

A PhD Survival Guide for researchers of the University of Strasbourg

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Université 
de Strasbourg





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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 If there is missing or outdated information, please contact us via our website.

Addal - l'Association des Doctorants et Docteurs d'Alsace
<http://www.beta.addal-asso.fr/>

StrasAIR - Association of International Researchers of Strasbourg
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Campus France
<http://www.campusfrance.org/>



University Registration

First enrollment as a 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 euros. 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 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 Doctrat** 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 euros, payable in three installments.

La convention individuelle de formation

The University requires all PhD candidates to create an individual formation plan (**une convention individuelle de formation**) 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 (CST)** or thesis advisory committee (TAC). The committee is made up of at least two researchers in the subject field and meets once a year to discuss the progress of the PhD project. 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 Doctoral College occurs from July to the end of September and follows a similar process to the initial registration. Additionally, doctoral researchers are required to submit a short summary of their progress to date, a summary of their meeting with the thesis advisory committee and, in the case of PhD candidates registering after the 3rd year, a timeline for completion. Individual doctoral schools may have additional requirements.



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**).



OFII Stamp

Upon arrival in France, holders of long-stay visas (more than three month) must make an appointment with the French Office of Immigration and Integration (**L'Office Français de l'Immigration et de l'Intégration – OFII**). This should be done as soon as possible, as the OFII stamp is necessary for other administrative procedures. The appointment is made by filling out



the **demande attestation OFII** (OFII authorization request), which can be found online at <http://www.ofii.fr/>. This document must be submitted to the local OFII office along with photocopies of the passport ID page, the visa, and the passport stamp marking arrival in France or the Schengen zone.

Once these documents have been approved, the OFII office will arrange an appointment. Bring your passport, proof of residence (renter's agreement, attestation d'hébergement, etc.), a photo, and a fiscal stamp (60 euros in 2018).



The fiscal stamp may be purchased online at <https://www.timbresofii.fr/> or in a local tobacconists shop. During the appointment you will submit your documents and undergo a medical exam and short interview. If the documents are accepted, an OFII stamp will be added to the passport.

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**. 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.



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.

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.



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'accueille** 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 euros (in 2016) for the new card depending on 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 2016 for student visas).



Housing

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 m² rooms to full studios with kitchenette and bathroom. All Cite Us' have a laundry room, space for cars and bikes, and work/social spaces. Rents range from 150-500 euros/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.

College Doctoral European (CDE)

In addition to housing the administrative offices of the Doctoral Colleges, the CDE has 100 20 m² 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 Internationale (MUI)

The Maison Internationale has 170 studios which range in size from 18.5 to 40 m². 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.

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 (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
- www.seloger.fr
- www.entrepaticuliers.com
- www.leboncoin.fr

To find roommates

- www.appartager.com
- www.acartedescolocs.fr
- www.recherche-colocation.com
- www.colocation.fr
- 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 (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 announcements

- 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 renter's 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.



Social Support

Caisses d'Allocations Familiales - CAF

The **Caisse d'Allocations Familiales** (CAF) is a branch of the French government which 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**), unemployment (**le revenu de solidarité active**), and child (**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'activite, you must be over 18, employed in France, and earn less than 1500€ per month. If eligible, PhD candidates generally receive 30 - 60€ per month. For housing assistance, eligibility depends upon a variety of factors including income, marital status, family situation, and rent. Support 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 (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 5th.



Health Care

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 (Contrat 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 which can be downloaded from the CPAM website (Formule "Demande d'ouverture des droits à l'assurance maladie") and send it to your local CPAM along with the requested 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 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 et 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.

¹ 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)
(If you have a first name and a second name, please write the first one after your family name)

► Votre n° de sécurité sociale (si vous en avez un) **Social security number (if you have one)**

► Votre n° d'allocation (allocations familiales, si vous en avez une) **CAF number (if you have one)**
CAF de

► Votre date de naissance **Date of birth** Votre lieu de naissance **Place of birth**

► Votre nationalité **Nationality**
Française UE/EEE/Suisse (1) - cf. liste au verso | autre

► Votre adresse **Your address in France**
Code Postal Commune

► Votre n° de téléphone **French telephone number** Votre e-mail **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 si oui, précisez la quelle : **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'obtenir et/ou d'augmenter votre pension de retraite si vous êtes capable de travailler ou de faire des déclarations en vue d'obtenir ou de faire obtenir des avantages sociaux (articles 313 I à 313 J, 433-19, 441 I et suivants du Code général).

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 induites, peuvent faire l'objet d'une pénalité financière en 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. 114-19-3 et L. 161-1-4 du Code de la sécurité sociale).

La loi n° 78-17 du 6 janvier 1978 modifiée relative à l'informatique, aux fichiers et aux libertés s'applique aux données fournies 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

Currently, students in France are covered through student social security organizations, however these will be dissolved at the end of August 2019. New students and PhDs will be enrolled in the CPAM. Already-enrolled members will be moved to the CPAM by August 31, 2019.

International PhDs from the EU and affiliates

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.

International PhDs from other countries

International PhDs must register with the French social security system in order to get a social security number and access care. This can be done online at <https://etudiant-etranger.ameli.fr>.

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.

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



feuille de soins - médecin numéro de facture (facultatif)

N° 12541 *02 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 date J J M M A A J J A A

PERSONNE RECEVANT LES SOINS ET ASSURE(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 **BirthDay** A A A A

ASSURE(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'ASSURE(E) **Address**

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) SOINS dispensés au titre de l'art. L. 115 (cf. la notice au verso : § précédé de "M") et les recommandations importantes)

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 J J M M A A J J A A

Filled out by Doctor

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	départs	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									

Filled out by Doctor

PAIEMENT

MONT ANT TOT AL 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

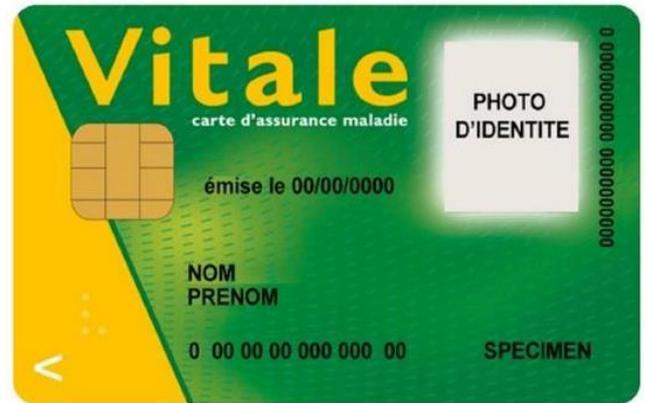
Quiconque se rend coupable de fraude ou de fausse déclaration est passible de pénalités financières, d'amende et/ou d'emprisonnement (articles 313-1, 441-1 et 441-6 du Code pénal, articles L. 114-13 et L. 162-1-14 du Code de la sécurité sociale).
 Les informations figurant sur cette feuille, y compris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



The Carte Vitale

Once you receive your social security number, you may apply online using your social security account (**compte ameli**) for a social security card (**carte vitale**) (<https://www.ameli.fr/>).

This card allows your medical fees to be automatically recorded and deductions calculated. Social security cards must be updated every year. This can be done in a pharmacy or in a 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.

Supplemental health insurance (mutual de santé)

This insurance is not compulsory, but it is recommended. It supplements the basic social security coverage provided by the French government. 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 which are available without a prescription (pain pills, allergy medication) will be reimbursed by the social security if they are ordered as a prescription.



How to find a Doctor

To find a doctor in France, you can use an online site like www.doctolib.fr or 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, dentist). The site will provide a list of doctors and their upcoming availabilities. To make an appointment, select the date and time that you want, and fill in the requested information. You will need to set up an online account to make an appointment. Once your appointment is confirmed, you will receive a text message with the appointment information and a link in case you need to cancel.

The screenshot displays two doctor profiles on the left and a map on the right. The first profile is for Dr. Mohammed BEL HOUARI, a general practitioner at 1 Rue des Petites Fermes, 67200 Strasbourg. His appointment times are shown in a table below:

	mardi 25 sept.	mercredi 26 sept.	jeudi 27 sept.	vendredi 28 sept.
	—	17:00	16:30	09:00
	—	17:15	16:45	09:15
	—	—	17:15	10:00
	—	—	17:30	10:15

The 'PRENDRE RENDEZ-VOUS' button is highlighted with a red box, and the 17:30 slot on Thursday is also highlighted. The second profile is for Dr. Gracia MENECAZZI, also a general practitioner at 77 Avenue de la Forêt Noire, 67000 Strasbourg. Her appointment times are:

	mardi 25 sept.	mercredi 26 sept.	jeudi 27 sept.	vendredi 28 sept.
	—	—	16:30	16:30
	—	—	17:30	16:45
	—	—	17:45	17:45
	—	—	18:00	18:00

The map on the right shows the Strasbourg area with several yellow location pins indicating the locations of the doctors.

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 médicaux**) which 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/etablisements/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!

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 medico psychologique** (CAMUS) run by the university has trained psychologists and psychiatrists available for all enrolled students (www.camus67.fr). You can make an appointment ahead of time or have a same-day appointment in case of urgent need. Additionally, the center offers weekly stress reduction and yoga sessions (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), 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. This is declared when filling out the declaration of resources (**Declaration des Revenues**) but tax is paid in November with the home tax. This tax is around 130€/year.

Home tax

The home tax 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. For example, the home tax for a 34m² apartment with a bedroom, sitting room, kitchen and bathroom, located in Neudorf, in an old building without elevator will cost around 600€. The home tax of the same flat in Esplanade could be higher. This tax is not paid by individuals living in a public residence or renting a room in an individual's home.

Salary tax

Every year, each person working in France must submit a **Declaration des Resources** (declaration of resources) once per year, regardless of if any taxes are paid. At the end of April, the tax office will send a letter listing the amount of money that must be declared (**avis d'imposition**). The first declaration is done in paper, using the **Déclaration des Revenus form 2024**. After the first declaration, it is possible to declare online using a **numéro fiscal** (fiscal identity number) assigned by the French government.

Starting on January 1, 2019, France switches to a withholding tax system (**prelevement à la source**), meaning that income taxes will be taken directly from workers' salaries every month instead of a bulk payment at the end of the year. The tax rate will be calculated based on the amount declared in the previous years tax declaration. The rate is automatically readjusted each year in September. Any difference between the amount withheld and the amount that should



have been paid will be made up either as credits from the government or a payment from the taxpayer. If your situation changes during the fiscal year (marriage, birth, change in employment), you must request a readjustment of your tax rate.

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 (in French and German)

Shown on the next pages is an example of a déclaration de ressources form indicating which sections a single PhD student with no deductions must fill out.



1 I TRAITEMENTS, SALAIRES, PENSIONS ET RENTES

TRAITEMENTS, SALAIRES

	DÉCLARANT 1	DÉCLARANT 2	1 ^{er} PERS. À CHARGE	2 ^e 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>pré retraite, 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 <input type="checkbox"/> COCHEZ	1BI <input type="checkbox"/> COCHEZ	1CI <input type="checkbox"/> COCHEZ	1DI <input type="checkbox"/> COCHEZ
Salaire 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 ^{er} PERS. À CHARGE	2 ^e PERS. À CHARGE
Pensions, retraites, rentes	1AS	1BS	1CS	1DS
Pensions de retraite en capital taxables à 7,5 %	1AT	1BT		
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

	moins de 50 ans		de 50 à 59 ans		de 60 à 69 ans		à partir de 70 ans	
Montant perçu par le foyer par âge d'entrée en jouissance								
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	
REVENUS OUVRANT DROIT À ABATTEMENT <i>ne le déduisez pas</i>		
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	
REVENUS N'OUVRANT PAS DROIT À ABATTEMENT		
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	
AUTRES		
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 CESSON 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 <i>n'excédant pas 15 000 €</i>	4BE	
- dont recettes de source étrangère ouvrant droit à un crédit d'impôt égal à l'impôt français	4BK	
<i>Nom du locataire et adresse</i> _____		
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	<input type="checkbox"/> COCHEZ
Vous souscrivez une déclaration n° 2044 spéciale	4BZ	<input type="checkbox"/> 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^{er} ENFANT 6GJ 2^e 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	PER. 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"/>			
Vous êtes nouvellement domicilié en France en 2016 après avoir résidé à l'étranger pendant les 3 années précédentes 6QW <input type="checkbox"/>			
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 RIC1, disponible également sur impots.gouv.fr

8 | DIVERS

Élus locaux indemnités de fonction soumises au régime de la retenue à la source 8BY DÉCLARANT 1 8CY DÉCLARANT 2

Non-résidents : retenue à la source prélevée en France Report de l'annexe n° 2041E 8TA

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
- impôt payé à l'étranger sur autres revenus 8VM DÉCLARANT 1 8WM DÉCLARANT 2 8UM PER. À CHARGE

Revenus exonérés retenus pour le calcul du taux effectif autres que les salaires et pensions 8TI

Revenus de source étrangère imposables en France, ouvrant droit à un crédit d'impôt égal à l'impôt français 8TK

Plus-values en report d'imposition non expiré 8UT

Revenus exonérés non retenus pour le calcul du taux effectif organismes internationaux, missions diplomatiques ou consulaires 8FV

Contrats d'assurance-vie souscrits à l'étranger Joignez la liste des contrats 8TT

Comptes ouverts, utilisés ou clos à l'étranger Joignez la déclaration n° 3916 ou la liste des comptes sur papier libre 8UU

Vous percevez des revenus provenant d'une activité non salariée, déclarés dans la catégorie des salaires rémunérations des gérants et associés art. 62 du CGI, commissions des agents d'assurance, droits d'auteur, etc 8VA DÉCLARANT 1 8VB DÉCLARANT 2

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

Pensions alimentaires versées à des enfants majeurs : décision de justice définitive avant 2006 6GI 1^{er} ENFANT 6GJ 2^e 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	PER.S. 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"/>			
Vous êtes nouvellement domicilié en France en 2016 après avoir résidé à l'étranger pendant les 3 années précédentes 6QW <input type="checkbox"/>			
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 RIC1, disponible également sur impots.gouv.fr

8 | DIVERS

	DÉCLARANT 1	DÉCLARANT 2	PER.S. À CHARGE
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° 2041E 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 8VM <input type="text"/>	8WM <input type="text"/>	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"/>			
Contrats d'assurance-vie souscrits à l'étranger Joignez la liste des contrats 8TT <input type="checkbox"/>			
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"/>			
Vous percevez des revenus provenant d'une activité non salariée, déclarés dans la catégorie des salaires rémunérations des gérants et associés art. 62 du CGI, commissions des agents d'assurance, droits d'auteur, etc 8VA <input type="checkbox"/>	8VB <input type="checkbox"/>		

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.
.....



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 INDIQUÉS

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 résidiez 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 _____ le _____
Signature _____

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.



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