible to get insurance for your flat/apartment (called “*assurance habitation*”). In case of fire, flood, or thief (or whatever the insurance agrees to pay), you can claim for your damage/loss.

If your income is low or you have many dependents, you can ask for financial aid from the government to subsidise your rent. There is a social aid called “*CAF*” (or “*APL*”). You can get 100 - 200 (or more) euros monthly depending on your situation directly from the state (until your situation changes). This process can take months but you will be repaid in sum from the month you have been eligible. For information see <https://www.caf.fr/>. There will be a document for the landlords to sign but they're most likely happy to sign it.

You can do a simulation to see how much financial you can get here:

<https://wwwd.caf.fr/wps/portal/caffr/aidesetservices/lesservicesenligne/estimervosdroits/lelogement#/stateaccueil>

Getting the electricity

After getting a private apartment, you may have to call to inform the electricity company that you have moved in. In this case, you will have a reference number from the apartment owner or from the previous lodger. You will also have the numbers of the electricity meters before you move in. Most electricity companies only provide service in French so you may ask the landlord or a francophone to help you. After this process, you will get your reference number from the company and you can sign in to your account online. Most companies also have different rates for electricity costs. From 10 pm to 8 am, it's typically cheaper. Some companies have a promotion for the first year so you may pay a fixed rate (e.g., 30 euros monthly) for the first year.

Getting the internet, cell phone data, TV

Depending on the service provider, the quality of the service is different. The average price is 30 - 50 euros per month for home internet + TV. Data is always unlimited. Depending on the provider you may have to subscribe for 12 months. Some providers are charging you when you're canceling the contract. Some offers give you attractive prices for the first month/year, then the price raises after.

Many providers offer a package that includes (1) your SIM card, (2) the internet, and (3) a "box" for the television. Note that you can get home internet and cell phone subscriptions with different providers. If you can take the 2 subscriptions together you may have an interesting discount. *Orange* provides a premium service but it can be expensive. *SFR* has a medium price. *Free* has an affordable price for the internet but it can be unstable in some locations. Some companies will ask for your resident permit card (called "*carte de séjour*" or "*titre de séjour*") before agreeing to provide you the service. This can get complicated when you don't have a *carte de séjour* (it can take a few months or more to get it from the *prefecture*).

Some reference for cell phone rates:

unlimited calls, unlimited sms, and 150 Go data : around 20€/month

unlimited calls, unlimited sms and 70 Go data : around 10€/month

You can use your cell phone anywhere in the European Union without paying roaming fees.

Moving out

In France, there is a rule to notify the landlord 1 month for furnished flats (3 months for unfurnished flats) before moving out, regardless of the length of the contract. A notice letter sent by post is legally sufficient. Note that the landlord cannot ask for a justification as the lodger is protected by the lodgers' rights. See your full rights as a lodger here: <https://www.service-public.fr/particuliers/vosdroits/N339>.

When moving to a new place, you can automatically redirect all mails that are sent to your old address using this service at La Poste

<https://www.laposte.fr/lp/changement-adresse-demenagement-reexpedition>

There are options to redirect your mails for a period of 6 or 12 months. Once you have settled, don't forget to change your address with the admin, bank, etc.

Logistics

Public transports

Toulouse has a full network of public transport - metro, bus, bikes, and, in the future, cable cars (called *téléphérique*). All the public transport is operated by the *Tisséo* company, and you can pay for all of them using the same card except for the direct bus that goes between the town centre and the airport (called *Navette Aéroport*). To check schedules and plan your trips, you can download the "*Tisséo*" app on mobile phones. At a ticket machine in the metro station, you can get a reusable ticket for 10 trips which cost 14 euros (information 2019). It is possible to download the "Ticket Easy" app to buy a ticket. If you're going to take public transport regularly, it is recommended that you get your card (called "*carte Pastel*") online or from the station's customer service (i.e., at *Jean Jaurès*).

There are also public bikes available provided by the company *Vélo Toulouse*. Typically you can use it for free for 30 minutes (with a subscription of 25 euros per year). There are many stations available and you can check their availability via the *Vélo Toulouse* app.

Tisséo website

<https://www.tisseo.fr/>

All the ticket types and prices

<https://www.tisseo.fr/les-tarifs/la-gamme>

Getting your *Pastel* card

<https://www.tisseo.fr/les-tarifs/obtenir-une-carte-pastel>

Tisséo and Ticket Easy applications

<https://www.tisseo.fr/les-tarifs/ou-acheter/sur-smartphone>

Vélo Toulouse

<http://www.velo.toulouse.fr/>

Once you have your *Pastel* card, it is possible to subscribe to, e.g., 1 month or 1 year. The subscription to *Vélo Toulouse* can be added on top of this and you can use the same *Pastel* card to get a bike from any station.

In case you lost your *Tisséo* card, you can report and get a new one at

<https://www.tisseo.fr/les-tarifs/e-agence/duplicata-carte-perdue-volee>

If you have a CNRS contract, it is possible to ask for a reimbursement if you subscribe monthly or yearly. You will need to fill out a form that indicates your commute between home and work. Then the CNRS will pay 50% of the full cost.

Subvention

If you use a sustainable way of commuting such as bikes or shared cars (called *covoiturage*) between work and home, you can get “*forfait mobilités durables*” from the CNRS. The CNRS can give you up to 200 euros per year if you use this mode of transportation for at least 100 working days per year. You can find more information on the platform ARIANE (available from 2021) or ask the lab’s administration (direction@irap.omp.eu). If you have a contract with the university, there is an equivalent reimbursement, see <https://intranet.ups-tlse.fr/accueil/le-forfait-mobilites-durables-entre-en-vigueur-802703.kjsp>

[Note information 2020] Additionally, if you consider buying an **electric bike**, there are ecological grants available from *Toulouse Metropole*, the regional government (*Occitanie*), and the government. Depending on your income of the previous year (and also with the year before), you may be eligible for a grant of up to 200 euros from *Toulouse Metropole*, up to 200 euros from *Occitanie*, and up to 200 euros from the state (this can be added up on top of each other). Below you’ll find websites to make claims for your bikes (and documents to prepare):

Toulouse Metropole

<https://demarches-tm.eservices.toulouse-metropole.fr/deplacements/prime-velo/>

La region Occitanie éco-cheque

<https://www.laregion.fr/Eco-cheque-mobilite-velo-a-assistance-electrique>

Bonus vélo à assistance électrique

<https://www.service-public.fr/particuliers/actualites/A14091>

<https://www.asp-public.fr/bonus-velo-assistance-electrique>

Finally, there are other kinds of ecological bonuses that provide a subvention for buying electric cars, see <https://www.service-public.fr/particuliers/vosdroits/F34014>.

Knowing your rights and benefits

CNRS

You have 44 paid holidays per year (to be spent until February of the next year). It is important to spend all of your holidays, especially for your first year because you have to give it away if you can’t spend it (you can save it after the first year). See allowance and log your holidays at <https://agate-tempo.cnrs.fr>. To understand how annual leaves, sick leaves, maternity, paternity, adoption leaves, etc, visit https://intranet.cnrs.fr/Cnrs_pratique/recruter/temps/Pages/default.aspx

CNRS’s chèques emploi service universel (CESU)

<https://www.caes.cnrs.fr/vos-aides-prestations/>

Chèques-Vacances

<https://www.caes.cnrs.fr/vos-aides-prestations/cheques-vacances/>

Full rights and benefits of CNRS agents may be found at <https://cnrs.employee.eu.people-doc.com/home>. Here you can find the info such as maternity/paternity/adoption leaves, sick leaves, sustainable transport grants, training for professional development, etc.

UPS

Log your holidays at <https://ohris.univ-tlse3.fr/fr/>

Service Culturel et l'Action Sociale (SCAS) (resto, chèques vacances, etc) <https://intranet.ups-tlse.fr/scas/>

Payscale for CNRS and UPS (contractuels - postdoc/cdd)

<https://intranet.obs-mip.fr/irap/Informations-administratives/Grilles-de-remuneration>

Note 2023: the intranet website has been moved to <http://intranet.irap.omp.eu/>

CNES

CNES postdocs have a formal information session at the start of their postdocs. If you find some information that would be useful to put here, please suggest edits or contact us.

Gender equality, prevention and fight against all forms of discrimination and harassment.

IRAP is committed! Everyone must work in a spirit of mutual respect excluding any form of moral or sexual harassment, threats, physical or verbal violence, and any other form of domination or exclusion. **All discrimination is prohibited, all violence will be punished.**

Three equality referents have been identified at IRAP. These people have completed specific training proposed by the CNRS in the fight against sexual and gender-based violence and harassment. If you are a victim or witness of harassment or discrimination, you can contact them in complete safety and confidentiality. You can contact them directly at egalite@irap.omp.eu. For more information, please consult the IRAP Professional Equality website: <https://www.irap.omp.eu/egalite/>.

If you need help, you can find contacts here:

<https://www.irap.omp.eu/egalite/en/egalite-professionnelle-entre-les-femmes-et-les-hommes-english/against-violences/fighting-against-gender-based-and-sexual-violence-existing-mechanisms/>

Gender equality and fight against discrimination at UPS

<https://www.univ-tlse3.fr/egalite-femmes-hommes-et-lutte-contre-les-discriminations-2>

Psychological help

CNRS

[information 2020] In the current circumstances, which involve new ways of organizing work, the CNRS offers free and confidential psychological support to all employees working in the units, in telecommuting, on special leave of absence or in any other administrative position who feel the need.

This support will be provided through remote consultations (either by telephone or video) by a work psychologist, made available by the MGEN for CNRS employees, whether or not they are members of the mutual insurance company.

If you wish to have an appointment, please contact, at your choice, one of the referents below, who will communicate, with your agreement, your phone number to the psychologist so that he/she can call you back within 48 hours to agree on a telephone appointment.

Prevention medicine : medecine-prevention@dr14.cnrs.fr

Social service assistant : DR14-Liste.assistante.sociale@dr14.cnrs.fr

If you prefer to contact a psychologist directly without the support of CNRS professionals, you can contact the MGEN PSYA service provider directly on 0800 10 50 56 to make an appointment with a psychologist. This general system is complementary to the one specifically set up by MGEN for the CNRS and allows each person to choose.

UPS - Cellule d'écoute psychologique

[information 2020] The university, in partnership with the MGEN, offers you access to the Service des Espaces d'Accueil et d'Ecoute. A team of experts handles telephone calls directly.

Calls made to the PAS network telephone number 0 805 500 005 are transferred directly to the PSYA platform, dedicated to psychological support. The telephone consultation is without an appointment and in a confidential framework.

Lab specifications

Coming to the lab

From the city centre, you can take the Metro line B heading to Ranguel, then take off at Faculté de Pharmacie, the nearest station. You can then take bus number 78 and get off at LAAS (this takes about 15 minutes on foot). You can also see plans at <https://www.irap.omp.eu/homepage/contact-acces/>.

Entrance card, email, internet ID

These should be set up after you have reported with the admin (also see with your line manager).

Intranet website

The intranet website can be accessed at <https://intranet.irap.omp.eu> (from 2023, may be unstable sometimes), or <https://intranet.obs-mip.fr/>. On this website, you can find information for most aspects of life at IRAP, e.g., admin tasks, software, room booking, etc. Once you have an IRAP account, you can request intranet access with your IRAP account. If you don't have your IRAP account, see IT (supportinfo@irap.omp.eu).

CNRS Intranet

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

UPS Intranet

[Intranet UPS - Intranet \(Personnel administratif et technique-Enseignants\)](#)

Eduroam

If you have a contract with UPS, ask direction@irap.omp.eu

If you have a contract with CNRS, get your account at <https://eduroam.cnrs.fr/>

How to install eduroam configuration (CNRS): <https://eduroam.cnrs.fr/pdf/Installation.pdf>.

Printing and scanning

For printing, see how to set up your computer at

<https://intranet.obs-mip.fr/Informatique-IRAP/parc/impression>

For scanning, there is a scanning/copy machine on the 1st floor of IRAP Roche in the middle of the corridor (near the stairs to the kitchen). You will need a USB to save your scans.

Stationery

Ask the welcome desk. You can get notebooks, pens, paper, etc.

Access the internal network from home

Through 'ssh' on terminal

```
$ ssh (username)@gw.irap.omp.eu
```

Where (username) = the first letter of your first name + your last name (same as your email)

Library and resources

Observatoire Midi-Pyrénées Library

Website: <https://www.omp.eu/centre-de-documentation/>

Location: 14 Avenue Edouard Belin, 31400 Toulouse (IRAP Belin, entrance near the CNRS cafeteria, behind Delegation Occitanie Ouest)

Searching for papers on CNRS server

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

<https://clickandread.inist.fr/> (plug-in for web browsers)

NASA ADS with CNRS proxy

<http://adsabs.harvard.edu.insu.bib.cnrs.fr/>

Books and e-book resources from UPS

https://catalogue-archipel.univ-toulouse.fr/primo-explore/search?vid=33MINALBI_VU1&lang=fr_FR

Restaurants

The CNRS Central canteen (next to C.N.R.S. Délégation Régionale, 31400 Toulouse) welcomes all CNRS/UPS agents and guests with valid restaurant cards or temporary tickets issued by the IRAP admin. For CNRS/UPS agents, the admin will need your ID photo to issue your restaurant card. Once you have obtained a reference number for your restaurant card, you can bring your ID (titre de séjour, passport) to obtain your restaurant badge at the cashier when checking out your food. The cashier has a restaurant badge prepared for you given that you have obtained your reference number. This badge serves as your ID to access the CNRS restaurant. Depending on your index linked to your income on the contract, you can get different discounts. Without a contract (i.e., for guests), a meal consisting of one main dish and a side dish (salad or a dessert or fruit or cheese) costs around 10 euros. With a contract, you pay ~ 3 - 4 euros (the exact discounts can be found at the cashier). You get more discounts if you are on a lower pay scale (called indices). The restaurant also has takeaway meals available in case you don't want to dine in. At the entrance/exit near CNRS délégation, there are takeaway sandwiches and salads available. You will also have to choose a dessert, a drink, fruit, and crisps to complete the meal.

Examples of how to compose a meal

https://intranet.cnrs.fr/delegations/dr14/actualites/Documents/Exemples_plateaux.pdf

You can access information on weekly menus using your account at

<https://timechef.elior.com/#/restaurants> (need registration with your badge number). On this website or mobile application, you can check your balance (also shown on receipts) and add money (you can also do it at the cashier). Information on allergies is provided on the board when you enter the restaurant. The restaurant usually has at least one vegetarian meal a day (information 2020). A vegan meal is less certain, but if they have one it may be on the shelf for side dishes). You may also ask the chef to make a simple meal for you.

Menus at the CNRS Central (next to C.N.R.S. Délégation Régionale, 31400 Toulouse)

<https://timechef.elior.com/#/restaurant/1668>

CNRS restaurants in Toulouse:

<https://intranet.cnrs.fr/delegations/dr14/agents/restauration/Pages/default.aspx>

There is also a UPS restaurant, see

<https://intranet.ups-tlse.fr/pour-les-personnels/la-restauration-a-l-ups--311818.kjsp?RH=1507109291538>

Traveling for work and conferences (domestic & abroad)

If you plan to travel for work or conferences, either in France or overseas, you can follow the general protocols below. The official protocols and all the forms can be found at

https://intranet.obs-mip.fr/services_omp/finances/Missions

Note - since 2023, the intranet website has been moved to <https://intranet.omp.eu>

You should not pay conference fees / abstract fees by yourself in advance. You can inform a finance admin that you will have a work trip or go to a conference. If your conference/workshop is paid for by a CNRS project, you can borrow a CNRS credit card from someone in your thematic group (ask also your boss) and pay the conference fees directly using this card (with the name and billing address on the card). Do not forget to forward the receipt to the cardholder and the finance admin once the payment is done.

When booking your transportation and accommodation, follow the procedure below.

Before your trip, please fill out the form online at

https://webinfo.irap.omp.eu/plugins/kitcnrs/mes_scripts/missions/index.php

(also note the paper form <https://intranet.obs-mip.fr/irap/missions/dom>)

For flights (domestic and international), trains (domestic only), and hotels (domestic only), all bookings have to go through the platforms:

<https://travel.rydoo.com> for travels paid on CNRS budget

<https://click.travelplanet.fr/> for UPS agents.

During the validation, there will be an option to select a finance admin who is in charge of your thematic group. Please inform the finance admin that you have made a booking and to which project budget you're entitled. Once the finance admin has approved your bookings, you will get electronic confirmations of your hotels and transportation.

If you travel abroad, you book flights through Rydoo or Travelplanet but you book a hotel on your own (e.g., through booking.com). In this case, you will pay for the hotel by yourself in advance but you will be reimbursed when you come back.

When you travel overseas, you will be paid per day for your trip. This budget includes your hotel (+breakfast included) and 2 meals per day regardless of how much you spend, but you need to keep your receipts to be evidence of your spending. Without a receipt for your meal, e.g., if you miss a receipt for your lunch, the meal cannot be reimbursed. If meals are included in the conference fees, you cannot qualify for the "per diem" rate below.

Here are the daily (per diem) reimbursement rates of all countries:

https://www.economie.gouv.fr/dgfip/mission_taux_chancellerie/frais

If you travel in France, you will be reimbursed for meals (~17 euros/meal, information 2020).

Once you come back from a trip, fill out a form to get reimbursement with all receipts attached. This form is called “états des frais”. You can retrieve the most recent form at https://intranet.cnrs.fr/Cnrs_pratique/partir_mission/retour-mission/Pages/default.aspx or ask one of the finance admins.

If your trip is going to cost a lot and you do not want to pay in advance directly from your bank account, it is possible to request a “corporate card”. This card will link to your bank account or RIB. Then, you can make payments related to your trip using this card. This card will delay payments on your account for a few months in order to make sure that you would receive your reimbursements before the amounts will be deducted from your bank account. You can contact the finance admin and your line manager to have access to this card. More details can be found at:

https://intranet.cnrs.fr/Cnrs_pratique/partir_mission/carte-corporate/Pages/default.aspx.

JANUS

JANUS is the system for authentication for CNRS employees and/or employees of research units (e.g., IRAP) that belongs to the CNRS. If you have a non-CNRS contract but you are spending on a CNRS project budget, you may need to access Rydoo via JANUS (alternatively you can ask the finance admin of your respective team to do bookings for you). Your JANUS account also allows you to access CNRS intranet where several internal information can be found, e.g., état des frais (reimbursement form). You can request a JANUS account by going to <https://sesame.cnrs.fr/>, selecting your status as “Personel des unités CNRS”, then putting your IRAP email account (firstname.lastname@irap.omp.eu). The system will ask you to set a password, then you will receive a confirmation via email.

The screenshot shows the 'Sésame' web interface for managing JANUS user accounts. The page title is 'Gestion des comptes utilisateurs Janus'. The main content area is divided into several sections:

- Compte Janus : Première connexion ou mot de passe oublié ?**: A form for account recovery. It includes a dropdown for 'Votre statut' with options: 'Personnel des unités CNRS' (selected), 'Prestataire et usager des unités CNRS', and 'Externe'. Below is a text input field for 'Votre adresse courriel'. A checkbox 'Je ne suis pas un robot' is present. A blue button 'Envoyer le courriel' is at the bottom. A note states: 'Un courriel va être envoyé. Si vous n'êtes pas en mesure de consulter les courriels du compte saisi, veuillez contacter l'assistance utilisateur.' A link at the bottom says: 'Si vous disposez d'un code de réinitialisation fourni par votre administrateur, cliquez ici pour l'utiliser.'
- Changer mon mot de passe janus**: A button with a lock and pencil icon.
- Consulter mes identités et profils**: A button with a lock and user icon.
- Gérer mes certificats**: A button with a lock and certificate icon.
- Sésame administrateur**: A button with a lock and gear icon.

The top navigation bar includes 'Intranet CNRS', 'Sésame IAM', 'FR EN', 'Mode opératoire', and 'Assistance'. The bottom right corner has links for 'Assistance' and 'Données personnelles'.

Welcoming guests

You'll need to inform the admin (Josette Garcia) to get a temporary restaurant number and contact Nicole Briat at the welcome desk to let her know that you'll have a guest. If you want a WIFI ticket, you can get it here:

<https://intranet.obs-mip.fr/Informatique-IRAP/reseaux/Tickets-WIFI-invites-IRAP>.

Intern/trainee/stagiaire

If you plan to have intern students, you may see some regulations here

https://intranet.obs-mip.fr/services_omp/finances/Gratifications-de-stage.

Typically, an intern needs to be paid (called "gratification de stage"), at the rate of $\frac{1}{3}$ of the minimum wage (called SMIC; salaire minimum de croissance) if he/she will work for a period longer than 2 months consecutively with a minimum working day of 40 days (excluding weekend and national holidays). The maximum period of internship is 6 months. The intern is required to work full time 35 hours/week. Benefits of the intern student include a discount (student price) at the restaurant, access to the lab's resources (information, telephone, internet), partial transport refund, and mission fees as required by the training. Intern students are typically at the master's level (M1 and M2) or undergrad level (L; licence, BAC+2, BAC+3). The tutor of the intern has to seek funding from his/her project budget to cover for the intern (unless he/she does not require the gratification).

There are protocols for administrative tasks to get an internship contract (called "convention de stage") and to welcome the intern. Contact direction@irap.omp.eu and rh@irap.omp.eu.

A brief intro to the French higher education system:

<https://www.universite-paris-saclay.fr/en/study/french-higher-education-system>

Some practical info on student internships

To find an intern student, you may contact the potential students directly (typically you get emails with a title "Demande de stage"). You can also put your proposal to advertise internship projects at <http://stages-masters.sf2a.eu/> (you will need to put the name of the second supervisor, which needs to be a permanent staff member). This platform is accessible to all students seeking an astrophysics internship in France (don't forget to take your proposal off once you have a student).

Finding local students and elsewhere:

At UPS, [M1 Sciences de l'Univers et Technologies Spatiales](#) (SUTS) students have a course to first introduce them to research in astrophysics, called Projets d'Initiation à la Recherche (PIR). This course is organised by some colleagues at IRAP (i.e., led by Frédéric Paletou, information 2020). Each year, the course leader sends out an email to call for project proposals around Dec - Jan (with a deadline in mid-Jan). For this course, a few students will work together in a group for a total time of 3 weeks, spreading over 1 semester with time to meet project supervisors one afternoon per week. There are 10 - 20 students each year. M1 students will then choose offered projects. Then they will do projects around March - May with a final presentation of the project at the end of May.

After the M1 SUTS, students may continue to the M2 level at UPS. There are 2 main tracks: (1) [ASEP = Astrophysique, Sciences de l'Espace et Planétologie](#), which is aimed for students who want to orient to fundamental physics research or pursue a doctoral research and (2) TSI = Techniques Spatiales et Instrumentation, which aimed for students who want to go to aerospace industries. For the ASEP program, M2 students will seek internships around Sep - Oct. There will be a call for projects (by Natalie Webb, information 2020) and presentation by research group representatives around this time. This M2 internship lasts 5 months with a final presentation in June. For full details, see <https://www5.obs-mip.fr/masterasep/stages-2/>.

There are also students from ISAE-SUPAERO and other aerospace engineering schools and astrophysics programs in France. Some students/programs have more flexibility and may ask for a 6-month internship (please note that 6 months are the maximum). Internship periods correspond to university semesters in France. The academic year starts around September - October and ends in August. Note that July and August are holiday months.

Additionally, there are undergrad students from IUT ([Institut et Diplôme Universitaire de Technologie](#)) at UPS, which prepare for a DUT (Diplôme Universitaire de Technologie; BAC+2 or BAC+3). They will send their CV to ask for a first internship and to complete their studies. For the DUT program, a 10 - 12 week internship is required around May - June period, with a final presentation in June.

Finding contacts within IRAP and OMP

You can find emails and phone numbers of people within IRAP here:

<https://intranet.obs-mip.fr/Outils/Annuaire-global-OMP>

[Note that there are also mailing lists]

Settling in

Residence permit (titre de séjour) and visa renewal

See section Work Visa for your first residence card. To renew, see the local *préfecture* website:

<https://www.haute-garonne.gouv.fr/Demarches-administratives/Immigration-et-integration/Titres-de-sejour-et-documents-de-voyage/Renouvellement/Renouvellement-de-titre-de-sejour>

If you change your address, you need to inform the *préfecture* within 3 months following the change, see the process here:

<https://www.service-public.fr/particuliers/vosdroits/F35807>

Information from CNRS

https://intranet.cnrs.fr/Cnrs_pratique/recruter/accueil/Pages/default.aspx

National health insurance

Carte vitale

Workers in France are covered by social security by the government. Depending on your activity, organisations that are in charge of your health insurance are different. For *passport talent* holders, the organisation is *CPAM*, Paris. As soon as you have your work contract, you have to ask for your social security number. You will also need your passport, VISA, RIB, and birth certificate (translated to French and certified by an approved professional).

See also Ameli English pages for information related to health insurance:

<https://www.ameli.fr/mayenne/assure/english-pages>

Call Ameli english-speaking French Health Insurance Advice Line : **09 74 75 36 46** (calling from France)

[Information 2019 & 2020] For foreigners, the *MGEN* personnel (Magalie LACHURIES) in the DR14 building (C.N.R.S. Délégation Régionale Ouest; next to the CNRS central canteen) can forward your documents to CPAM to get a social security number on your behalf. *CPAM* will then send a reception receipt to you by post. If your documents are correct and complete, you will receive information on how to get your carte vitale by post. You will then fill out their form, attach your photos, and send it back. While waiting for your card, you will receive a paper with your social security number on it. This paper can be used equivalently as the carte vitale until you receive your card. You will also receive a form to indicate your general practitioner / doctor (see also the section “seeing a doctor” below to search for a general practitioner). You may choose a doctor near your home and ask him/her to be your general practitioner and sign the form. You will then send this form back to CPAM. Once you receive your card, the process is complete.

A carte vitale is needed when you go to see doctors, dentists, specialists, and pharmacists. The government will pay $\frac{2}{3}$ of your medical costs and medicines prescribed by the doctor. You may get complementary health insurance called “*mutuelle*”, which will cover the rest of your medical costs or certain medical treatments that are not covered by the government.

Once you have your carte vitale, you can log in to your *Ameli* account to track your reimbursement from the state (and your *mutuelle*).

If you don't yet have a carte vitale but you need to see a doctor, you can pay before and make your claim later once your social security and carte vitale are all set. The cost is 25 euros per visit for general consulting. The doctor will give you a paper called “*feuille de soin*” for you to claim for reimbursement. If you are covered by your own health insurance, this paper serves as receipt/facture of your medical visit.

Ameli website

<https://www.ameli.fr/haute-garonne>

Ameli English speaking Line

<https://www.ameli.fr/assure/english-pages>

Facebook group 'Strictly Santé France'

<https://www.facebook.com/groups/strictlysantefrance/>

Mutuelle

Mutuelle in France serves as complementary health insurance. They cover your medical costs that are not paid by the government. For example, they can pay for your new pair of glasses (prescribed by an ophthalmologist). However, you have to pay 20 - 70 euros monthly depending on the company and medical treatment coverage you want. If your partner and kids are staying with you in France, you can add them to your mutuelle and then the mutuelle will cover them also (this way it gets cheaper).

At the C.N.R.S. Délégation Régionale Ouest building near the canteen, there is a mutuelle consultant desk by the company *MGEN*. You may take your subscription here as you can easily go there. You can also take a mutuelle with other companies (and they're often cheaper).

EHIC card

When you travel abroad in the EU, you can take the same benefits as you have in France in any European country. Once you have your carte vitale, you can ask for a European Health National Insurance card (EHIC) for free. You can ask for your EHIC card on your *Ameli* account.

Tax declaration

If you earned your income in France in the previous year, you have to file the '*déclaration des revenus*'. Usually, it opens in April with deadlines in May. If this is your first year of declaring tax in France, you need to register on the impots.gouv.fr. Then on this website, you have to ask for your tax reference number (demande de numéro fiscal). This step can take time so it's strongly recommended to start early. If you're unsure about your tax status you may check with the government's website here (in English) <https://www.impots.gouv.fr/portail/resident-de-france-residents-france#English%20version>. In the first year, you may have to file your tax declaration on paper and send it by post. Once you can log in to impots.gouv.fr with your numéro de fiscal, you can declare it online.

To request for the 'numéro fiscal' (use formulaire no 2043-SD)

<https://www.impots.gouv.fr/portail/contacts?778>

<https://www.impots.gouv.fr/portail/formulaire/2043-sd/demande-de-numero-fiscal-et-de-taux-personnalise-de-prelevement-la-source>

Even though the tax is deducted at the source (called "prélèvement à la source", see the tax rate "impôt source tx non pers" at the last line of your salary receipt), you still have to file the tax declaration. The tax declaration will complete the prélèvement à la source. France has changed their system in 2019 from submitting your income tax at the end of the year to deducting income tax directly. As the system is changing, you still have to declare the tax to complete it. This will also help to determine if you paid too much (or

too little) tax. In such cases, you will get refunded (or pay an extra). The tax will also be deducted if you donate your money to registered charities in France, or invest in some tax-deductible properties (in this case, you have to fill out additional forms). Other cases for tax deduction include the number of your dependent family members (i.e., kids) or if you give money to your parents (in France or abroad).

After the tax declaration in May, you will obtain a paper called “Avis d’impôt sur les revenus” in August. This document is very important as it’s required if you ask for financial aid from the state. This document will serve as a justification of your situation. Examples of financial aid from the government include child benefits, discounts on electric cars or bikes, or cheque vacances from the employer. Depending on your revenu fiscal de référence (and number of your dependants), the amount of financial aid from the state varies. It may not help much if your income is very high. But still, it’s always handy to have one (it’s a very important legal paper). Examples on how to fill this paper can be found online.

More info on tax declaration: <https://www.facebook.com/groups/strictlyfiscalfrance>
<https://www.facebook.com/groups/strictlyfiscalfrance/announcements>

Local tax offices in Toulouse:

<https://lannuaire.service-public.fr/recherche?whoWhat=impot+des+particuliers&where=toulouse>

- Centre des Finances Publiques Toulouse Rangueil (English speaking agents available), call 05 34 31 11 11.

Understand your payslips and tax terms

<https://www.economie.gouv.fr/particuliers/revenu-imposable-revenu-fiscal-reference>

(revenu net imposable is what you have to declare)

All you need to know about l’impôt sur le revenu

<https://www.economie.gouv.fr/particuliers/impot-revenu>

Housing tax

Around October - November each year, you may get a notice for the housing tax (tax d’habitation). The housing tax is based on your income. The local tax office will calculate how much you should pay the tax d’habitation based on your “déclaration des revenus”. Then they will send this to your home directly by post. If they don’t have this information, it may happen that they will send you a very expensive bill. In such a case, you will have to go to the tax office to clarify your situation and make a déclaration des revenus.

Note that for some types of lodging, the landlords may include you in their tax d’habitation (i.e. declaring on the paper that they get an income from the renting). In such a case, you don’t have to pay (the landlords must pay based on their income; they have no right to ask for it from you). Please see with your landlords if you have to pay separately. Make sure that the lettre for tax d’habitation is addressed to your name.

More info on housing tax

<https://www.economie.gouv.fr/toutes-les-actualites-vous-orienter/thematique/taxe-dhabitation-7081>

Government aids

Allocations familiales

<https://www.caf.fr/>

Aide personnalisée au logement (APL)

<https://www.service-public.fr/particuliers/vosdroits/F12006>

Seeing a doctor

Getting an appointment

Make an appointment at <https://www.doctolib.fr/> (also available as Mobile phone app), <https://www.keldoc.com/>, or <https://www.maiia.com/>. See first your general practitioner/doctor whom you registered with your Carte Vitale. Note that you can choose a doctor based on his/her address, expertise, and spoken languages.

At the cabinet

At the doctor's cabinet, you will be asked for your "*carte vitale*" for the government to reimburse the payments directly to your account. You may also show your "*carte mutuelle*" issued by your mutuelle company to get reimbursement for parts that are not covered by the state such as for medicines or dental treatments.

When you're waiting for your *carte vitale*, you will receive a paper containing your social security number. This paper can be used while waiting for your card.

Blood test

If your doctor ordered a blood test, you can go to any medical laboratory that is convenient for you at 8 am in the morning (search "laboratoire" on Google maps and you will see "Biolab" or "Medical laboratory"). Please note that you cannot eat or drink the night before the morning you will take a blood test. There is no need to make a reservation because the lab regularly only takes blood tests in the morning. You may see a queue in front of the lab. At the front desk, you can show the prescription (called "ordonnance") from the doctor together with your carte vitale. After the test, you will have access to your blood test result online. This result is also forwarded to your doctor. If there is anything irregular, the doctor may contact you.

At the pharmacy

To get medicines ordered by your doctor, you will show your prescription (called “*ordonnance*”), your *carte vitale*, and *carte mutuelle* at the counter. You may pay additional costs that are not covered by the government and the mutuelle.

Seeing a specialist

The doctor may refer you to a specialist, e.g., a kinesiologist, a radiologist. The prescription by the doctor to see a specialist will be used to justify your needs to see the specialist, and the costs will be reimbursed by the government (and the mutuelle). Some types of specialists (i.e., chiropractor) may not be covered by your mutuelle (or some are very limited). You may check limitations on this to see how many sessions will be subsidised by your mutuelle.

If you need eyeglasses

To get a new pair of glasses, you will need to see an ophthalmologist (an optician is not enough) and get a prescription indicating that you need glasses before going to see an optician. It may take very long to get an appointment with an ophthalmologist, and some don't take new patients. Nevertheless, there's a platform that may speed up your appointment, see <https://www.pointvision.com/toulouse/>.

If you're on mutuelle, you can claim or ask for a subsidisation for your new eyeglasses. This depends on the specificities of your mutuelle (i.e. what types of lens and what types of frames they can cover). Some mutuelle companies only subsidise certain eyeglass stores. You may ask eyeglass stores to get an idea of how much your mutuelle will subsidise (they're used to doing this and they're happy to help). In any case, to claim from your mutuelle, you will need a justification from an ophthalmologist. Eyeglass stores can submit your claim request, then you will get a refund from your mutuelle.

French course

If you have a CNRS contract, you can take courses at *Alliance Français* organised and paid by CNRS. You will receive emails about registration of the course twice per year (applications in Jan for May - June course, and in May for October - November course). [date 2020] Normally the details are sent out to all CDDs & postdocs.

For other types of contract, you may look up courses at the University or at *Alliance Français*. At the University, it is 150 euros per course and you may ask your boss (and the finance admin) to pay for your course.

If you want to brush up or practice your French in a group with a teacher, you may register for French workshops, which are available all year round.

Course by *Alliance Français*

<https://www.alliance-toulouse.org/index.php?L=1>

French workshops (called “ateliers”) by *Alliance Française*

<https://www.alliance-toulouse.org/nos-cours.php?g=ateliers&idType=18>

Course by the university

<https://toulbox.univ-toulouse.fr/en/packages/show/50/>

Professional Development

Available training courses and subscription for CNRS agents (mostly in French)

<https://outils.dr14.cnrs.fr/FormationPermanente/Default.aspx>

By the French law, you have rights to spend up to 24 hours per year for your professional development. It means you can take courses that will help you professionally, i.e., to get a promotion, acquire new skills, or even to prepare to change a job. If you earned your income in France last year, you can check how many hours are available and find what courses are available here:

<https://www.moncompteformation.gouv.fr/espace-prive/html/#/>.

Because we're working in a public organisation, there's a specific instruction on how to claim it. Contact direction@irap.omp.eu and rh@irap.omp.eu.

For CNRS employees, you can see your “CPF” on AGATE (log-in on the intranet). To claim your training hours, you have to order on ARIANE. There are two campaigns available with date limits in February and September. Full details are at

<https://cnrs.employee.eu.people-doc.com/articles/faire-une-demande-utilisation-des-heures-de-mon-compte-cpf#locale=fr-fr>

For UPS employees, see step-by-step guide at

https://intranet.ups-tlse.fr/medias/fichier/procedure-dossier-cpf-docx_1550676451924-pdf?ID_FICHE=346506&INLINE=FALSE

Clubs, societies, activities

- UPS SCAS at the university (sports, cultural, etc)
<https://intranet.ups-tlse.fr/scas/scas-699839.kjsp?RF=1507109291538&RH=1507109291538&ksession=32a10619-005a-4096-b164-d9b9e62162e9>
- CNRS CAES Midi-Pyrenees (activities, discounts, cultures, etc)
<https://mp.caes.cnrs.fr/>

Taking holidays

- CAES by CNRS <https://www.caes.cnrs.fr/>
- Chèque vacances by CNRS
<https://www.caes.cnrs.fr/vos-aides-prestations/cheques-vacances/>

- Chèque vacances by UPS
<https://intranet.ups-tlse.fr/scas/info-pratique-formulaire-ancv-cheques-vacances--764153.kjsp?RH=1507109291538>
- Gîte de France (chèque vacances accepted) / Reduction from UPS
<https://www.gites-de-france.com/en>

Miscellaneous

- EURAXESS France network welcomes international researchers
<https://www.euraxess.fr/france/france-network>
- Finding contact numbers for the government services
<https://lannuaire.service-public.fr/>
- Info for CNRS Occitanie agents
<https://intranet.cnrs.fr/delegations/dr14/agents/Pages/default.aspx>
- Research system in France
<https://www.enseignementsup-recherche.gouv.fr/cid56385/www.enseignementsup-recherche.gouv.fr/cid56385/ou-se-fait-la-recherche.html>

Security information (date 2015)

<http://www.dgdr.cnrs.fr/SST/CNPS/guides/nxentrants.htm>

Facebook groups for English-speaking expats in France

Expat life in France <https://www.facebook.com/groups/explatlifeinfrance/>

Strictly Legal France <https://www.facebook.com/groups/strictlylegalfrance/>

Foreigners' rights in France

<http://www.info-droits-etrangers.org/>

- Emergency calls
 - Ambulance (SAMU; Service d'aide médicale urgente) 15
 - Police / Gendarmerie 17
 - Firefighters (pompiers) 18
 - All urgency 112

English speaking helpline in France

Call 01 46 21 46 46 (3 pm - 11 pm)

<https://soshelpline.org/call-us/>

- Voting at local elections (EU citizen only)

Please suggest edits or contact us if you wish to add something.