

# PhD Survival Guide for Researchers of the University of Strasbourg

**2020**  
Edition

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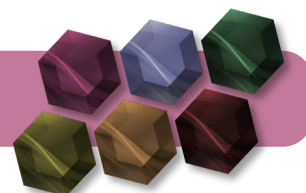


Université

de Strasbourg

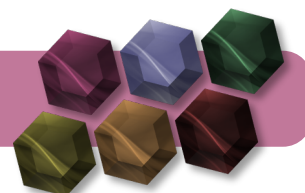


Association of the International  
Researchers of Strasbourg

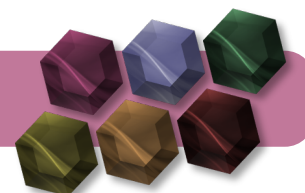


## Contents

<b>WELCOME TO THE UNIVERSITY OF STRASBOURG!</b>	<b>4</b>
<b>UNIVERSITY LIFE</b>	<b>5</b>
UNIVERSITY ORGANIZATION: THE DOCTORAL COLLEGE AND THE DOCTORAL SCHOOLS	5
UNIVERSITY REGISTRATION	6
FIRST ENROLLMENT AS PHD CANDIDATE	6
DOCUMENTS REQUIRED FOR ALL PHDs	7
LA CONVENTION INDIVIDUELLE DE FORMATION	7
RE-ENROLLMENT	8
PHD COURSES AT UNIVERSITY	9
<b>IMMIGRATION</b>	<b>10</b>
VISA	10
OFII STAMP	10
RESIDENCY PERMIT (TITRE DE SEJOUR)	11
DOCUMENTS TO SUBMIT FOR HOLDERS OF A STUDENT VISA	12
DOCUMENTS TO SUBMIT FOR HOLDERS OF A SCIENTIFIC VISA	12
RESIDENCY PERMIT RENEWAL	13
<b>HOUSING IN STRASBOURG</b>	<b>14</b>
UNIVERSITY HOUSING	14
CROUS	14
Residences specific for PhDs and Post-Docs	14
College Doctoral Europeen (CDE)	14
Maison International (MUI)	15
Résidence Arconati Visconti	15
NON-UNIVERSITY HOUSING	15
RESIDENCES ETUDIANTS PRIVEES	15
FOYERS DE JEUNES	15
PRIVATE RENTALS: ROOMS, STUDIOS, APARTMENTS	16
ROOMMATES /FLAT-SHARING (COLOCATION)	16
LE LOGEMENT INTERGENERATIONNEL (INTER-GENERATIONAL ACCOMODATION)	16
RESOURCES TO FIND HOUSING IN STRASBOURG	17
UNIVERSITY RESIDENCES	17



LISTS OF RESIDENCES	17
WEBSITES (IN FRENCH)	17
For apartments and roommates	17
To find roommates	17
HOUSING ASSISTANCE	17
APPLYING FOR HOUSING	18
HOUSING INSURANCE	19
ASSURANCE RISQUES LOCATIFS	19
ASSURANCE MULTIRISQUES HABITATION	19
LEAVING YOUR RESIDENCE	19
A SHORT VOCABULARY GUIDE FOR HOUSING ANNOUNCES	20
RENTAL ABUSES	20
COST OF LIVING IN STRASBOURG	20
RENT	20
FOOD	21
TRANSPORTATION	21
<b>RESOURCES FOR LEARNING FRENCH</b>	<b>22</b>
<b>TIPS FOR LIVING AND TRAVELING IN STRASBOURG AND ALSACE</b>	<b>23</b>
SHOPPING	23
FURNITURE AND OTHER HOUSEHOLD ITEMS	23
BUYING USED ITEMS	23
ACTIVITIES IN STRASBOURG	24
TRAVELING IN ALSACE	24
PRESTO CARD	24
ADVANTAGES FOR THOSE UNDER 25 OR 27	25
<b>SOCIAL SUPPORT</b>	<b>26</b>
CAISSES D'ALLOCATIONS FAMILIALES - CAF	26
<b>HEALTHCARE/SOCIAL SECURITY (SÉCURITÉ SOCIALE)</b>	<b>27</b>
SOCIAL SECURITY	27
PHDs WITH A WORK CONTRACT	27
PHDs WITHOUT A WORK CONTRACT	29



SPECIAL CASES: INTERNATIONAL PHDs FROM THE EU AND AFFILIATES ENROLLED AS STUDENTS	29
MEDICAL FEE REIMBURSEMENT	29
THE CARTE VITALE	31
DECLARING A PRIMARY CARE PHYSICIAN	31
HOW TO FIND A DOCTOR	31
SUPPLEMENTAL HEALTH INSURANCE (ASSURANCE SANTÉ/MUTUELLE)	32
MENTAL HEALTH	33
IMPORTANT TELEPHONE NUMBERS	33

## **DRIVER'S LICENSE** 34

## **TAXES** 35

TV TAX	35
HOME TAX	35
SALARY TAX	35

## **SUBMITTING AND DEFENDING YOUR THESIS** 37

## **CHALLENGES WITH YOUR PHD DIRECTOR** 39

## **AFTER THE PHD: STAYING AND LEAVING FRANCE** 40

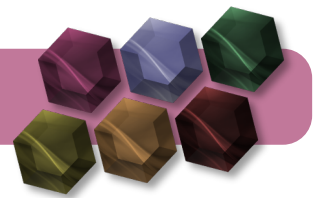
STAYING IN FRANCE	40
EXTENDING YOUR TITRE DE SÉJOUR	40
APPLYING FOR A 10 YEAR RESIDENCY CARD	40
NATURALISATION	41
APPLYING FOR UNEMPLOYMENT (CHOMAGE)	41
YOU ARE A FRENCH OR EU CITIZEN	42
PHDs FROM OUTSIDE THE EU	43
LEAVING FRANCE	43

## **ANNEX I – TAXES DECLARATION** 45

## **ANNEX II: NAVIGATING THE CAF WEBSITE** 52

TO APPLY FOR CAF	52
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## Welcome to the University of Strasbourg!

The goal of this guide is to help all PhD candidates, particularly international researchers, understand and navigate the administrative hurdles that accompany living and studying in France.

The guide was researched and prepared by members of two university doctoral associations, Addal and StrasAIR. The advice and recommendations presented are general and may not be applicable in every case. If you have questions regarding any aspect of living and studying in France, contact your doctoral college, the Centre Euraxess, or a doctoral association. The French national agency for higher education and international mobility, Campus France, also has informational guides for international students.

This guide is an ongoing project of ADDAL and we are constantly working to improve and update it. If there is missing or outdated information, please contact us via their website.

**ADDAL** - l'Association des Doctorants et Docteurs d'Alsace

<http://www.beta.addal-asso.fr/>

**StrasAIR** - Association of International Researchers of Strasbourg

<http://www.strasair.org/>

Email: [info@strasair.org](mailto:info@strasair.org)

**Centre Euraxess**

Maison Universitaire Internationale

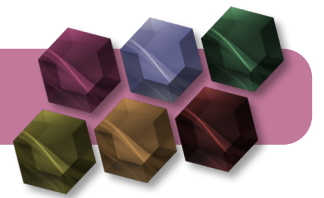
11, presqu'île André Malraux

Email: [euraxess@unistra.fr](mailto:euraxess@unistra.fr)

Tel: 00 33 (3) 68 85 16 61

**Campus France** (in French and English)

<http://www.campusfrance.org/>

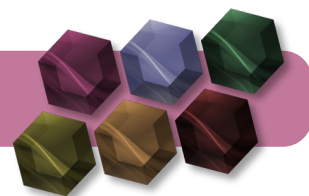


## University Life

### University organization: The Doctoral College and the Doctoral Schools

PhD training at the University of Strasbourg is organized and coordinated by the Doctoral College (**Collège Doctoral**). This structure groups together the 10 doctoral schools (**Ecoles Doctorales or ED**), which are divided by discipline. The doctoral college sets guidelines for PhD training at the university, coordinates PhD registration and enrollment fees, and organizes some PhD courses. Beyond this, the doctoral schools are the principal administrative structure for PhDs. The schools set specific requirements for their PhDs beyond those of the doctoral college, including specific training courses, conditions for re-enrollment and conditions for defending and graduating. Your doctoral college is your first resource for questions and difficulties at the university.





## University Registration

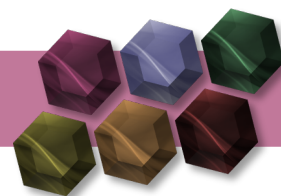
### First enrollment as PhD candidate

Registration for first-year PhD candidates occurs from mid-July to the end of October online. Researchers arriving after this date must contact their doctoral college directly. To register, PhD candidates must first submit a **demande d'admission** (pre-enrollment), done online at <https://preinscription-these.unistra.fr/pit/InscriptionThese/>. You will fill out basic information about yourself and submit some documents. When the application is finished, the PhD candidate, the project supervisor(s), the head of the research unit, and the head of the doctoral school electronically sign it.

Once the pre-enrollment request is accepted and the registration period is open, the university will send an email containing the link for the **inscription administrative** (Administrative Registration). Before you can complete the registration, you must pay the **Contribution Vie Etudiante et de Campus** (CVEC). This is a national fee that supports various campus activities including health services, sports, and culture. In 2018, the fee was 90 €. It includes the University of Strasbourg culture card, which allows bearers to purchase reduced or free tickets to cultural events and sites (<http://www.carte-culture.org/>), and the sports card, which gives access to sports classes and excursions organized by the **Service Universitaire des Activités Physiques et Sportives** SUAPS (<https://sport.unistra.fr/suaps/actualites/>)

The CVEC fee can be paid online at [www.messervices.etudiant.gouv.fr](http://www.messervices.etudiant.gouv.fr) or in cash at a post office. In either case, you must first create an online account. If you pay online, you will immediately receive a proof of payment. To pay in cash, download and print an **avis de paiement**, then go to a post office to pay. Two business days later you will receive an email with your proof of payment.

Once you receive the CVEC payment confirmation, you can complete the administrative enrollment online. Each doctoral college has their own list of required documents for the pre-enrollment and administrative enrollment; however, all PhDs must submit the following documents at some point during pre-enrollment or enrollment.



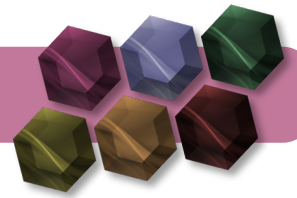
## Documents required for all PhDs

- Photocopy of ID
- Photocopy of work contract or proof of funding for the PhD
- Proof of social security coverage (if possible)
- Proof of **assurance responsabilite civile** (personal insurance)
- Photocopy of visa (international PhDs only)
- Proof of registration in second university in case of a joint-PhD
- **Charte du Doctorat** (doctoral chart) signed by the PhD candidate, the thesis director, and the head of the research unit
- **Document STEP** filled out and signed by the PhD candidate and thesis director
- Copy of most recent diploma
- Photo for student card

The **Charte du Doctorat** and the **Document STEP** can be downloaded from doctoral school websites and from the main university website. During enrollment you will also pay university fees. In 2018 the fees were 390 €, payable if necessary in three installments.

### La convention individuelle de formation

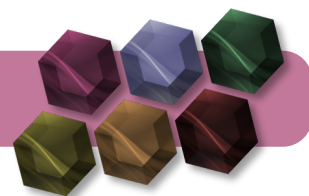
As of the 2017/2018 academic year, The University requires all PhD candidates to create an individual formation plan (**convention individuelle de formation or CIF**) in collaboration with their thesis advisor(s). The plan details the structure of the thesis (funding source(s), provisional research calendar, special equipment required, etc.) and the professional development of the PhD candidate (planned career path, necessary training courses, etc.). It also requires the PhD to form a **comité de suivi de thèse or CST** (Thesis Advisory Committee or TAC). The committee is made up of at least two researchers in the subject field and meets at least once during the duration of the thesis to discuss the progress. First-year PhDs must submit their convention within 6 months of registering at the university. The convention is revised and resubmitted each year during the re-enrollment process.



## Re-enrollment

Re-enrollment in the University occurs from July to the end of September and follows a similar process to the initial registration. Again, each doctoral school is different, but PhDs usually must submit a summary of their progress (**état d'avancement des travaux**), a summary of their meeting with the thesis advisory committee (**compte rendu du comité de suivi de thèse**), if it has taken place and, in the case of PhD candidates registering after the 3<sup>rd</sup> year, a timeline for completion.





## PhD Courses at University

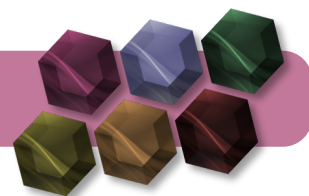
The university requires all PhDs to complete 108 hours of courses (**formations doctorales**). 54 of these hours are disciplinary (**formations disciplinaires**) and are organized by your doctoral school. These can be special courses organized by the school, summer schools or classes in your subject area taken at other universities, or participation in conferences. Your doctoral college will provide information about the course offerings and registration process.

The other 54 hours are cross-disciplinary courses (**formations transversales**). These include courses on professional development, computer science and communication. You can also potentially earn training hours by organizing a conference or participating in other professional development courses, but this is decided at the discretion of the doctoral college or your doctoral school.

The University has a dedicated platform called **Amethis** to register for PhD trainings. This platform is accessed online at <https://amethis2.unistra.fr/amethis/login.jsf> using your university login information. On the platform you will find a list of all the trainings organized by the doctoral college and doctoral schools. You can search and register for courses, and also see the summary of which courses you have already taken. There is also a form to submit other courses you have taken for approval (for example classes organized by other universities or by the CNRS).

The university has prepared a guide explaining how to use Amethis in French. This guide can be found online at <http://formations-collegedoctoral.unistra.fr/>.





## Immigration

### Visa

All doctoral researchers not from the EU must apply for a visa before coming to France. PhD candidates without a work contract will apply for a student visa, while those with a work contract (employed by the university, the CNRS, or INSERM) apply for a scientific visa. In order to apply for a scientific visa your employer must provide you with a hosting agreement (**convention d'accueil**). Visa requests can now be submitted and tracked online at <https://france-visas.gouv.fr/web/france-visas/accueil>.



### OFII Stamp

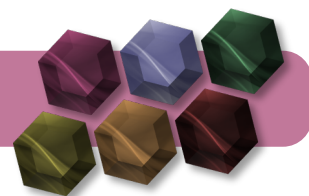
Upon arrival in France, holders of long-stay visas (more than three months) must validate their visa with the French Office of Immigration and Integration (**l'Office Français de l'Immigration et de l'Intégration – OFII**). This must be done within three months of your arrival in France. The



process may now be done online at:

<https://administration-etrangers-en-france.interieur.gouv.fr>. The site is currently available in French, English and Chinese. You will need to submit information about your visa (visa number, start and end dates, etc.), personal information (telephone, email address), the date you arrived in France and your address. You will also need to pay a 60€

tax, which can be paid online at the OFII website or in person at a tobacconist's shop (**bureau de tabac**). Once the online form is completed, you will be able to immediately download a confirmation that your visa has been validated. You will receive an email with your login



information to create an online account and a second email that confirms that your visa has been approved.

## Residency Permit (Titre de Séjour)

Within two months of arriving in France, holders of long-stay student and researcher visas must apply for a residency permit (**titre de séjour**). This is not necessary for visas marked **visa de long séjour valant titre de séjour (VLS-TS)**.

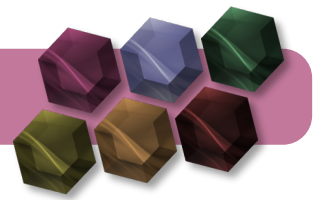
PhDs with a student visa can submit their documents at the university from September to November, or to the Strasbourg Prefecture at other times. Holders of a scientific visa submit their documents at the Centre Euraxess at the Maison Universitaire International.

Once the file is complete, the prefecture will issue a **récépissé de demande de titre de séjour** (receipt of an application for a residency permit). This receipt is valid for three months. If the application is accepted, the prefecture will send a letter informing the visa-holder that the card is ready. Note that residency cards must be paid for. For the first request, visa holders will pay either 269€ (multi-year card) or 79€ (one-year). Researchers are usually automatically issued with a multi-year titre de séjour which covers the time indicated on their work contract.

The residency card, visa, and OFII stamp together represent the proof of your legal right to be in France and in the EU. Non-EU residents must carry all of these documents whenever they are traveling within and outside of the EU.



Example titre de séjour. The card number is indicated in the upper right corner. When submitting photocopies of the card, both the front and back must be included.

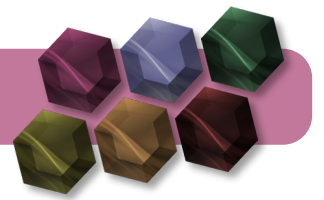


## Documents to submit for holders of a student visa

- Passport, visa, and OFII stamp (photocopies)
- Proof of residence in France (renter's agreement and **quittance de loyer** (rent receipt) issued within the last three months)
- 3 ID photos
- Birth certificate (translated into French by an official certified translator)
- **Certificat de scolarité** (proof of enrollment) for the current academic year
- Proof of financial support (minimum 615 euros per month). This can be from a scholarship, a monthly wire transfer, or a bank statement from a French bank. Foreign bank statements are not accepted; the entirety of the money necessary for the academic year must be in a bank account in France.
- Proof of social security coverage (Carte Vitale or other)

## Documents to submit for holders of a scientific visa

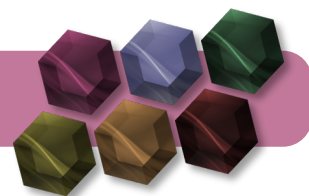
- Work contract
- **Convention d'accueil** signed by hosting unit or group
- Passport with visa and OFII stamp (photocopies)
- Birth certificate (with French translation)
- Proof of residence for last three months
- Information about any family members present on the same visa (birth certificate of children for example)
- Copy of master's diploma
- If switching from a student to scientific visa, copy of student residency card
- 3 ID photos



## Residency Permit Renewal

The request to renew a residency card or *récépissé* must be submitted within two months of the expiration of the current card or receipt. The process is identical to the first application. Holders of a student visa will also need to include any grades/diplomas received during the previous academic year. Visa holders will pay 49€, 79€, or 269€ (in 2018) for the new card depending on the type and duration.

It is the responsibility of the visa holder to ensure that their immigration status is up-to-date. If documents and requests are submitted after the expiration of visas or residency cards, the cardholder will be fined (180€ in 2018 for student visas).



## Housing in Strasbourg

### University Housing

#### CROUS

The CROUS (**Le Centre Régional des Œuvres Universitaires et Scolaires**) is a regional governmental organization which provides services for students and young researchers including campus restaurants, financial support, and lodging. CROUS residences or **Cité Universitaires (Cité Us)** are dedicated to students. The rooms range from small 9 m<sup>2</sup> rooms to full studios with kitchenette and bathroom. All Cité Us' have a laundry room, space for cars and bikes, and work/social spaces. Rents range from 150-500 € /month, all charges and taxes included.

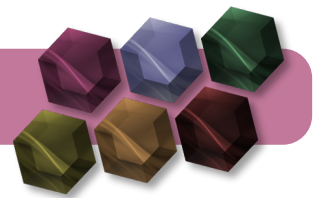
Priority is given to students, but international PhDs with a doctoral contract may be able to find a place. To apply, contact the CROUS to see if you are eligible (<http://www.crous-strasbourg.fr/> link 'Nous Contacter').

#### *Residences specific for PhDs and Post-Docs*

The University of Strasbourg has three residences dedicated to doctoral candidates and post-docs: the Collège Doctoral Européen, the Maison Universitaire Internationale, and the Résidence Arconati Visconti. Demand is high, so it is important to request space early. Reservation can be made online through the websites of the Doctoral College or the Maison Internationale, or by emailing [info-logement@unistra.fr](mailto:info-logement@unistra.fr).

#### *College Doctoral Europeen (CDE)*

In addition to housing the administrative offices of the Doctoral Colleges, the CDE has 100 20 m<sup>2</sup> studios available exclusively to doctoral candidates for short- or long-term rental. The studios are furnished and equipped with a bathroom and kitchenette. The residence itself has three social rooms, a small sports room, a laundry space, and spaces for working and lectures. Prices range from 400-470€, charges and taxes included, depending on the type of doctoral funding of the resident.



## *Maison International (MUI)*

The Maison International has 170 studios which range in size from 18.5 to 40 m<sup>2</sup>. All rooms are furnished and have a kitchenette. The residence includes a sports room, a music room, and a laundry room. Prices range from 480-830 euros, charges and tax included.

## *Résidence Arconati Visconti*

This residence proposes only short-term rentals from 1 week to three months for doctoral candidates and researchers. Lodging ranges from simple rooms to two-room studios. To request space, fill out a request form which can be found on the university website and send it to [arconati@unistra.fr](mailto:arconati@unistra.fr).

## **Non-University Housing**

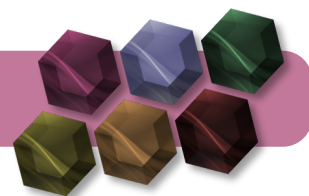
### Résidences Etudiants Privées

These residences are similar to university residences; however, they are run by private organizations and are open to anyone enrolled at an educational institution, with no priority given based on situation. As a result, they are more expensive, but they may also offer some advantages (recent construction, additional amenities, location, etc.)

### Foyers de Jeunes

These are non-profit residences run by associations for young workers between 16 and 30 years old. PhD candidates may be accepted in certain cases. Like university residences, they propose services such as laundry facilities, parking, and social spaces and events. Tariffs vary depending on the residence and the social situation of the renter. There are many foyers in and near Strasbourg including the Amital residences, Adoma Residences, the Masion de l'Etudiant, and foyers proposed by the Association Foyer Notre Dame.





### Private Rentals: Rooms, Studios, Apartments

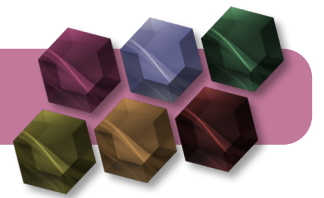
There are an enormous variety of lodgings offered in Strasbourg, ranging from rooms in a house (**chez un particulier**) to full apartments. Prices range accordingly. Though it is illegal in France to refuse to rent to foreigners, competition is high and some landlords (particularly individuals) may give preference to French candidates. That being said, Strasbourg is an international city and the majority of landlords will happily rent to foreigners provided they are able to satisfy the other rental requirements (stable work/situation, co-signer, etc).

### Roommates /Flat-sharing (Colocation)

Colocation is very popular in Strasbourg, allowing students and young workers to live in apartments with more space and resources than a traditional one-room studio. Of course, you need to be willing to share space and negotiate resources. Be sure to understand how the lease is handled (if all roommates are on the same lease or have individual agreements) as this can have an impact on your responsibilities in case one roommate is unable to pay their rent or leaves before the end of the lease, or in case of damages.

### Le logement intergénérationnel (Inter-generational Accomodation)

This is a housing project with the double aim of providing low-cost housing to young adults and reducing the isolation of senior citizens. A young worker or student rents a room in the home of a senior. Some rooms may be free, under the condition that the renter spends some amount of time assisting the owner (shopping, cleaning, companionship), while others are traditional renter agreements, where rent is paid and the renter is independent from the owner. In Strasbourg, the association 1 foyer 2 âges organizes inter-generational rooms (<http://1foyer2ages.free.fr/>).



## Resources to find housing in Strasbourg

Here are some resources that you can use:

### University Residences

- CROUS : <http://www.crous-strasbourg.fr/> (French and English)
- CDE : <http://cde.unistra.fr/> (French and English)

### Lists of residences

- Lokaviz: <https://www.lokaviz.fr/> (French)
- Adele: <https://www.adele.org/> (French)
- La Federation national de l'immobilier (FNAIM) (French)
- The student insurance associations MGEL and LMDE may be able to provide housing information to their customers.

### Websites (in French)

#### For apartments and roommates

- [www.location-etudiant.fr](http://www.location-etudiant.fr)
- [www.seloger.fr](http://www.seloger.fr)
- [www.entrep particulieriers.com](http://www.entrep particulieriers.com)
- [www.leboncoin.fr](http://www.leboncoin.fr)

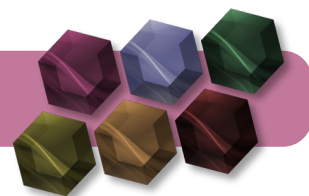
#### To find roommates

- [www.appartager.com](http://www.appartager.com)
- [www.acartedescolocs.fr](http://www.acartedescolocs.fr)
- [www.recherche-colocation.com](http://www.recherche-colocation.com)
- [www.colocation.fr](http://www.colocation.fr)
- [okrommate.com/france/](http://okrommate.com/france/)

### Housing Assistance

The Centre Euraxess is in charge of assisting international researchers at the University of Strasbourg and may be able to offer suggestions on finding accommodation. Email: [euraxess@unistra.fr](mailto:euraxess@unistra.fr) (French and English).

Your doctoral college may also be able to provide information, especially concerning reserving a room in a university residence.



## Applying for housing

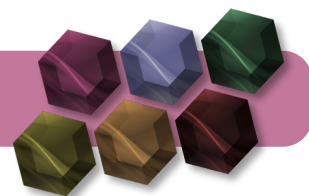
The documents required will depend on the landlord, but standard documents include:

- Proof of identity: identity card, passport
- Proof of legal residence in France: Visa, titre de séjour (residence permit)
- Proof of income: an **attestation de bourse** (proof of scholarship) for students or **contrat de travail** (work contract) for researchers, pay slips, tax slips
- References from previous landlord: **quittance de loyer** (rent payment slip)

Private renters may also ask for a **garant** (co-signer). This is a person or organization which agrees to pay your rent in case you are unable to pay. Generally, a co-signer is only required if your income is less than three times your rent, however owners may still also request a co-signer when renting to young workers or non-French citizens. If you are unable to provide a co-signer, the French government has a program called **visale** which acts as garant for students and international researchers. It is available for all students regardless of nationality as well as international doctoral candidates and post-docs with a work contract.

The application is found online at the visale website (<https://www.visale.fr/>). In order to use the service, both the renter and landlord must have an account. The renter submits a request and supporting documents online. Once the request is accepted, the renter receives a **visa**. The visa is given to the landlord, who then validates it online.

If your **dossier de location** (rental application) is accepted by the owner, you will establish a **bail** (lease). This is a contract that lays out the agreement between the renter and the landlord, including rents and charges, the duration of the lease, and the **état des lieux** (rent inventory). Be sure to carefully note any signs of damages during the inventory, otherwise you may be required to pay for repairs upon leaving. You will also need to provide proof of housing insurance (see below) and a **dépôt de garantie** (security deposit), usually the equivalent of one month's rent. The security deposit serves as insurance for the landlord in case of damages. When you leave the residence, it will be refunded, provided there are no significant damages beyond normal wear



and tear. If you are renting through an agency, you will also pay the **frais d'agence/honoraires** (agency fees). These are usually equivalent to one month's rent or more and are not refunded.

## Housing Insurance

Housing insurance is mandatory; however, your landlord cannot oblige you to purchase insurance from a specific organization. There are two general types of insurance:

### Assurance risques locatifs

This is the minimum level of coverage, usually only physical damage to the residence due to fire, explosion, and water damage. It does not cover personal belongings

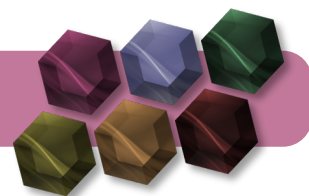
### Assurance Multirisques Habitation

A broader coverage. In addition to the above, it also covers damage due to all-natural disasters, technological disasters, and acts of terrorism. Loss of personal belongings due to disasters or theft are covered. It also includes the **responsabilité civil**.

Student-specific insurance agencies like the LMDE and the MGEL offer individual and housing insurance to students at advantageous prices. PhDs with a work contract may also be able to benefit from these offers. Some banks also provide insurance.

## Leaving your residence

Generally, you must provide your landlord with three months' notice before leaving your apartment, though this can be decreased to 1 month under certain conditions including loss of employment, moving, or another change of situation. If you are leaving France, be sure to keep your bank account open for at least 2 months to be sure your security deposit is refunded. Also contact your **centre d'impôts** (local tax agency) if you need to pay the *taxe d'habitation*.



## A short vocabulary guide for housing announces

- CC (charges comprise) or TTC (Toutes Taxes Compris): utilities (electricity, water, gas) included in the rent
- HT (Hors Tax): Rent before charges
- Studio: one room with kitchenette and bathroom
  - T1/F1: a one-room apartment with a separate kitchen
- The number following a T or F indicates the number of additional rooms in an apartment. For example, an F2 would have a bedroom, a sitting room, a kitchen, and a bathroom.
- Tout confort: The lodging comprises the minimum to live comfortably. In France this is a bathroom, shower, central heating, and a kitchenette.

## Rental Abuses

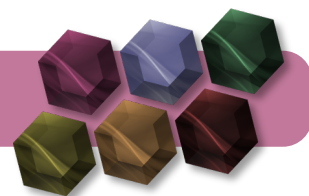
Be on your guard for housing scams. One popular scam is the '**Mandat Cash Urgent**' scam, where a potential landlord will ask you to send a 'deposit' in the form of a money order before arranging a visit. It is illegal for individuals or agencies to demand a fee to visit a residence. You should never pay any money before signing your rental agreement. Also be aware of abusive clauses in the rental agreement, including a requirement to pay rent by wire transfer (**virement**) or to buy insurance from a specific agency. Finally, be aware that as a renter it is illegal for you to sublet your apartment for more than the actual rent.

## Cost of living in Strasbourg

Because of its geographical location and political and economic situation, Strasbourg is generally slightly more expensive than other cities in France of similar size. However, it is possible to live comfortably with a PhD salary or student fellowship.

## Rent

The average rent in Strasbourg is 13 €/m<sup>2</sup>. Students and PhDs usually pay between 400-600€ per month for studios or flat-shares, depending on the location and age of the rental, and if it is furnished or not. You will also need to buy housing insurance, which is around 50€ per year.



## Food

Budget 200-300€/month for food in Strasbourg. Food is generally more expensive in Strasbourg compared to other places in France, but there are many options for shopping and eating out. From Strasbourg, you can easily travel to Kehl in Germany, where you can find some products not easily available in France and sometimes at lower prices. There are also local markets every day at different locations across Strasbourg where you can find fresh, local products.

Average prices for goods in a grocery store:

- Loaf of bread: 1€ - 1.50€
- Chicken breast: 14€-15€/kg
- 0.5 L domestic beer: 1.34€
- Liter of milk: 1€ - 2€
- Fruit or vegetables: 1.50€ - 3€/kg
- Wine: 8€ for a mid-range bottle

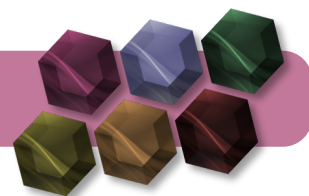
The university restaurants ("Resto U"), managed by the CROUS, provide lunch and dinner during the school year. Meals include a starter (entrée), main dish (plat), and a dessert for 3,25€ for students. At the Resto Us, payment is made using your campus card, which can be loaded with money using an online account called "Izly". You can also pay for up to three guests using your campus card.

## Transportation

There are several options to purchase transportation tickets in Strasbourg. You can buy rechargeable paper tickets from any tram station. You can also get a Badgeo card from the CTS (Compagnie des Transports Strasbourgeois) on which you can load individual tickets or a monthly plan. Finally, you can also download the CTS app and purchase tickets directly on your phone. It is possible to buy tickets on board a bus, but it is more expensive. Don't forget to validate your ticket or card every time you get on a bus or tram!

- One-way tram or bus ticket: 1.80€ (2€ if bought on board bus)
- 10 tickets: 14.10€ (13.20€ if loaded on card or app)
- Monthly public transportation pass: 26.60€ for 25 and under, 50.80€ for 26 and older
- Long-term rental of Velhop city bike: 68-84€/year, 42-56€ for student (10 months rental).





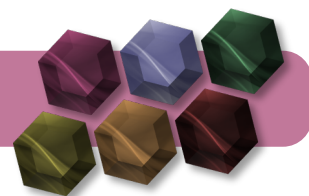
### Resources for learning French

There are several resources for learning French in Strasbourg. The doctoral college organizes French, English and German language courses for PhDs throughout the year (these courses can be found on the Amethis portal). If you are affiliated with the CNRS, you may also be able to take classes from them.

The **Université Populaire Européenne** of Strasbourg (<https://strasbourg.upe-alsace.fr/>) offers a variety of courses in different disciplines for everyone. Its mission is to allow any person, whatever his or her level of training, to take classes to expand their knowledge and skills. The site in Strasbourg offers classes in several different languages, including FLE (**Français comme Langue Étrangère**). Annual registration is 40€ and courses cost between 85€ to 300€ depending the duration and number of hours. The Université Populaire also organizes other art, music and sports classes.

Neighborhood social-cultural centers (**Centres socio-culturels**) may also organize language classes for residents. You can find nearby centers online and visit in person to enquire about courses. There are also a number of private schools and tutors in Strasbourg. These may offer more intensive and/or flexible training; however, they will be more expensive.

The International Institute for French Studies (IIEF) also offers a variety of university degrees, language courses and programs in French language and culture: <http://iief.unistra.fr/>. While courses during the year are only for students earning a language diploma, the institute also offers intensive summer courses in August for 1 - 3 weeks (20 hours of course per week). In addition to formal courses, several associations organize language exchanges at different sits around the city. You can find information about these online or on social media. Finally, there are a number of online resources and courses, including the RELAIS website of the University, which has free online resources for French, English, German and Spanish (<https://relais.weebly.com/>).



### Tips for living and traveling in Strasbourg and Alsace

#### Shopping

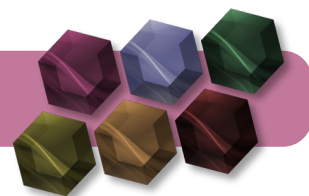
Strasbourg has four large commercial centers: Les Halles, next to the downtown, and Rivetoile, next to the University, and centers at Hautpierre and Illkirch Baggersee. There are also many shops in the downtown area. Many Strasbourgeois also shop in Kehl, Germany, where you can find some items not found in France. You can easily get to Kehl by tram and bike.

#### Furniture and other household items

The closest option for furniture is IKEA. IKEA operates a free shuttle to and from the Rotonde Tram stop, leaving twice every hour on weekdays and Saturday. Some large shopping centers such as Leclerc and Auchan also sell household items and sometimes furniture, though it depends on the time of the year. Larger stores such as Conforama, But, and Magasin de meubles can be found at the Vendenheim commercial area. Vendenheim is about a 30 minutes driving from the University. It is accessible via bus and train.

#### Buying used items

Buying used is a great way to get quality products at an inexpensive price. Because Strasbourg has such a large student population, you can quite often find the same IKEA chair you were thinking of buying for half the price! One of the best resources for buying or selling used items anywhere in France is Leboncoin. It is free to post and search for announces, and you can securely contact buyers and sellers using the websites messaging system. There are also several shops in Strasbourg. Oxfam and Emmaus are charity shops run by volunteers which take and sell donate items including clothes, books, and household items. Emmaus also takes furniture. There are also several used clothing stores. To find them, search for “**Friperie**”. Finally, there are several Facebook groups where people can post items to sell. This includes “Etudiants de Strasbourg” – the Strasbourg students’ page – and “English Speaking People in Strasbourg”.



## Activities in Strasbourg

The University Culture Card (**Carte Culture**) provides discounts for different cultural events throughout the year, including:

- Entry to 50 festivals for 6€
- Concerts and shows, including the Opéra du Rhin, the National Theatre of Strasbourg (TNS) and the concert space La Laiterie
- Entry to some cinemas in Strasbourg for 5€
- Free entry to 23 museums

The culture card is automatically given to everyone who pays the CVEC fee. If you are exempt from the fee, you can purchase it for 7€.

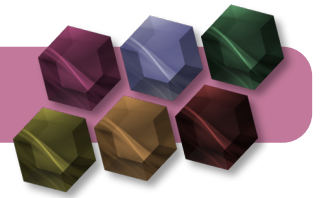
In Strasbourg, museums are free year-round for visitors younger than 18 and disabled visitors, and those with a student card pay 3€. They are also free on the first Sunday each month for all visitors.

## Traveling in Alsace

France has a large public transportation network of trains and buses. The website Vialsace provides itineraries for getting around Alsace via public transport (<https://www.vialsace.eu/>). If you are traveling with a group (2-5 people), you can buy a daily group ticket, which allows you to travel as a group on all regional public transport (trains, buses and trams). If you are traveling in just one department of Alsace, you will buy an Alsa+ Bas-Rhin or Alsa+ Haut-Rhin ticket for 23.60€; if you are traveling between departments you will need to buy an Alsa+ Alsace ticket for 38.10€ (in 2018). These tickets are only valid on weekends and public holidays.

## Presto Card

Whatever the frequency of your travels, the Presto Card (**Carte Presto**) allows you to enjoy 30% off on all TER Grand Est tickets on weekdays and 70% off on weekends and holidays. In addition, you can take up to 3 people with you on weekends with the same

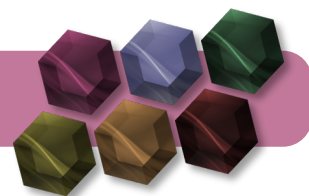


discount. The Presto card costs only 30€ and is valid for one year. You can buy the card online at the TER Grand Est website or in person at the Strasbourg train station.

### Advantages for those under 25 or 27

If you are 25 years old or under and are a EU citizen or a legal resident of France (citizen or holder of a titre de séjour), you can visit many national museums and monuments for free. This includes all sites in Paris, including the Louvre, the Arc de Triomphe and more. The Louvre is also free to anyone under 26 on Friday nights.

If you are 27 or younger, you can purchase a **Carte Jeune** from France's national rail company, the SNCF. In 2018 the card cost 50€ for one year. Holders of the card have a 25% discount on all trains (TER and TGV) in France and some international trains, as well as special last-minute offers.



## Social Support

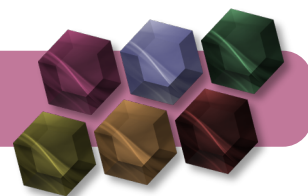
### Caisses d'Allocations Familiales - CAF

The **Caisse d'Allocations Familiales** (CAF) is a branch of the French government that takes care of the social needs of people living in France. The CAF offers four types of support: housing (**le logement**), payroll (**la prime d'activité**), income (**le revenu de solidarité active**), and child benefit (**la prestation d'accueil du jeune enfant – Paje**). Every person legally living in France for more than 6 months has the right to request CAF support.

To apply for the prime d'activité, you must be over 18, employed in France, and earn less than 1500€ per month. If eligible, PhD candidates receive between 30-60€ per month. For housing assistance, eligibility depends on a variety of factors including income, marital status, family situation and rent. The amount you receive ranges from 150-250€. In general, single PhD candidates with a work contract are not eligible for housing support because of their income level, but each situation is different.

The first step to apply for CAF support is to do an online simulation to determine your eligibility. This can be found online at [www.caf.fr](http://www.caf.fr) (services en ligne – faire une simulation). Note that the CAF website is only available in French. If the simulation determines you are eligible for assistance, you can then fill out an online application and submit supporting documents. It is very important to fill out the application and submit all the documents requested, as improper or missing documents will delay the response. The whole process generally lasts a couple of months. Once the application is processed, the CAF will send a confirmation and their final decision. For housing support, the CAF will refund up to the date at which the application was submitted, so submit the request early. CAF aid is deposited directly every month on the 5<sup>th</sup>.

For more information, check the tutorial for CAF website at the end of the guide, Annex II.



### Healthcare/Social Security (Sécurité sociale)

#### Social Security

Social security is compulsory for all students and international researchers in France. It provides refunds for some health costs (visits to doctors, medicines, etc).

##### PhDs with a work contract

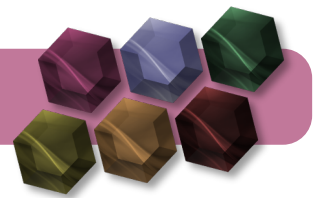
International PhDs with a work contract (Contract Doctoral, etc.) automatically benefit from a health insurance plan that is funded by a portion of the salary tax. Most PhD candidates with a work contract will be affiliated with the regional public plan (**Régime Général**). In Strasbourg, this is the **Caisse Primaire D'assurance Maladie Du Bas Rhin** (CPAM).

To apply, fill out the application form ("Demande d'ouverture des droits à l'assurance maladie", cerfa form 15763) which can be downloaded from the Ameli website. The website is mostly in French, but some information is available in English: <https://www.ameli.fr/assure/english-pages>. To find the form, go to the "**Formulaires**" link and search by form name or number. Print the form and mail it to the local CPAM with copies of the following documents:

- Birth certificate with a certified translation in French
- Photocopy of your passport or ID
- Residence permit or receipt if you are not an EU/EEA or Swiss citizen
- Photocopy of your work contract
- Full bank details ("RIB")

Doctoral researchers may request social security coverage as soon as they arrive in France and have the required documents. Children under the age of 18 can be affiliated during the initial request by submitting form S3105. Spouses and children older than 18 are eligible to apply for social security after three months in France. They must provide proof that they are not eligible for coverage from their home country.





Once the CPAM approves your request, you will be issued with a social security number. The social security number allows you to access health coverage through the public plan and to request reimbursements for your medical fees.

On the following page is an example of the CPAM application form

## Demande d'ouverture des droits à l'assurance maladie

(Articles L. 160-1, L. 160-2, L. 160-5 et D. 160-2 du Code de la sécurité sociale)

- Pour bénéficier de la prise en charge des frais de santé en cas de maladie ou de maternité, vous devez travailler en France<sup>(\*)</sup> ou, si vous êtes sans activité, résider en France de manière stable et régulière.
- Afin de permettre d'ouvrir vos droits à l'assurance maladie lors de votre arrivée en France, si vous n'êtes pas déjà rattaché à un régime de sécurité sociale français, il convient de compléter ce formulaire et de le retourner à l'organisme d'assurance maladie de votre lieu de résidence accompagné des justificatifs demandés au verso.
- Si vous relevez du régime de sécurité sociale d'un autre pays, par exemple en tant que travailleur détaché depuis l'étranger ou retraité, vous ne devez pas remplir ce formulaire. Pour exercer vos droits, ceux des membres de votre famille, vous devez fournir à votre caisse d'assurance maladie un formulaire S1 "Inscription dans l'Etat de résidence" ou un document équivalent pour les pays hors espace européen.

(\*) Territoire métropolitain, Guyane, Guadeloupe, Martinique, Réunion, Saint-Barthélemy et Saint-Martin.

### A Identification du demandeur

► Vos nom et prénoms Last and first names  
(Nom de famille (de naissance) suivi du nom d'usage facultatif et s'il y a lieu) ; prénoms dans l'ordre de l'état civil)  
(Si vous êtes artiste auteur et que vous utilisez un pseudonyme, précédez-le après votre nom de famille)

► Votre n° de sécurité sociale Social security number (if you have one)

► Votre n° d'allocation CAF number (if you have one)

► Votre date de naissance Date of birth

► Votre lieu de naissance Place of birth

► Votre nationalité Nationality  
 Française ☐ UE/EU/Suisse ☐ (cf. liste au verso) Autre ☐

► Votre adresse Your address in France

Code Postal Commune

► Votre n° de téléphone French telephone number

► Votre courriel Email address

► Si vous n'avez pas d'adresse personnelle, nom et adresse de l'organisme auprès duquel vous avez élu domicile  
(Par exemple : un Centre Communal d'Action Sociale, une association agréée)

Code Postal Commune

If you do not have a personal address, indicate an address where you can receive mail (your office for example)

### B Situation du demandeur au regard de l'emploi

► Activité professionnelle ☐ s. oui, précisez la quel : Job, write "Chercheur doctorant"

► Sans activité ☐ Autre ☐ précisez :

### C Attestation sur l'honneur à compléter par le demandeur

- Je m'engage à porter immédiatement à la connaissance de l'organisme d'assurance maladie destinataire de la présente demande toute modification des informations du cadre A et à lui signaler tout transfert de ma résidence principale à l'étranger.
- J'atteste sur l'honneur l'exactitude de l'ensemble des renseignements fournis dans ce dossier.

Fait à Location and date of signature

Le signature du demandeur Your signature

**IMPORTANT : si vous avez des enfants mineurs à votre charge, veuillez vous reporter à la notice**

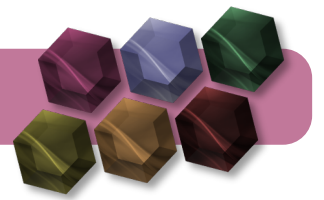
La loi rend possible d'engager des poursuites pénales contre tout citoyen ou tout étranger qui, en vue d'obtenir ou de faire obtenir des avantages sociaux (articles 313-1 à 313-3, 433-19, 441-1 du Code pénal) ou des prestations de la sécurité sociale, commet des infractions de fraude ou de fausses déclarations en vue d'obtenir ou de faire obtenir des avantages sociaux.

En outre, l'inexactitude, le caractère incomplet des déclarations ou l'absence de déclaration d'un changement de situation dans le but d'obtenir ou de faire obtenir des prestations indues, peuvent faire l'objet d'une pénalité financière au application de l'article L. 1147-1 du Code de la sécurité sociale.

L'organisme d'assurance maladie peut, à tout moment, procéder à des opérations de contrôle en vous demandant les pièces justificatives de votre situation (articles L. 114-10-3 et L. 164-1-4 du Code de la sécurité sociale).

La loi n° 73-17 du 6 janvier 1978 modifiée relative à l'informatique, aux fichiers et aux libertés s'applique aux réponses faites sur ce formulaire. Elle garantit un droit d'accès et de rectification pour les données vous concernant auprès de votre organisme d'assurance maladie.

Réf. 736 CNAMTS V II 2016



## PhDs without a work contract

PhDs without a work contract who are enrolled in a French University apply for healthcare as students. To apply, go to <https://etudiant-etranger.ameli.fr/> and fill out the online application. The website is currently available in French, English, and Spanish. As soon as you are enrolled, you may apply for temporary coverage by submitting proof of enrollment (**certificat de scolarité** or copy of student card), a copy of your ID and visa. You will receive a temporary social security number that will allow you to be reimbursed for any eligible medical fees. Once you have validated your visa with the OFII office, you can apply for permanent coverage by submitting copies of your **titre de séjour** (visa + OFII authorization), birth certificate translated into French and a copy of your RIB. Once you have a permanent social security number, you can create an account on the ameli website and apply for a **Carte Vitale**.

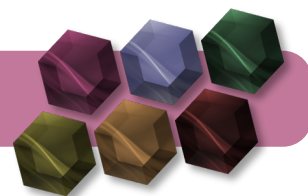
## Special Cases: International PhDs from the EU and affiliates enrolled as students

If you are from a country within the EU, Iceland, Lichtenstein, Norway or Switzerland, you can use your European Health Insurance Card and do not need to enroll in the French system.

## Medical fee reimbursement

If you go to the doctor before joining the French social security system you will have to pay all the medical fees of your visit. However, you can be reimbursed once you have a social security number. After the medical visit the doctor will give you a summary of the medical procedures and the fees (called a **feuille des soins**). Fill in the upper portion of the document with your personal information and your social security number and send a copy along with any prescriptions and receipts to the CPAM. While it may take a few months, you will be reimbursed. However, it is useful to take photocopies to keep before sending them off.

On the following page is an example of the **feuille des soins**.



N° 12541 \*02

feuille de soins - médecin

Art. R. 161-40 et suivants du Code de la sécurité sociale  
Art. L. 115 du Code des pensions militaires d'invalidité et des victimes de la guerre

numéro de facture (facultatif)

date

J J M M A A J J A A

PERSONNE RECEVANT LES SOINS ET ASSURÉ(E)

PERSONNE RECEVANT LES SOINS

(la ligne "nom et prénom" est obligatoirement remplie par le médecin)

nom et prénom Last and first names of person receiving treatment

(nom de famille (de naissance) suivi du nom d'usage (facultatif et s'il y a lieu))

numéro d'immatriculation Social security number or temporary number

date de naissance J Birthday A A A A A

ASSURÉ(E) (à remplir si la personne recevant les soins n'est pas l'assuré(e))

nom et prénom Fill this out if you are providing insurance for someone (child or spouse)

(nom de famille (de naissance) suivi du nom d'usage (facultatif et s'il y a lieu))

numéro d'immatriculation

ADRESSE DE L'ASSURÉ(E) Address

code de l'organisme de rattachement en cas de dispense d'avance des frais (à remplir par le médecin)

IDENTIFICATION DU MEDECIN

IDENTIFICATION DE LA STRUCTURE

Filled out by Doctor

MEDECIN REMPLACANT

nom et prénom

identifiant

dispositif de coordination de soins - réseau de santé

CONDITIONS DE PRISE EN CHARGE DES SOINS

MALADIE (si exonération du ticket modérateur, cochez une case de la ligne suivante)

acte conforme au protocole ALD

action de prévention

autre

accident causé par un tiers : non oui date J J M M A A J J A A

MATERNITE date présumée de début de grossesse ou date d'accouchement J J M M A A J J A A

AT/MP

si vous êtes le nouveau médecin traitant cochez cette case

si le patient est envoyé par le médecin traitant, complétez la ligne ci-dessous

nom et prénom du médecin : (s'il ne l'est pas, cochez une case de la ligne suivante)

accès direct spécifique urgence hors résidence habituelle médecin traitant remplacé accès hors coordination

ACTES EFFECTUES

(si les actes sont soumis à la formalité de l'accord préalable, indiquez la date de la demande : J J M M A A J J A A)

dates des actes	codes des actes	activités	C.CS CNPSY V.VS VNPSY	autres actes (K, CsC, P...) éléments de tarification CCAM	montant des honoraires facturés	dépass.	frais de déplacement		
							I.D. M.D.	nbre	I.K. montant
J J M M A A J J A A									
J J M M A A J J A A									
J J M M A A J J A A									
J J M M A A J J A A									

PAIEMENT

MONTANT TOTAL en euros (1+2+3)

l'assuré(e) n'a pas payé la part obligatoire l'assuré(e) n'a pas payé la part complémentaire

signature du médecin ayant effectué l'acte ou les actes Doctor's signature

signature de l'assuré(e) Your signature

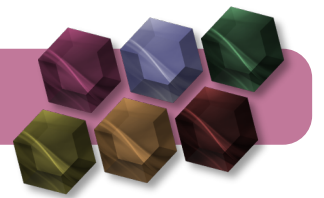
impossibilité de signer

Quiconque se rend coupable de fraude ou de fausse déclaration est passible de pénalités financières, d'amende et/ou d'emprisonnement (articles 313-1, 441-1 et 441-6 du Code pénal, articles L. 114-13 et L. 162-1-14 du Code de la sécurité sociale).

Les informations figurant sur cette feuille, y compris le détail des actes et des prestations servies, sont destinées à votre organisme d'assurance maladie aux fins de remboursement et de contrôle.

En application de la loi du 6 janvier 1978 modifiée, vous pouvez obtenir la communication des informations vous concernant et, le cas échéant, leur rectification en vous adressant auprès de votre organisme d'assurance maladie.

FSM 01-2011 S 3110j



## The Carte Vitale

Once you receive your social security number, you may apply online using your social security account (**compte Améli**) for a social security card (**carte vitale**) (<https://www.ameli.fr/>). To apply, go to “mes démarches -> ma carte vitale -> then upload a photo and a copy of your ID. You will receive your carte vitale by post. The card allows your medical fees to be automatically recorded and deductions calculated. Social security cards must be electronically updated every year, either in a pharmacy or doctor’s office. The card can also serve as an identity card in France.



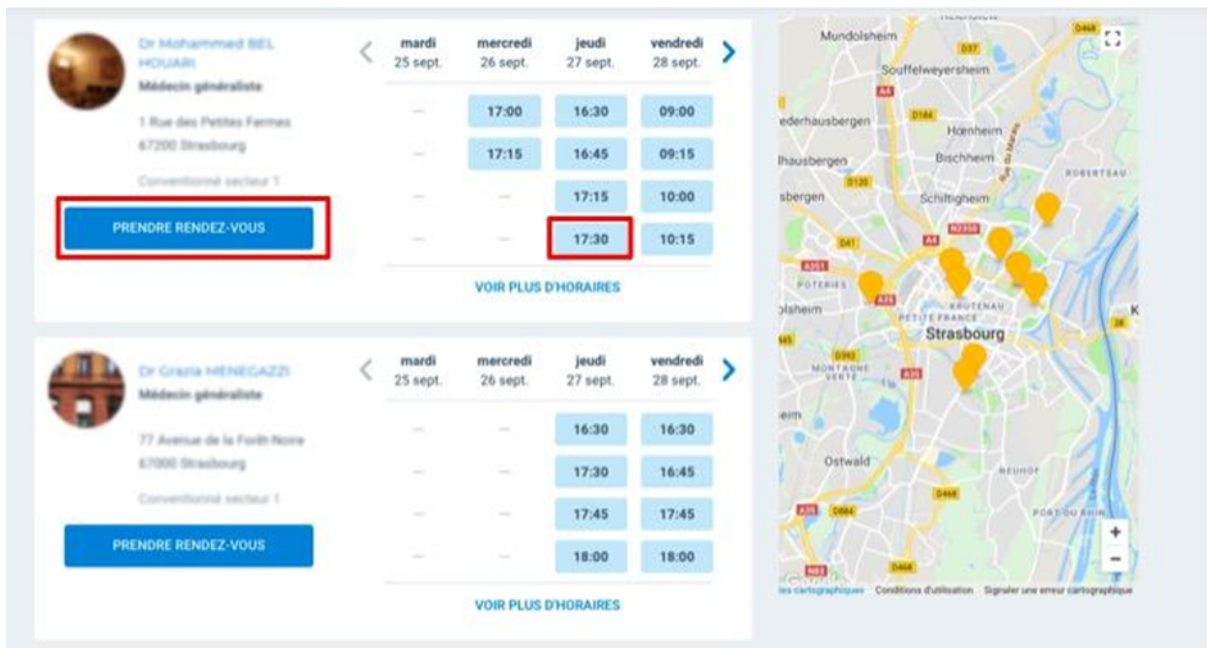
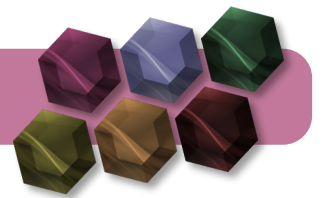
## Declaring a primary care physician

During your first medical visit using your social security number, you will be asked to declare a primary doctor (**médecine traitant**). This is your primary doctor who will have access to all your medical records in France. You can visit any doctor or specialist in France, however in order to benefit from reimbursements it may be necessary to pass by your médecine traitant (in the case of consulting a specialist for example). You can change your médecine traitant at any point.

## How to find a Doctor

To find a doctor in France, you can use an online site like [www.doctolib.fr](http://www.doctolib.fr) or [www.mondocteur.fr/](http://www.mondocteur.fr/). These two sites allow you to search for both general doctors and specialists like gynecologists or dentists in your area and book an appointment with them. They also allow you to see what languages the doctor speaks, their specialties, and if they accept reimbursement from the social security system and supplementary health insurance.

To use these sites, search on the homepage by region and specialty (médecin généraliste, dentiste). The site will provide a list of doctors and their upcoming availabilities. To make an appointment, select the date and time you want and fill the requested information. You will need to set up an online account to make an appointment. Once your appointment is confirmed, you will receive an SMS or email with the all the information and a link in case you need to cancel.

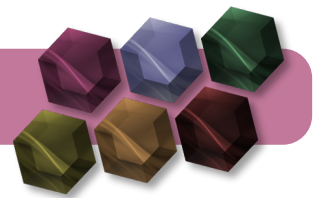


Example of the doctolib.fr registration page. Select either 'Prendre rendez-vous' or a date and time to make an appointment. Use the map to refine your search area.

Not all healthcare providers are listed on these sites. There are several medical centers (**Centres médicales**) that combine many practitioners in the same space. Near the main university campus is the Espace de Santé Mutualiste (<https://www.mf-alsace.fr/>) and the Centre de Santé de la MGEN (<https://www.mgen.fr/etablissements/centres-medicaux-et-dentaires/centre-de-strasbourg/>), both of which provide care to the general population as well as students. There are also local doctors who have their own scheduling system. Take time to try out a few doctors until you find someone who you feel comfortable with!

## Supplemental health insurance (assurance santé/mutuelle)

This insurance is not compulsory, but it is recommended. It supplements the basic social security coverage provided by the French government which is, in the case of a Dr's consultation, 70%. If you have specific health problems which are poorly refunded by the basic system (such as glasses or dental care) or have health care needs which require regular visits to a doctor and/or regular medications which require a prescription, a supplemental insurance is important to have. Note that many medications that are available without a prescription (pain pills, allergy medication) will be reimbursed by the social security if they are obtained with a prescription.



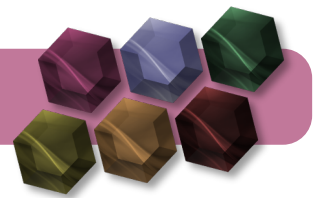
## Mental health

The PhD can be a stressful time for young researchers. While advisors, colleagues, friends, and family may be a strong source of support, PhDs should not hesitate to reach out for professional help if they feel the need. The **centre d'accueil médico-psychologique** (CAMUS) run by the university has trained psychologists and psychiatrists available for all enrolled students ([www.camus67.fr](http://www.camus67.fr)). You can make an appointment ahead of time or have a same-day appointment in case of urgent need. Additionally, the centre offers weekly stress reduction and yoga sessions ([www.sante.unistra.fr](http://www.sante.unistra.fr)).

## Important telephone numbers

- **112** – The general emergency number in Europe
- **15** – The **Service d'Aide Médicale Urgente** (SAMU), the emergency medical service in France
- **18** – The fire department
- **3624** – To call a doctor for a house call if you are too ill to travel





## Driver's License

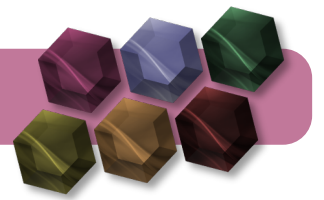
EU residents and non-EU residents with a student visa may drive in France using the driver's license issued in their home country.

Non-EU residents with a scientific visa who resided in France for more than three months must exchange their driver's license for a French license. This is compulsory and must be done within one year of your arrival in France. If you do not make the exchange before the first year, you will have to pass through the French driving schools in order to apply for a French license. Direct exchange is only possible if your country has an arrangement with France (in some cases, for example the US, Canada, and Brazil only licenses from specific regions may be exchanged). The full list of countries and regions with an agreement in place can be found online at the official French administration website ([www.service-public.fr](http://www.service-public.fr)), document "pays pratiquant l'échange des permis avec la France".

To exchange your driver's license, you must submit the following documents to the prefecture:

- Cerfa form 14879\*01 (demande de permis de conduire par échange)
- Cerfa form 14918\*01 Ref 6 (demande de permis de conduire)
- Front and back copy of your driver's license and official translation with apostil
- Four ID photos
- Front and back copy of your titre de séjour
- Proof of residence in France dated less than three months

Note that if you exchange your license you may not be eligible to drive in your home country.



## Taxes

There are three different taxes which affect PhD students: the TV tax (**contribution à l'audiovisuel public**), the home tax (**taxe d'habitation**), and the salary tax (**impôt sur le revenu**).

### TV tax

The TV tax is only paid by people who own a TV and must pay the housing tax. This is declared when declaring your resources (**déclaration des revenus**) but tax is paid in November with the home tax. This tax is around 140€/year.

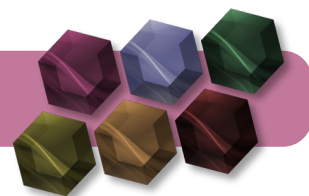
### Home tax

The home tax (**taxe d'habitation**) is also paid in November. It is based on the residence as of January 1st. The amount depends on the flat's surface, features and location. Individuals living in a public residence or renting a room in an individual's home do not pay this tax. Starting in 2018, the **taxe d'habitation** will decrease every year until 2020. The tax will no longer be applied to those who make under a certain amount, depending on their living conditions.

France uses a withholding tax system (**prélèvement à la source**) to collect salary tax. This means that taxes are taken directly from your salary every month rather than being collected at the end of the fiscal year. During your first year working in France, the amount withheld will be calculated based on what the government knows about your general situation (total estimated income, civil situation, etc). Once you submit your first income statement, the percentage will be adjusted based on the information you declare.

### Salary tax

Every year, any person working in France must submit a **déclaration des ressources** (tax return). At the end of April, the tax office will mail you a letter listing the amount of money that must be declared (**avis d'imposition**). The first declaration is done in paper form, using the **Déclaration des Revenus form 2024**. After filling in the declaration, you must give it to the Centre



of public finances (**centre des finances publiques**). This can be done in person at the office in Strasbourg or by mail.

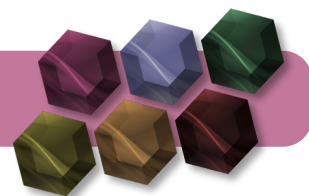
After the first filing, you will receive a personal tax number (**numéro fiscal**) with your next **avis d'imposition**. This unique number is assigned by the government and must be included on all future declarations. It will allow you to create an online account, using your fiscal number and a code (**numéro d'accès en ligne**). Once you have an online account, you can file all future tax returns online. You will also be able to update your tax rate if your situation changes (marriage, birth, change in employment).

As of 2018, PhD candidates with a simple work contract earn a little less than 1,400€ net per month and will therefore have a tax rate of 1.01% or about 14€ withheld per month. You can estimate your tax rate and housing tax online at: <https://www.impots.gouv.fr/portail/simulateurs>

Depending on your nationality, you may not have to pay taxes in France or your home country. Tax laws relating to researchers are found in Article 20 of any tax treaty between France and another country. However, you still must file an income summary with the French government, referencing the tax treaty in the **informations complémentaires** section.

**Transfrontaliers** (those who work in one country but live in another) pay their taxes in the country in which they work. For example, someone living in Kehl but working at the University of Strasbourg will file and pay taxes in France. More information concerning administrative questions about living in one country but working in another can be found at [www.infobest.eu](http://www.infobest.eu) (in French and German)

At the end of the guide is an example of a **déclaration de ressources** form indicating which sections a single PhD student with no deductions must fill out (Annex I).



### Submitting and defending your thesis

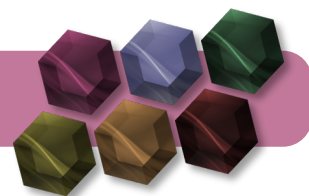
Each doctoral school has specific requirements and deadlines for defending a PhD thesis (**soutenance de thèse**). The doctoral college has laid out the following general timeline and guidelines, however it is essential to follow the procedure of your specific doctoral college. You should be able to find this information on the college website or by contacting the college secretary.

Candidates at the University of Strasbourg can write their thesis in French, English or German (or another language if the PhD is co-directed). If you plan to write your thesis in a language other than French, you must submit a written request to the head of your doctoral school. You must also include a summary in French that is 10% the length of the final thesis.

Two months before the defense date, you must submit your proposed jury to the doctoral college, unless you plan to defend between the end of August and the beginning of September. In this case, the request must be made by mid-June. The jury is assembled by the PhD candidate and director(s), and is composed of 4-8 members, who must meet the following requirements:

- Half of the jury members must be professors or have the equivalent standing
- Half of the jury must be from outside of the research unit and university
- If possible, the jury must comprise one woman (this is to respect the equality laws and goals of France and the University)

The proposed jury must be submitted to the doctoral college by the PhD director using a form available online (<https://www.unistra.fr/index.php?id=17298>). The PhD candidate must send a 3-4 page summary in French describing the work done (completed or ongoing) and any publications, patents, or communications of his or her work. If there are no publications, the candidate must write "**aucune publication/brevet**".



If you plan to use a video-conference during your defense, you must also request approval from the doctoral college when you submit the names of the jury members.

At least 6 weeks before the defense date, the candidate must send a copy of his or her thesis to each **rapporteur** (the person who reads and evaluates the thesis), after first obtaining the approval of the doctoral school on the final document.

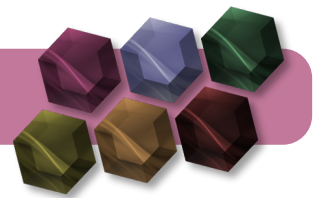
At least 3 weeks before the defense, the candidate must send an electronic copy of the thesis to the doctoral school and tell the doctoral school the precise date, time and provisional location of the defense.

At least 14 days before the defense, the reports of the jury members must be sent to the doctoral school. The President of the University will approve the defense, provided the reports are favorable and the doctoral school is agreed. If the defense occurs between the end of August and the beginning of September, the reports must be submitted by mid-July.

After the thesis defense and deliberation of the jury, the jury members will complete and sign a defense statement (**procès-verbal de soutenance**), which the jury president will send to the doctoral school. A copy will be given to the newly awarded PhD. The jury will also complete and submit a form sent by the doctoral school called the **registre de soutenance**. The new PhD must submit a final copy of the approved thesis online via his or her ENT account, using the "**Dépôt-Thèses**" option. The thesis must be submitted 1 month after the defense, or 3 months if there are corrections to make. The jury president must approve any corrections or changes to the thesis.

The university student registration office (**scolarité**) will deliver an **Attestation de Réussite** (certificate of success) once they have received the defense statement and report. The PhD diploma is issued within 12 months of the defense.

If you defend your PhD before December 31, you will not be required to pay the enrollment fees for the year. However, you will still have to pay the 90€ CVEC fee.



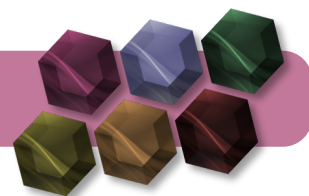
### Challenges with your PhD director

Challenges and conflicts can arise between the PhD candidate and director, but these are usually small and can be resolved internally. However, in case of extreme challenges (for example the desire to terminate the doctoral contract), further intervention is required.

The university states that the unit director is the first person to intervene in a conflict between a PhD researcher and their thesis director(s), followed by the head of the doctoral school. If no resolution is found, the Vice President of Research and Doctoral Training (Recherche et Formation Doctorale) intervenes to find a solution. Throughout this process, the PhD candidate can request help from an elected PhD representative.

These are delicate situations for PhD candidates. If you or a colleague is having difficulties, you can contact any of the PhD associations at the University. All requests are confidential and all records are anonymous.





### After the PhD: staying and leaving France

#### Staying in France

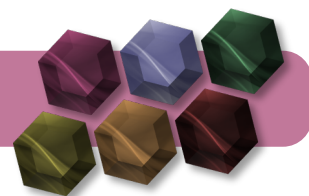
##### Extending your titre de séjour

If you are from outside of the EU and wish to remain in France after your PhD, there are several options open to you. If you find a job with a French company or University, you can simply extend your work permit. If you do not have a job but you are eligible for unemployment and register with the **Pole Emploi**, you can renew your titre de séjour, which will be valid for the duration of your unemployment benefits.

If you do not fall into these two categories but still wish to extend your titre de séjour, you may be eligible to request an extension, but this is done at the discretion of the Prefecture. Contact the Euraxess center several months before the end of your titre de séjour to discuss your options. Do not forget that in all cases you must begin the renewal process 60 days before the end of your titre de séjour or pay a fine of 180 €.

##### Applying for a 10 year residency card

If you have spent 3 - 5 uninterrupted years in France (the time required depends on your nationality) with a salary or scientific visa, it is possible to request a 10-year residence card. To do this you will need to submit an application which includes proof that you have been in France for the required time period, that you have sufficient means to live in France, and a document that declares you respect the principles of the French Republic (**une déclaration sur l'honneur de respect des principes régissant la République française** - available from the Prefecture). You will also need to submit other documents including ID card, proof of address, and proof of social security coverage. The application can be submitted through the University Euraxess Center



## Naturalisation

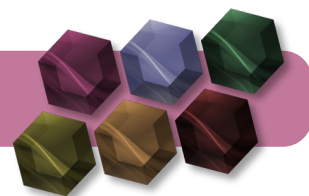
Under certain conditions, you can request to become a French citizen through the naturalization process. Students and PhDs who have earned a degree in France and have lived in France for a sufficient number of years can apply for naturalization, however there is no guarantee of success. To apply for naturalization, you must fill out two copies of the request for French nationality form (cerfa form12753\*02 - available online or from the prefecture), submit copies of various documents including your passport, titre de séjour, resources, your French diploma, and a copy of your criminal record from your home country if you have lived in France for less than 10 years. You may also be asked for copies of your current or previous work contracts and your previous tax forms. The request must be submitted to the Prefecture by appointment, but the Euraxess Center can pre-review your application. All foreign documents must be translated into French by a certified translator, including birth and marriage certificates.

If your application is accepted, you will be called to an interview at the prefecture, during which you will need to explain your motivation for acquiring French nationality, demonstrate your integration in France, and also demonstrate your knowledge of the French language.

The decision will be sent by mail within 18 months of delivery of your application receipt. The result will be favorable, unfavorable and unacceptable, or unfavorable with opportunity. In the last case, your application may be accepted if you meet additional conditions determined by the government.

## Applying for unemployment (Chomage)

All PhDs with a work contract at the University of Strasbourg can apply for unemployment benefits at the end of their PhD contract. The amount depends on the amount of salary you earned during your PhD, but in general PhDs will receive around 1000€ per month for up to two years.



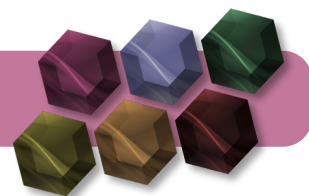
### You are a French or EU citizen

Before the end of your contract, your employer must send you a document called ASSEDIC (**Association pour l'emploi dans l'industrie et le commerce**). Check with your human resources department 1-2 weeks before the end of your contract to be sure you will receive this document by the end of your contract. Once you have this document, you can register with **Pole Emploi** (the French unemployment agency). It is only possible to apply after your contract ends, so if your contract ends on September 30th, you can apply on October 1st.

Registration is done online through the pole emploi website (<https://candidat.pole-emploi.fr/inscription/preambule>). You will need to upload copies of your ID, carte vitale, the ASSEDIC document, and your RIB. If you have one, you can also upload a CV. Once all your documents are accepted, you will be able to make an appointment with a job counselor (**conseiller**) at the local Pole Emploi office.

During this meeting, you will explain your professional path up to this point and your plans going forward. Note that Pole Emploi will send you job offers that fit the profile you are looking for and that you will be required to apply for these jobs unless you can provide a valid reason. For this reason, it is best to be as specific as possible when discussing the jobs you are looking for. At the end of the meeting, you will be issued a **carte de demandeur d'emploi**. This card provides many benefits, including reduced prices to the cinema, swimming pools, and on public transportation, and free entry to other areas. You will also sign a contract which stating that you will look for work while on unemployment.

Every month you will need to update your status by providing a report of what you have done, including any jobs you have applied to, interviews you have had, and any work you have done during this time. You may also be called for periodic meetings with your counselor. Do not miss meetings unless you have an emergency. If you miss a meeting, you will have to provide a valid reason (for example a doctor's note). You can always change a meeting online or by phone before the appointment. It is possible to request a only online contact, but this is decided at the discretion of the counselor.



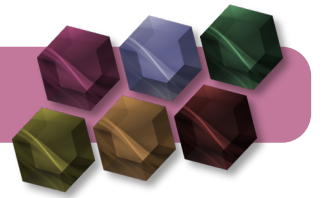
## PhDs from outside the EU

PhDs with a work contract and a titre de séjour “passport talent/scientific visa” are eligible to apply for unemployment in France following the same procedure as French and EU citizens. However, in order to apply you must have a valid titre de séjour. If your titre de séjour ends at the same time as your work contract, contact the University Euraxess center 2 months before the end date, telling them that you wish to renew your titre de séjour in order to apply for unemployment. They will help you get a 6-month temporary visa (récépissé). You will then be able to apply for unemployment following the same procedure described above. Once you have proof of unemployment coverage, you can apply for a new titre de séjour, which will be valid for as long as you have unemployment. If you have student visa, you are usually not eligible for unemployment, unless you have worked and paid taxes in France.

## Leaving France

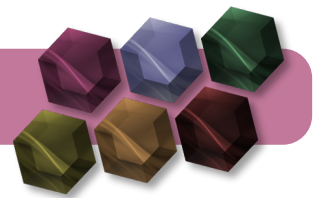
If you decide to leave France after your PhD, there are several important steps that must be taken. Failure to do so can result in legal action or penalties, and may restrict your ability to return. One month before you leave, contact all of the French organizations you have accounts with. This includes your healthcare provider (for PhDs this is usually the CPAM), your complimentary insurance, the CAF, the tax office and the pension organization. There is an online portal to do this (<https://www.service-public.fr/particuliers/vosdroits/R11193>) however it is good to at least contact the tax office directly, especially if you will need to pay the tax d’habitation.

You must also cancel all contracts, including gas, electricity, internet, phone, and any insurance including housing insurance. Each company has its own requirements, but generally you will need to send a letter informing the company of your departure (including the date). You should also meet with your bank manager to discuss closing your bank account. Be sure to cancel any other contracts that may be automatically renewed or are linked to your bank account. This could include subscriptions to streaming services, gym memberships, or any other contracts you have signed.



If you have children who were at school in France, get school certificates for them. Similarly, if you or a family member has had any important medical treatment in France, be sure you have all the necessary information (this includes vaccination records).

You can automatically forward your mail with the post office for 6 months or 1 year. This can be done online at the post office website.



## Annex I – Taxes Declaration

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# 16

**DÉCLARATION DES REVENUS 2016**

DIRECTION GÉNÉRALE  
DES FINANCES PUBLIQUES

Envoyez votre déclaration au centre des finances publiques  
de votre domicile **au plus tard le 17 mai**  
ou déclarez sur [impots.gouv.fr](http://impots.gouv.fr).

☐ Check if it is your first declaration

Vous déposez une déclaration pour la première fois  
Joignez une copie de justificatif de votre identité  
(carte d'identité, passeport, livret de famille, carte de séjour...)

Vous avez déjà déposé une déclaration. Indiquez :  
N° FIP  
N° fiscal  
N° fiscal du conjoint

NUMÉROS PRÉSENTS SUR LA DÉCLARATION DE REVENUS OU SUR VOTRE DERNIER AVIS D'IMPÔT

### ÉTAT CIVIL

This is you —> DÉCLARANT 1    Monsieur ☐    Madame ☐    This is your partner —> DÉCLARANT 2    Monsieur ☐    Madame ☐

Nom de naissance    Surname  
Prénoms    Name  
Date de naissance    Birth date  
Lieu de naissance    Birth place  
DÉPARTEMENT    COMMUNE OU PAYS SI NÉ(e) À L'ÉTRANGER

Nom auquel vos courriers seront adressés

Votre téléphone    Telephone number  
Votre mél    e-mail

### ADRESSE AU 1<sup>ER</sup> JANVIER 2017

Adresse    N°    RUE    Address on January the 1st  
CODE POSTAL    COMMUNE

Appartement    N°    ÉTAGE    ESCALIER    BÂTIMENT    RÉSIDENCE    NR. PIÈCES

Statut    ☐ PROPRIÉTAIRE    ☐ LOCATAIRE    ☐ COLOCATAIRE    ☐ HÉBERGÉ GRATUITEMENT    NOM DU PROPRIÉTAIRE    NOM DU COLOCATAIRE

### CHANGEMENTS D'ADRESSE

Vous avez changé d'adresse en 2016    Date du déménagement    2016

Adresse au 1<sup>er</sup> janvier 2016    N°    RUE    Address on January the 1st of last year if it is different  
CODE POSTAL    COMMUNE

Appartement    N°    ÉTAGE    ESCALIER    BÂTIMENT    RÉSIDENCE

Vous avez changé d'adresse en 2017    Date du déménagement    2017

Adresse actuelle    N°    RUE    Current address if it is different  
CODE POSTAL    COMMUNE

Appartement    N°    ÉTAGE    ESCALIER    BÂTIMENT    RÉSIDENCE

### CONTRIBUTION À L'AUDIOVISUEL PUBLIC

Si aucune de vos résidences (principale ou secondaire) n'est équipée d'un téléviseur, cochez ➤ ☐ OUI

If you DO NOT have TV, check ➤ ☐ OUI

### SIGNATURE DU OU DES DÉCLARANTS

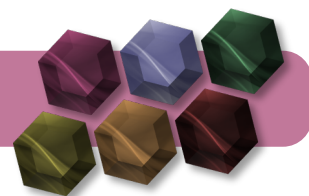
À    Le    Date, place and signature

Dépôt de déclaration au titre d'un mandat :  
apposez votre cachet et cochez ➤ ☐ OUI

SERVICES GESTIONNAIRES	DIR	SITUATION ET CHARGES DU FOYER FISCAL	ÉLÉMENTS POUR LA TAXE D'HABITATION
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## Annex I



## 1 I TRAITEMENTS, SALAIRES, PENSIONS ET RENTES

### TRAITEMENTS, SALAIRES

	DÉCLARANT 1	DÉCLARANT 2	1 <sup>er</sup> PERS. À CHARGE	2 <sup>e</sup> PERS. À CHARGE
Revenus d'activité	1AJ Your salary	1BJ	1CJ	1DJ
Abattement forfaitaire: assistants maternels et journalistes	1GA	1HA	1IA	1JA
Autres revenus imposables <i>préretraite, chômage</i>	1AP	1BP	1CP	1DP
Frais réels <i>joignez la liste détaillée sur papier libre</i>	1AK	1BK	1CK	1DK
Demandeur d'emploi de plus d'un an	1AI COCHEZ	1BI COCHEZ	1CI COCHEZ	1DI COCHEZ
Salaires de source française perçus par les non-résidents et salaires de source étrangère ouvrant droit à un crédit d'impôt égal à l'impôt français	1AF	1BF	1CF	1DF
Autres salaires imposables de source étrangère	1AG	1BG	1CG	1DG

### PENSIONS, RETRAITES, RENTES

	DÉCLARANT 1	DÉCLARANT 2	1 <sup>er</sup> PERS. À CHARGE	2 <sup>e</sup> PERS. À CHARGE
Pensions, retraites, rentes	1AS	1BS	1CS	1DS
Pensions de retraite en capital taxables à 7,5 %	1AT	1BT	1CT	1DT
Pensions d'invalidité	1AZ	1BZ	1CZ	1DZ
Pensions alimentaires perçues	1AO	1BO	1CO	1DO
Pensions de source française perçues par les non-résidents et pensions de source étrangère ouvrant droit à un crédit d'impôt égal à l'impôt français	1AL	1BL	1CL	1DL
Autres pensions imposables de source étrangère	1AM	1BM	1CM	1DM

### RENTES VIAGÈRES À TITRE ONÉREUX

Montant perçu par le foyer par âge d'entrée en jouissance

	moins de 50 ans	de 50 à 59 ans	de 60 à 69 ans	à partir de 70 ans
Rentes <i>cas général</i>	1AW	1BW	1CW	1DW
Rentes de source étrangère ouvrant droit à un crédit d'impôt égal à l'impôt français	1AR	1BR	1CR	1DR

## 2 I REVENUS DES VALEURS ET CAPITAUX MOBILIERS

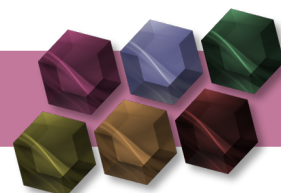
Produits d'assurance-vie et de capitalisation soumis au prélèvement libératoire de 7,5 %	2DH
Autres produits de placement soumis à un prélèvement libératoire	2EE
<b>REVENUS OUVRANT DROIT À ABATTEMENT <i>ne le déduisez pas</i></b>	
Revenus des actions et parts	2DC
Revenus imposables des titres non cotés détenus dans le PEA ou le PEA-PME	2FU
Produits des contrats d'assurance-vie d'une durée d'au moins 8 ans	2CH
<b>REVENUS N'OUVRANT PAS DROIT À ABATTEMENT</b>	
Produits des contrats d'assurance-vie d'une durée inférieure à 8 ans et distributions	2TS
Intérêts et autres produits de placement à revenu fixe	2TR
Intérêts des prêts participatifs	2TT
Intérêts et autres produits de placement à revenu fixe n'excédant pas 2 000 € taxables sur option à 24 %	2FA
<b>AUTRES</b>	
Revenus des lignes 2DC, 2CH, 2TS, 2TR, 2FA déjà soumis aux prélèvements sociaux sans CSG déductible	2CG
Revenus des lignes 2DC, 2CH, 2TS, 2TR, 2TT déjà soumis aux prélèvements sociaux avec CSG déductible	2BH
Frais et charges déductibles	2CA
Crédits d'impôt sur valeurs étrangères	2AB
Crédit d'impôt égal au prélèvement forfaitaire non libératoire effectué en 2016	2CK

## 3 I PLUS-VALUES DE CESSION DE VALEURS MOBILIÈRES, DROITS SOCIAUX ET GAINS ASSIMILÉS

Plus-value après application éventuelle des abattements	3VG
Abattement pour durée de détention de droit commun	3SG
Abattement pour durée de détention renforcé	3SL
Moins-value 2016	3VH

## 4 I REVENUS FONCIERS *lignes 4BA, 4BB, 4BC, 4BD: report du résultat déterminé sur la déclaration n° 2044*

Micro foncier: recettes brutes sans abattement n'excédant pas 15 000 €	4BE
- dont recettes de source étrangère ouvrant droit à un crédit d'impôt égal à l'impôt français	4BK
Nom du locataire et adresse	
Revenus fonciers imposables	4BA
- dont revenus de source étrangère ouvrant droit à un crédit d'impôt égal à l'impôt français	4BL
Déficit imputable sur les revenus fonciers	4BB
Déficit imputable sur le revenu global	4BC
Déficits antérieurs non encore imputés	4BD
Primes d'assurance pour loyers impayés des locations conventionnées	4BF
Vous ne percevez plus de revenus fonciers après le 31.12.2016	4BN COCHEZ
Vous souscrivez une déclaration n° 2044 spéciale	4BZ COCHEZ



## 6 | CHARGES DÉDUCTIBLES

CSG déductible calculée sur les revenus du patrimoine ..... 6DE

Pensions alimentaires versées à des enfants majeurs : décision de justice définitive avant 2006 ..... 6GI  1<sup>er</sup> ENFANT 6GJ  2<sup>e</sup> ENFANT

Autres pensions alimentaires versées à des enfants majeurs ..... 6EL  6EM

Autres pensions alimentaires versées (enfants mineurs, ascendants...) sur décision de justice définitive avant 2006 ..... 6GP

Autres pensions alimentaires versées (enfants mineurs, ascendants...) ..... 6GU

Nom et adresse des bénéficiaires .....

Déductions prévues par les articles 156, II et 156 bis du code général des impôts ..... 6DD

Nature des déductions .....

## ÉPARGNE RETRAITE: PERP ET PRODUITS ASSIMILÉS

	DÉCLARANT 1	DÉCLARANT 2	PERS. À CHARGE
Cotisations PERP, PRÉFON, COREM, CGOS et produits assimilés .....	6RS <input type="text"/>	6RT <input type="text"/>	6RU <input type="text"/>
Plafond de déduction .....	6PS <input type="text"/>	6PT <input type="text"/>	6PU <input type="text"/>
Vous souhaitez bénéficier du plafond de votre conjoint .....			6QR <input type="checkbox"/> COCHEZ
Vous êtes nouvellement domicilié en France en 2016 après avoir résidé à l'étranger pendant les 3 années précédentes .....			6QW <input type="checkbox"/> COCHEZ
Cotisations aux régimes obligatoires d'entreprise de retraite supplémentaire ou aux contrats « Madelin » et versements exonérés sur un PERCO .....	6QS <input type="text"/>	6QT <input type="text"/>	6QU <input type="text"/>

## 7 | RÉDUCTIONS ET CRÉDITS D'IMPÔT

Vous trouverez les réductions et crédits d'impôt sur le nouveau formulaire n° 2042 RICI, disponible également sur [impots.gouv.fr](https://impots.gouv.fr)

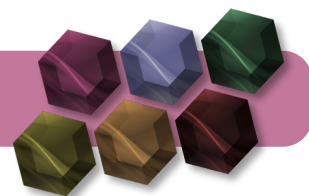
## 8 | DIVERS

	DÉCLARANT 1	DÉCLARANT 2
Élus locaux indemnités de fonction soumises au régime de la retenue à la source .....	8BY <input type="text"/>	8CY <input type="text"/>
Non-résidents: retenue à la source prélevée en France Report de l'annexe n° 2041 E .....		8TA <input type="text"/>
Revenus de source étrangère imposables en France, ouvrant droit à un crédit d'impôt égal à l'impôt étranger:		
- impôt payé à l'étranger sur revenus de capitaux mobiliers et plus-values .....		8VL <input type="text"/>
- impôt payé à l'étranger sur autres revenus .....	DÉCLARANT 1 8VM <input type="text"/>	DÉCLARANT 2 8WM <input type="text"/> PERS. À CHARGE 8UM <input type="text"/>
Revenus exonérés retenus pour le calcul du taux effectif autres que les salaires et pensions .....		8TI <input type="text"/>
Revenus de source étrangère imposables en France, ouvrant droit à un crédit d'impôt égal à l'impôt français .....		8TK <input type="text"/>
Plus-values en report d'imposition non expiré .....		8UT <input type="text"/>
Revenus exonérés non retenus pour le calcul du taux effectif organismes internationaux, missions diplomatiques ou consulaires .....		8FV <input type="checkbox"/> COCHEZ
Contrats d'assurance-vie souscrits à l'étranger joignez la liste des contrats .....		8TT <input type="checkbox"/> COCHEZ
Comptes ouverts, utilisés ou clos à l'étranger joignez la déclaration n° 3916 ou la liste des comptes sur papier libre .....		8UU <input type="checkbox"/> COCHEZ
Vous percevez des revenus provenant d'une activité non salariée, déclarés dans la catégorie des salaires	DÉCLARANT 1	DÉCLARANT 2
rémunérations des gérants et associés art. 62 du CGI, commissions des agents d'assurance, droits d'auteur, etc .....	8VA <input type="checkbox"/> COCHEZ	8VB <input type="checkbox"/> COCHEZ

## REVENUS EXCEPTIONNELS OU DIFFÉRÉS à imposer suivant le système du quotient

Montant total des revenus à imposer n'incluez pas ces revenus dans les autres rubriques de votre déclaration ..... 0XX

Nature, détail et année d'échéance normale de ces revenus. Pour les bénéfices agricoles indiquez le nom du titulaire et s'il est adhérent d'un CGA ou d'un OMGA. ....



## 6 | CHARGES DÉDUCTIBLES

CSG déductible calculée sur les revenus du patrimoine ..... 6DE

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Nom et adresse des bénéficiaires .....

Déductions prévues par les articles 156, II et 156 bis du code général des impôts ..... 6DD

Nature des déductions .....

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Vous êtes nouvellement domicilié en France en 2016 après avoir résidé à l'étranger pendant les 3 années précédentes .....			6QW <input type="checkbox"/> COCHEZ
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## 8 | DIVERS

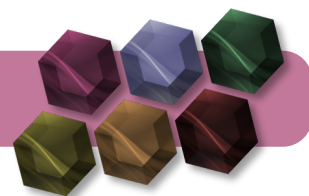
	DÉCLARANT 1	DÉCLARANT 2
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Nature, détail et année d'échéance normale de ces revenus. Pour les bénéfices agricoles indiquez le nom du titulaire et s'il est adhérent d'un CGA ou d'un OMGA.





If it is your first declaration, you have to send the following documents

## SI VOUS DÉPOSEZ UNE DÉCLARATION DE REVENUS POUR LA PREMIÈRE FOIS COMPLÉTEZ CE FORMULAIRE ET FOURNISSEZ LES DOCUMENTS INDICQUÉS

**SI VOUS ÊTES LOCATAIRE OU COLOCATAIRE** If you have rent an apartment

- > Copie du contrat de bail de votre logement au 31 décembre 2016  
The lease contract of your apartment in December the 31st

**SI VOUS ÊTES HÉBERGÉ À TITRE GRATUIT** If you are hosted for free

- > Copie du dernier avis de taxe d'habitation, de taxe foncière ou du contrat de bail de la personne qui vous hébergeait au 31 décembre 2016  
A copy of the last home tax, property tax or the lease contract of the apartment you lived in on December the 31st
- > Attestation d'hébergement (voir au verso) signée par la personne qui vous hébergeait au 31 décembre 2016  
A certificate from your host

**SI VOUS RÉSIDEZ DANS UN HÔTEL** If you are living in a hotel

- > Attestation d'occupation d'une chambre d'hôtel délivrée par le gérant de l'hôtel où vous résidez au 31 décembre 2016  
Certificate from the hotel you lived in on December the 31st

**SI VOUS ÊTES HÉBERGÉ DANS UN FOYER** If you live with a family

- > Attestation délivrée par le foyer qui vous hébergeait au 31 décembre 2016  
Certificate from the family you lived with on December the 31st

**SI VOUS ÊTES DOMICILÉ AUPRÈS D'UN CENTRE COMMUNAL D'ACTION SOCIALE OU D'UN ORGANISME AGRÉÉ À CET EFFET**

- > Attestation d'élection de domicile en cours de validité au 31 décembre 2016  
Certificate from the social center you lived in on December the 31st

**SI VOUS ÉTIEZ RATTACHÉ JUSQU'À MAINTENANT AU FOYER FISCAL DE VOS PARENTS** If you lived with your parents

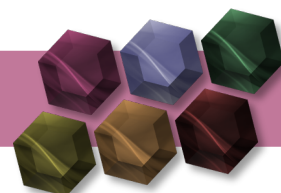
Nom et prénoms des parents

Parent's name and surname

Adresse des parents

Adress

**CES ÉLÉMENTS SONT INDISPENSABLES AU TRAITEMENT DE VOTRE DÉCLARATION DE REVENUS.  
SANS RÉPONSE DE VOTRE PART, VOTRE DÉCLARATION NE SERA PAS PRISE EN COMPTE.  
VOUS NE RECEVREZ DONC PAS D'AVIS D'IMPOSITION OU DE NON IMPOSITION.**



## ATTESTATION D'HÉBERGEMENT

A certificate from your host if you are living for free with him

Les soussignés

Domiciliés à

Attestent avoir hébergé

À leur domicile depuis le

					jusqu'à ce jour		ou jusqu'au				

Fait à

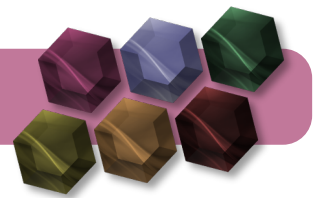
Signature

										le				
--	--	--	--	--	--	--	--	--	--	----	--	--	--	--

**JOINDRE OBLIGATOIREMENT LA COPIE DU DERNIER AVIS DE TAXE D'HABITATION, DE TAXE FONCIÈRE OU DU CONTRAT DE BAIL DE LA PERSONNE QUI VOUS HÉBERGE.**

*L'article 441-7 du code pénal sanctionne d'une peine d'un an d'emprisonnement et de 15 000 € d'amende toute personne ayant établi une attestation ou un certificat faisant état de faits matériellement inexacts.*





## Annex II: Navigating the CAF website

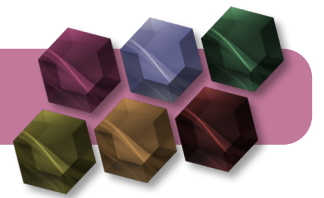
Before you begin, make sure you have the following information:

- The full address of your residence
- Your landlord's contact information. If you are renting from an agency, you will need to enter their Siret number (a 14-digit identification number)
- How much you pay in rent
- Your bank account information
- Your taxable income for the past two years. You must report all income, not just income generated in France. Scholarships do not count as income
- Your parents benefit number, if they benefit from the CAF in France

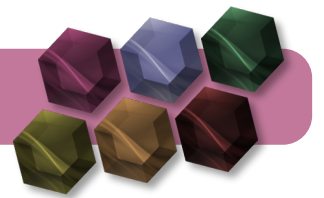
### To apply for CAF

1. On the CAF homepage, click on “Demander une prestation”

The screenshot shows the CAF.fr homepage. The header includes navigation links for ALLOCATAIRES, PARTENAIRES, and PRESSE ET INSTITUTIONNEL. The main navigation menu on the left lists: ACTUALITES, MES SERVICES EN LIGNE, DROITS ET PRESTATIONS, MAGAZINE VIES DE FAMILLE, AIDE, MA CAF, and MON COMPTE. The central content area features a video player with the title 'Vies de famille' and a section titled 'DROITS ET PRESTATIONS' with icons for 'JE DÉCLARE DES CHANGEMENTS', 'JE M'INFORME SUR LA PRIME D'ACTIVITÉ', and 'JE DÉMÉNAGE'. Below this, there are links for 'AUTRES PRESTATIONS ?' and 'AUTRES SITUATIONS ?'. The 'SERVICES EN LIGNE' section at the bottom contains four buttons: 'FAIRE UNE SIMULATION', 'DEMANDER UNE PRESTATION' (highlighted with a red rectangle), 'DECLARER UN CHANGEMENT DE SITUATION', and 'DEMANDER UNE ATTESTATION'. To the right of these buttons is a form for 'Simuler le montant de mes allocations familiales' with input fields for 'Revenus imposables 2017 du foyer' and 'Nombre d'enfant(s) à charge', and a 'Continuer' button.



- If you already have a CAF number, click on “Vous êtes allocataire”.
  - If it is your first time applying, click on “Vous n’êtes pas allocataire”.
2. Fill in information about your accommodation (“Conditions d’accès”)
  3. Sign the legal agreement (“Engagement”)
  4. Enter your personal information (“Saisie”)
    - If you already have CAF benefits, you will be asked to confirm your personal information and fill in any necessary new information
  5. Finalize your application (“Fin”)
  6. Send your application along with any additional information. You may be asked to provide the following documents:
    - A proof of residence signed by your landlord
    - Proof of identity (passport, national identity card, birth certificate)
      - If you are a citizen of an EU member state, proof of school/university attendance and a copy of your European health insurance card
    - If you are from outside of the EU, a copy of your visa+OFII receipt or titre de sejour

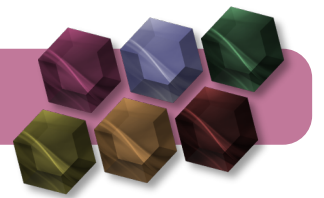


**We hope this guide was helpful for you. Do not hesitate to contact us if you have any questions or suggestions.**

**We wish you all the best at the University of Strasbourg.**

**ADDAL and StrasAIR**





## Acknowledgements

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### Editing:

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Mónica PEÑA LUNA  
Daisy HARWOOD  
Jiang JING

### New material:

Emily GREEN  
Filipa SEICA  
Youssef ZAITIR

### 2018/2019 edition

Formatting: Mónica PEÑA LUNA  
Editing: Emily GREEN

### Research:

Marta CELA MADINAVEITIA  
Mariia DOMINA REPIQUET  
Emily GREEN  
Rodrigo TELES HERMENTO

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