



INTERNATIONAL PHD STUDENTS CHECKLIST

Our MDD Team can assist you with all the steps below

Don't hesitate to contact us [here](#)

❖ Several Months Before Your Arrival

□ *Step 1: VISA Application*

Either you're a doctoral contract PhD student or a grant PhD student (outside of EU), you are more likely to apply to a "researcher-talent passport" long-stay visa

Make an appointment with Welcome! Desk if needed [here](#)

Find out more at: [France Visas](#) - [Service Public - VISAS](#)

□ *Step 2: Private and Travel Insurance*

Public social security coverage only takes effect from the start of your employment contract, or from the start of the academic year (September 1st)

Registering with the French social security system can take time. It can take several months before you receive your temporary social security n°. If you fall sick or have an accident in the meantime, you'll have to advance money yourself. This is why it is highly recommended to subscribe to a private insurance if you're not a citizen of EU or Switzerland.

□ *Step 3: Find Accommodation*

Several housing options are available: private individual place, shared place, CROUS university residence, ...

Please check: [CROUS](#) - [Lokaviz](#) - [Help with finding accommodation](#) - [Required documents in case of private housing](#)

□ *Step 4: Find a Guarantor*

In order to be able to rent a place in France, you need a guarantor in case of unpaid rent, please check: [Avantages - Visale](#) (national and free of charge but only under 30)

Other options can be found on the internet.



□ *Step 5: Bank Account*

Having a French bank account is essential as most of the organizations such as CAF, health insurance will only reimburse on a bank account based in France. Most of your suppliers will also need your RIB (bank details) for monthly payments. You will need proof of address in order to do so.

You can either choose from an online bank or a physical bank.

□ *Step 6: Register on the international PhD students website*

To receive information about your stay in Lorraine, register on the website for international PhD students and researchers: [Acc&ss Fnak](#)

By registering, you will benefit:

- from a personalized assistance before and during your stay in France (Euraxess Services centres and Local contact points).
- from our negotiated offers: Insurance, Banking, Accommodation, French as a foreign language, Bien-Dire Magazine (any foreign researcher in metropolitan France).

❖ At Your Arrival

□ *Step 1: Welcome!*

Reception at the station - Nancy and Metz being located 3 hours by car from Paris (1h30 by TGV), we cannot meet you at the airport. You will therefore need to take a train or bus to reach your destination.

We can then welcome you at the train station in Nancy or in Metz, you simply have to ask for it in the form [here](#)

□ *Step 2: Moving into your accommodation*

Once you've signed the lease and did the entry inventory, don't forget about water, electricity and/or gas if not included in your rent + your internet and phone charges

/! \ If you're living in Metz, you won't have a choice regarding your electricity and gas supplier

Please find more at: [UEM](#)



□ *Step 3: Subscribe to Home Insurance and Civil Liability*

You need to subscribe to housing insurance – it is mandatory and must be taken out by the tenant.

You will also need civil liability which will provide you with coverage in the event of harm caused to you or others. The damages covered by the insurance are physical, material, and immaterial.

Most of the time, you can subscribe to both on the same supplier.

□ *Step 4: Health Insurance*

Membership of the French social security system is free and compulsory.

General information at: [Euraxess - Social Security](#)

Order your Carte Vitale [here](#)

- If you're a PhD student with a doctoral contract: your employer i.e University of Lorraine will provide you with all the information and your pending social security number
More information here : [MGEN](#)
- If you're a PhD student with a grant, all procedures can be carried out on [Ameli](#) - [Create your Ameli account](#)

□ *Step 5: Complementary Health Care ("mutuelle")*

In order to be better reimbursed, we strongly recommend that you subscribe to complementary health insurance contract.

You can find more information here: [Mutuelle](#)

□ *Step 6: Financial Aid for Housing*

If you need financial aid regarding the payment of your rent, please check the [CAF](#) website and their [Online Simulator](#)

/!\ If you are a PhD student with a doctoral contract, please ensure that you apply for funding as an **employee** and not as a student. If you provide incorrect information, you may be required to reimburse your expenses



□ *Step 6: Transportation*

If you're in Nancy, please check: [réseau STAN](#)

If you're in Metz, check: [réseau MET](#)

Information about Driving License : [PERMIS DE CONDUIRE](#)

Train Network : [SNCF](#)

□ *Step 7: Income Tax*

If you are a PhD student with a doctoral contract, you will have to declare your income to the tax authorities

Find more information at: [Income Tax](#)

❖ *Useful links and contacts:*

- *Contacts*

drv-mdd-byside-contact@univ-lorraine.fr

drie-euraxess-contact@univ-lorraine.fr

- *Université de Lorraine*

<https://www.univ-lorraine.fr/welcome/>

<https://www.univ-lorraine.fr/en/education/international-mobility/>

<https://doctorat.univ-lorraine.fr/fr>

<https://www.campusfrance.org/fr>

<https://euraxess.ec.europa.eu/>

- *General procedures and information*

<https://messervices.etudiant.gouv.fr/>

<https://www.service-public.fr/>