

For more information, download the Ariane handbook, available in English, Chinese, and Spanish:
<http://www.univ-toulouse.fr/vie-etudiante/vie-pratique/guide-pratique-ariane>

I – Paperwork Prior to your Arrival in France

You are a European Citizen:

Your identity card from your home country will suffice. Remember to ask for your European Health Insurance Card.

You are not a European Citizen:

You must scan your passport. If you will not be paid in France, you must include a document certifying that you have a scholarship or that your salary will be paid while you are in France. The University will send you the invitation agreement from the Prefecture that you must give to the French Consulate in your home country in order to obtain your visa.

II – Upon Arrival in France

Visa

If you have a ‘scientifique-chercheur’ visa:

You need to validate the visa with the OFII office.

The ‘scientifique’ visa or the residence permit (carte de séjour) gives you permission to work in France.

For your family:

If your family is coming with you, each family member must also go to the OFII office to receive a temporary ‘Vie privée et familiale’ residence permit.

Procedure at the OFII (French Office of Immigration and Integration):

See the Ariane Guide

Health Coverage:

If you have a work contract, you will be covered under the French National Health Service, which will reimburse part of your health expenses (generally 70-90%). We recommend that you sign up for supplemental insurance in France to cover the remainder of health care costs. You can also take out a supplemental health insurance policy in your home country to cover your expenses in France.

Housing:

The University’s accommodation department can provide a list of hotels and their rates:
logement@univ-toulouse.fr

When requesting housing information, please specify:

- ❖ Your first name and family name and country of origin, as well as any accompanying family members
- ❖ Arrival date and length of stay
- ❖ The date you would like to begin your rental
- ❖ The kind of housing you would like with the number of rooms and your budget

The University of Toulouse has also negotiated preferential rates with the **Séjour et Affaires de Brienne** group, which offers furnished studios at its Résidence de Brienne.

For more information, contact Bérengère Fennel: berengere.fennel@reside-etudes.fr

III - After Arriving in Toulouse

Upon arriving in France, visiting faculty must inform their sponsor-colleague at the University of Toulouse Jean Jaures.

For Visiting Faculty

The faculty member must see the office manager at the DPE office in order to:

- ❖ Sign the form stating that you have been appointed
- ❖ Pick up the document certifying your appointment
- ❖ Fill in the forms required for receiving your salary (go to the processing office at the DPE). You must provide a RIB or other document from your bank with your bank account number (IBAN, SWIFT). This form will have been sent to you prior to your arrival in France, and you must bring this form to the DPE).

Creating your University Card (for faculty staying more than 3 months)

This card enables visiting faculty to have access to restaurants, use the Wi-Fi network, and to connect to the intranet (ENT).

To request a visiting faculty account or card

1. Fill in the online registration form
2. Print and **sign** the form
3. Include a photocopy of your ID (required)
4. **Give the form to the head of the department**, research team or educational department **who must sign it**.

Language and Culture:

The University of Toulouse offers French courses for a reduced rate.

For more information and registration: <http://www.univ-tlse2.fr/home/learning-french-at-utm/>

III Contact Information

International Relations Department

Bâtiment de l'Arche, room 104
+33 (0)5 61 50 36 46
Contact: elodie.cavaille@univ-tlse2.fr

Work Contracts

Véronique CAZAC
Teaching Staff (DPE)
+33 (0)5 61 50 38 25
dpe@univ-tlse2.fr

Accommodation

University of Toulouse
+33 (0)5 61 14 58 48
logement@univ-toulouse.fr

IV – Getting to the University:

- **By metro:** Take the A line and get off at the Mirail Université stop. If you're coming from the centre of Toulouse, **we strongly advise that you take the metro.**
- **By car:** From the Toulouse ring road, take exit 26 'La Faourette' then follow the signs to the 'Université du Mirail' until you reach the University parking lot.
- **From the airport:** A shuttle runs between the Matabiau train station and the Toulouse-Blagnac airport everyday from 5:30 AM to 12:15 AM every twenty minutes. It leaves from the Arrivals level on the ground floor near door C. Once at the Matabiau train station, you can take the metro to the University.