Administrative process for visiting scholars

The establishment of a cerfa hosting agreement is essential for all professors-researchers, researchers and some foreign doctoral candidates, in order to obtain a short-term stay visa (visa type C), a long-term stay visa and/or a scientific "talent passport" residence permit. The EHESS International Relations Office (DRI) is the only department authorized to provide you with this document at EHESS.

The regulations on the entry and stay in France of non-EU/EEA professors-researchers, researchers and doctoral students comply with specific and complex rules that are constantly evolving. It is essential to take the appropriate steps before coming to France: an initial visa application/issuance error can create difficulties once in France (legal impossibility to work, therefore to receive a salary, health insurance difficulties, application for a residence permit, etc.).

If you have any doubts about your situation, do not hesitate to contact us at: convention-titresdesejour@ehess.fr

You are concerned by this procedure if:

You are in contact or if you are supervised by an EHESS professor-researcher who wishes to welcome you, and:

- You are a doctoral student registered only in France or you are preparing a joint thesis (registration in France + in a foreign country), and you have a French employment contract (doctoral contract, CIFRE contract, PAUSE financing contract...)
- You are a doctoral student and you come in France in order to do part of your doctoral research at a French university or higher education institution, without being registered in France as a doctoral student, AND you receive funding or a grant (from your government or the French government) higher than the minimum amount for a public law doctoral contract
- You are a post-doctoral fellow in your government or a recent PhD graduate researcher
- You are a visiting researcher or teacher and have funding for your research (or your own financial resources) and you are employed by your home institution
**Important**: the reception protocol is different for professors-researchers and researchers who come under the "visiting professors" program. The successful candidates are selected by vote at the EHESS Teachers' Assembly. This program is also managed by the International Relations Office; for any questions on this subject, please contact us on: invites@ehess.fr

Do you need a "passeport talent scientifique-chercheur" visa (a visa for a scientific/research purpose)?

Administrative procedure to apply for your first "passeport talent scientifique-chercheur" visa (a visa for a scientific/research purpose) in France

Administrative procedure to renew your "passeport talent scientifique-chercheur" residence permit

PhD candidate or recent PhD graduate? Here are the administrative procedure to change from student residence permit to scientific residence permit

EHES International Relations Office
Do you need a "passeport talent scientifique-chercheur" visa (a visa for a scientific/research purpose)?

If you are a national of a Member State of the European Union (EU), the European Economic Area (EEA), Andorra or Switzerland, you do not need a visa in France. Your family (spouse, children under 21 years of age, direct ascendants), does not need to apply for a residence permit. However they can apply for a residence permit “family member of a Union/EEA/Switzerland citizen” if they wish.

- YOU COME FOR A SHORT STAY (LESS THAN 90 DAYS)

The short stay is a stay in the “Schengen area” of a maximum duration of 90 days. You have a total period of 180 days to make an uninterrupted stay of 90 days or several stays of a cumulative duration of 90 days maximum.

It is the European regulations that determine the list of countries whose nationals are exempted from the visa requirement to enter the Schengen area.

Depending on your nationality you may or may not need to apply for a visa. We would like to draw your attention to the fact that legislation is changing rapidly with regard to the right of entry into France. We are here to advise you.

For a stay of less than 3 months, passport holders from the following countries are exempt from visa requirements for French territory.

For more information:

http://www.schengenvisainfo.com/fr/liste-des-pays-avec-visa-schengen/

http://www.diplomatie.gouv.fr/

https://france-visas.gouv.fr/web/france-visas/ai-je-besoin-d-un-visa
If you are not a citizen of one of the exempted countries and you do need a visa, please complete the online form (available here) at least three months before your arrival in order to receive your hosting agreement which will allow you to start the process of obtaining a short stay visa (type C) of less than 3 months. Once the form is completed, please write to us to confirm the procedure at: convention-titresdesejour@ehess.fr.

YOU COME FOR A LONG STAY (MORE THAN 90 DAYS)

You must have a visa.

If you need a "passeport talent chercheur" visa (a visa for a scientific/ research purpose), you should contact the International Relations Office (DRI). We will guide you during the procedure.

You will need to fill out the online form (available here) at least three months before your arrival to obtain your cerfa host agreement ("convention d’accueil"), which will allow you to start the process of obtaining a long-stay "passport talent chercheur" visa. If your family comes with you, they will be able to obtain a "passport talent" long-stay visa with accompanying family thanks to your host agreement. Once the form is completed, please write to us at: convention-titresdesejour@ehess.fr.

Important: Please keep in mind that the tourist type visa (less than 90 days) does not allow you to work on French territory. Nor can the tourist visa be transformed into another type of short- or long-term visa (scientific, student, etc.) once you have entered French territory.

If you have any doubts about your situation or if you have any questions, do not hesitate to contact us at the following address: convention-titresdesejour@ehess.fr
Procedure in order to apply for your first "passeport talent scientifique-chercheur" visa (a visa for a scientific/ research purpose)

1/Request for a hosting agreement cerfa

You must complete the online form (available here) at least three months before your arrival in order to obtain a host agreement. Then, you should confirm your application by email to us at the following address: convention-titresdesejour@ehess.fr. Keep in mind that the online form must be complete at least three months ahead of your scheduled arrival date. Here you will find a guide to connect to the form. In addition, you will need to provide the following documents in the online form, scanned in PDF format:

- A copy of the passport, valid for the entire duration of the stay

- A copy of your birth certificate, accompanied by a certified translation into French (only for stays of more than 3 months)

- A copy of your marriage certificate (if your partner is accompanying you)

- A copy of the passports and birth certificates of each member of your family who is accompanying you

- A copy of your doctoral degree; if not, a copy of your master's degree. This document must be accompany by a certified translation into French

- A short curriculum vitae (5 pages maximum)

- A letter of invitation written by your EHESS scientific referent inviting you, for the attention of the EHESS President, specifying the exact dates of the stay (dd/mm/yyyy) as well as the title of the research project. This letter must be written on letterhead and must be signed by your scientific manager. It must be signed and stamped by the laboratory director. You should specify if your invitation is part of a cooperation agreement between your home institution and the EHESS. You do not have to provide this letter if you have an employment contract with EHESS.
- A certificate of health coverage and civil liability for the duration of the stay. It must mention the full names and dates of birth of the beneficiaries. It must cover the entirety of your stay and must mention that the beneficiaries will be covered in the Schengen area. It must cover: medical expenses (minimum of 30,000 euros), medical repatriation expenses (actual costs) and repatriation of the body in the event of death (actual costs). BEWARE: the “carte vitale” is not a certificate of health coverage. If you are covered by French social security, we need the CPAM (national health insurance office) certificate.

- A certificate of funding. Depending on your case: the signed employment contract, the sufficient scholarship/grant certificate. If you are on sabbatical, a certificate from your employer certifying that you will continue to receive your salary (amount in euros per month) for the duration of your stay in France with the exact dates. If you have a CIFRE contract, please attach the ANRT certificate.

2/ The procedure for receiving the hosting agreement

For short stays (less than 3 months)

Once your application has been submitted via the online form (available here), the International Relations Office will prepare the hosting agreement cerfa (“convention d’accueil”). It must be validate by the EHESS President. The original version will be send to you by your registered mailing address you have filled in the form. You can then submit your application for a short-stay visa (type C) to the French consulate in your country. When you arrive in France, you will not have to take any additional administrative procedure. However, you should contact the International affairs office in order arrange a welcome appointment at EHESS.

- For long stays (more than 3 months)

Once your application has been submit via the online form (available here), the International Relations Office will prepare the hosting agreement, which must be validate by the EHESS President. The average processing time for the file is 1 month.

Reminder: Only the original hosting agreement is valid to obtain the visa.

Once validated by the President of EHESS, the original hosting agreement will be send to you by registered mail (UPS) to the address you have filled in the form and you can then submit your application for a long-stay "passport talent chercheur" visa to the French consulate in your country.
Consulates set an appointment date in advance and the deadlines for obtaining a long-stay visa vary widely. We therefore advise you to find out in advance about the time required to obtain a visa from the consulate. You will have to present the original hosting agreement at the appointment at the consulate.

3/ Upon your arrival in France (only for stays of more than 3 months)

You are invited to make an appointment with the International affairs office as soon as you arrive in France at the following address: convention-titresdesejour@ehess.fr to make an appointment.

For your information, two different procedures are applicable depending on the length of your stay in France. You will have to follow the procedure according to the information on your visa. The International affairs office is responsible for verifying that you have the right visa for your stay in France, and will guide you through the administrative procedures involved in obtaining your residence permit.

- For stays of more than 3 months and less than 1 year

Please contact the International affairs office to arrange an appointment.

You must carry out a validation procedure of your visa with the Direction générale des étrangers en France. The procedure is now online. You will have to fill in a certain amount of information via an ANEF online form within 3 months of your arrival in France. You will have to pay a tax of 225 euros (purchase of a tax stamp online). Once this step has been complete, you will receive by email the confirmation of validation of the registration of your long-stay visa as a residence permit (VLS-TS). This document should be printed and kept in your passport at all times.

BEWARE: if you have not done this within three months from the start date of your visa, you will no longer be legally residing on French territory. You will no longer be able to move freely within the Schengen area and you will need to apply for a new visa if you wish to return in this area.

- For stays of more than 1 year

You must complete an administrative procedure to obtain a “passeport talent chercheur” residence permit (residence permit for scientists and researchers).
You must carry out a residence permit card application procedure of your visa with the Direction générale des étrangers en France. The procedure is now online. You will have to fill in a certain amount of information via an ANEF online form within 2 months of your arrival in France. You will have to pay a tax of 225 euros (purchase of a tax stamp online). Once this step has been complete, you will receive by email the confirmation of application, then a certificate of favorable decision, and finally a convocation from the Prefecture to collect your residence permit card. This resident permit is issued for a maximum period of 4 years (or 2 years depending on the case).

The International affairs office might assist you in this process. Upon arrival, you should make an appointment at the following address: convention-titresdesejour@ehess.fr.

BEWARE: if you have not done this procedure within two months of the start date of your visa, you will no longer be legally residing on French territory. You will no longer be able to move freely within the Schengen area and you will need to apply for a new visa if you wish to return in this area.

IMPORTANT: The holder of a "chercheur" residence permit must not commit in any professional activity other than researcher or teacher for whom he/she has obtained the title. He/She must only exercise his activity at the sole service of the organization that signed the hosting agreement. If you are required to carry out short paid research or teaching assignments, you will need to request a hosting agreement from the institution that will establish the contract. Any other professional activity requires a change of status (e. g. to the "employee" residence permit) which will be examined by the competent services. The International affairs office is your main point of contact for any information.

4/ Are you coming with your spouse and/or minor children?

When you apply for a "passeport talent scientifique-chercheur" visa, all members of your family travelling with you (spouse, children under 21 years of age, direct relatives in the ascending line) must jointly apply for a "passeport talent" visa with the quote "accompanying family ("famille accompagnante").

The procedure for your family upon arrival in France is the same as your procedure. The same documents as those required for you as a researcher, must be provided for each of your accompanying family members, with the exception of documents relating to your stay as a scientist.
The residence permit "passeport talent", with the quote "famille accompagnante", is intending for the family of the researcher/scientist. It is issue for a period equal to the researcher's stay and authorizes the exercise of any professional activity. Each adult will have to pay a tax of 250 euros and a stamp duty of 19 euros (purchase of a tax stamp online). Children under age do not have to follow any procedure. If a child under age is not accompanied by their parents for a trip abroad, they must apply to the prefecture for an exit permit (AST), which can only be issued once the parents have received their residence permit.

5/ You wish to travel before you receive your residence permit?

When business or personal travel is already plan, we advise you to ensure that you have the right documents to return to France and to avoid a refusal of admission into French territory upon your return.

If you are not European, you reside in France and wish to travel to a country outside the Schengen area, you must ensure that you have:

- Valid residence permit, or

- Long-stay visa valid as a residence permit, or

- A receipt for the request for renewal of a residence permit. Your receipt must not have expired. Therefore, it must be accompanied by your residence permit in the process of being renewed.

BEWARE: A receipt for the first application for a residence permit will not allow you to travel. The processing of files by the Préfecture de police can be very long. Be careful not to plan any travel during the first few months after your arrival in France.

If you have any doubts about your situation or if you have any questions, do not hesitate to contact us at the following address:

convention-titresdesejour@ehess.fr

Emergency procedures must remain exceptional. They do not guarantee that the préfecture will process the request.
Procedure to renew your "passeport talent scientifique-chercheur" residence permit (for scientists and researchers)

You must complete the online form (available here) FOUR (4) months before the expiry date of your current residence permit, AND confirm your application by e-mail to the following address: convention-titresdesejour@ehess.fr in order to request the renewal of your residence permit. Here you will find a step-by-step guide to connect to the form. In addition, you will need to provide the following documents in the online form, scanned in PDF format:

- A copy of the passport, valid for the entire duration of the stay
- A copy of the visa issued to you by the French consulate in your country
- A copy of the stamp of your first entry into the Schengen area with your visa
- A copy of the stamp of your last entry into the Schengen area
- A copy of your current residence permit. Or, a copy of the confirmation of validation of the registration of your long-stay visa as a residence permit
- A copy of your birth certificate, accompanied by a certified translation in French
- A copy of your marriage certificate (if your partner is accompanying you)
- A copy of passports, birth certificates, visas and entry stamps for each accompanying family member
- A proof of residence on your name and dating from less than 3 months (electricity, gas or internet bill, rental contract or home insurance). Or, a certificate of accommodation (model available at the end of this document) of the person who is accommodating you, accompanied by a copy of his identity card and a proof of residence in the name of this person, dating less than 3 months
- A copy of your doctoral degree; if not, a copy of your master's degree. This document must be accompanied by a certified translation into French or English
- A short curriculum vitae (Five pages max)

EHES International Relations Office
A letter of invitation written by the inviting EHESS scientific manager, to the President of EHESS, specifying the exact dates of the stay (dd/mm/yyyy) as well as the title of the research project. This letter must be written on letterhead and must be signed and stamped by the host laboratory. The letter must specified if your invitation is part of a cooperation agreement between your home institution and the EHESS. You do not have to provide this letter if you have an employment contract with EHESS.

- A certificate of health coverage and civil liability for the duration of your stay. It must indicate the full names and dates of birth of the beneficiaries. It must cover the entirety of your stay and must specify that the beneficiaries are covered in the Schengen area. It must cover: medical expenses (minimum of 30,000 euros), medical repatriation expenses (actual costs) and repatriation of the body in the event of death (actual costs). BEWARE: the carte vitale is not a certificate of health coverage. If you are covered by French social security, we need the CPAM (national health insurance office) certificate.

- A certificate of funding. Depending on your case: the signed employment contract, the sufficient scholarship/grant certificate, bank statement. If you are on sabbatical, a certificate from your employer certifying that you will continue to receive your salary (amount in euros per month) for the duration of your stay in France with the exact dates. If you have a CIFRE contract, please attach the ANRT certificate.

For the meeting with the International Affairs Office, You will also have to prepare:

- 3 passport photographs (standard size 3.5 X 4.5 cm - on a white background)

A new hosting agreement will be establish by us. The average processing time for an application is one month.

Your file will be processed by the préfecture (online procedure), which will first issue you with your renewal receipt (valid for 3 months), then with your new multi-year residence permit (corresponding to the duration of your stay in France as indicated in the hosting agreement). This card is issue for a maximum period of 4 years (or 2 years depending on the case). The procedure by the préfecture can be long (two months on average).

BEWARE: if the file in the préfecture is not submitted before your current residence permit expires, you will have to pay late fees. Between 1 and 90 days, the fixed amount is 180 euros per person. Beyond 90 days, the fixed amount of penalties is 340 euros. The préfecture also reserves the right to refuse an application submitted too late.

BEWARE: The holder of a “passeport talent scientifique-chercheur” residence permit must not commit in any professional activity other than that of researcher or teacher for whom he/she has obtained the title. He/She must only exercise it at the sole service of the organization that signed
the hosting agreement. If you are required to carry out short paid research or teaching assignments, you will need to request a hosting agreement from the institution that will establish the contract. Any other professional activity requires a change of status (e.g. to the "employee" residence permit) which will be examined. The International affairs office is your privileged contact for any information.

**IMPORTANT:** If you have been a doctoral student under contract at EHESS and your contract ends with any new funding you are potentially eligible to claim your unemployment benefits from the French employment agency (Pôle Emploi). You must complete your own renewal procedures. Please contact the International affairs office at the following address: convention-titresdejour@ehess.fr. We can advise you on the procedure to renew your residence permit.

If you have any doubts about your situation or if you have any questions, please do not hesitate to contact us at the following address: convention-titresdejour@ehess.fr
Doctoral student with a contract, recent doctor graduate? Procedures for changing from student residence permit to scientific residence permit

The procedure is for you if:

- You hold a valid student residence permit or one that is currently being renewed and you wish to obtain scientific status (subject to eligibility)

- You are a doctoral student with a French employment contract (doctoral contract, CIFRE contract, etc.) and you are registered at EHESS; or

- You are a recent doctor graduate in France, and you have just obtained a research contract (post-doc...) or a position in research

A hosting agreement (“convention d’accueil”) and a complete application for a residence permit must be issued by the International Affairs office (DRI).

You must complete the online form (available here) as soon as your contract is announced. Then you will have to confirm your application at the following address: convention-titresdesejour@ehess.fr. Here you will find a step-by-step guide to connect to the form. In addition to the information you will be asked for, you will need to provide with the following documents in the online form, scanned in PDF format:

- A copy of your passport, valid for the entire duration of your stay

- A copy of the visa issued by the French consulate in your country

- A copy of the stamp of your first entry into the Schengen area with your visa

- A copy of the stamp of your last entry into the Schengen area

- A copy of your current residence permit. Or, a copy of the “confirmation of validation of the registration of your long-stay visa as a residence permit”

- A copy of your birth certificate, accompanied by a certified translation into French
- A copy of your marriage certificate (if your partner is accompanying you)

- A copy of passports, birth certificates, visas and entry stamps for each accompanying family member

- A proof of residence on your name and dating from less than 3 months (electricity, gas or internet bill, rental contract or home insurance). Or, a certificate of accommodation (model available at the end of this document) of the person who is accommodating you, accompanied by a copy of his identity card and a proof of residence in the name of this person, dating less than 3 months.

- A copy of your doctoral degree; if not, a copy of your master’s degree. This document must be accompanied by a certified translation into French or English.

- A short curriculum vitae (Five pages max)

- A certificate of health coverage and civil liability for the duration of your stay. It must mention the full names and dates of birth of the beneficiaries. It must cover the entirety of your stay and must indicate that the beneficiaries are cover in the Schengen area. It must cover: medical expenses (minimum of 30,000 euros), medical repatriation expenses (actual costs) and repatriation of the body in the event of death (actual costs). BEWARE: the “carte vitale” is not a certificate of health coverage. If you are cover by French social security, we need the CPAM (national health insurance office) certificate.

- A certificate of funding. Depending on your case: the signed employment contract, the sufficient scholarship/grant certificate, bank statement. If you are on sabbatical, a certificate from your employer certifying that you will continue to receive your salary (amount in euros per month) for the duration of your stay in France with the exact dates. If you have a CIFRE contract, please attach the ANRT certificate.

A new hosting agreement will be established by us. The average processing time for a file is one month. For contact doctoral students, the signed contract is a mandatory document to be provided. Nevertheless, we ask you to contact us as soon as your contract is announced in order to start the process.

Your file will be processed by the préfecture (online procedure), which will first issue you with your renewal receipt (valid for 3 months), then with your new multi-year residence permit (corresponding to the duration of your stay in France as indicated in the hosting agreement). This permit is issued for a maximum period of 4 years (or 2 years depending on the case). The procedure by the préfecture can be long (two months on average).

You will be contacted in order to go pick up your residence permit to the préfecture (average time is two months). You will have to pay a tax of 225/250 euros
**BEWARE:** if the file in the préfecture is not submitted before your current residence permit expires, you will have to pay late fees. Between 1 and 90 days, the fixed amount is 180 euros per person. Beyond 90 days, the fixed amount of penalties is 340 euros. The préfecture also reserves the right to refuse an application submitted too late.

**BEWARE:** if your “student” residence permit expires before the start of your contract, you must start the process of renewing your student residence permit yourself in order to not find yourself in an irregular situation in France. We then interrupt this process of renewing the “student” residence permit as soon as the request for a change of status is submitted.

**IMPORTANT:** The holder of a “chercheur” (scientific-researcher) residence permit must not commit in any professional activity other than researcher or teacher for whom he/she has obtained the title. He/she must only exercise his activity at the sole service of the organization that signed the hosting agreement. If you are required to carry out short paid research or teaching assignments, you will need to request a hosting agreement from the institution that will establish the contract. Any other professional activity requires a change of status (e.g. to the “employee” residence permit) which will be examined. The International Affairs Office is your privileged contact for any information.

We remind you that the “passeport talent scientifique–chercheur” residence permit has no impact on your academic status. If you are a doctoral student, your student rights remain unchanged.

If you have any doubts about your situation or if you have any questions, do not hesitate to contact us at the following address: convention-titresdesejour@ehess.fr
Subject: Certificate of accommodation

Dear Sir or Madam,

I, the undersigned (Surname and first name of the host), born on (Date of Birth) in (Place of Birth) and residing at (Full Address of the Host), certify on my honor that (Surname and first name of the person hosted), born on (Date of Birth of the person hosted) in (Place of Birth) is currently hosted in my home located (Full Address of the domicile of the accommodation).

You will find attached copies of our respective identity documents as well as a proof of residence of my residence dating back less than three months.

Please accept, Madam, Sir, the expression of my kind regards.

Signature