

the JOURNEY of INTERNATIONAL PhD students & researchers



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Tip

If you are using the PDF version, use the keyboard shortcut **Ctrl + F** (PC) or **CMD + F** (MAC) to search for a word in the document.

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How to use this guide



Warning

Important notices to follow.



Contact

Email addresses and phone numbers.

→ External links

Additional information available on websites, available on Linktree:



Tips

Helpful advice to make things easier for you.



Important

Key information you should not miss.



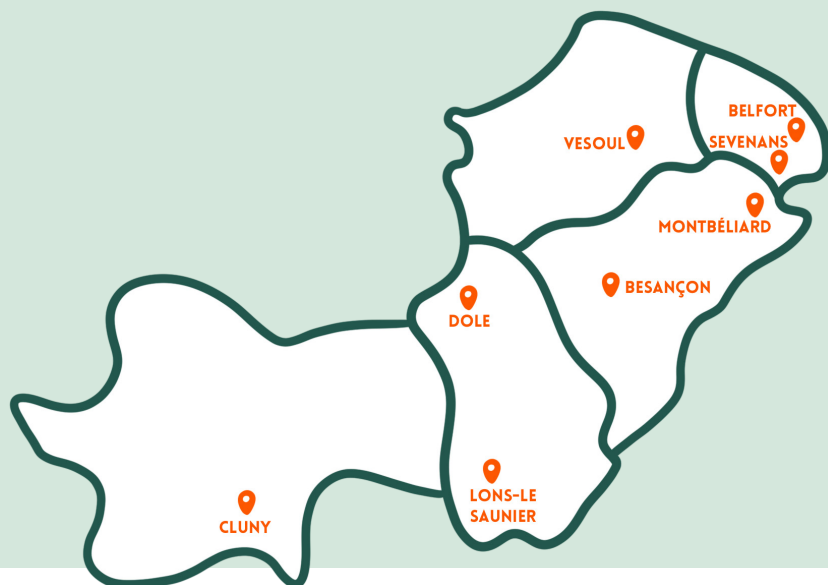
Welcome to the Marie and Louis Pasteur University !

Choosing our institution means embarking on a dynamic and rewarding academic journey in an environment recognised for the quality of its teaching, research and support for students.

The Marie and Louis Pasteur University is committed to providing all its students, PhD candidates and researchers—particularly those from international backgrounds—with welcoming conditions and support that promote their success. Throughout your stay, the university provides services and resources to help facilitate your administrative and cultural integration.

This guide for international PhD students and researchers has been designed to support you with the main procedures to complete before your arrival, upon arrival and throughout your time at the Marie and Louis Pasteur University. You will find practical information, key guidance and useful advice for your university and daily life in the Bourgogne-Franche-Comté region.

We wish you every success in your research and hope that your experience at the Marie and Louis Pasteur University will be enriching, stimulating and fulfilling.



Marie and Louis Pasteur University

On 1 January 2025, the Marie and Louis Pasteur University was created through the merger of the University of Franche-Comté and the Université Bourgogne-Franche-Comté (UBFC) under the status of an Experimental Public Institution (EPE). This major transformation brings together several institutions and aims to strengthen collaboration while enhancing the university's competitiveness in a rapidly evolving academic environment.

The Marie and Louis Pasteur University brings together:

- **more than 27,000 learners,**
- **more than 3,000 members of staff,** including over 1,600 academic staff,
- **13 historic components** from the former University of Franche-Comté, including several faculties (Health Sciences, SLHS, ST, SJPEG, STGI, STAPS), the University Institutes of Technology (IUT) of Besançon-Vesoul and Nord Franche-Comté, the INSPE, the CLA, the ISIFC, Sup-FC and SeFoC'AI,
- **2 component institutions:** UTBM and SUPMICROTECH,
- **6 associate institutions:** ENSAM Cluny campus, Besançon University Hospital (CHU), CROUS BFC, EFS BFC, ESTA and ISBA,
- **7 Joint Research Units:** UMR CNRS and INSERM (RIGHT, LINC, ThéMA, FEMTO-ST, UTINAM, Chrono-Environnement, LmB),
- **12 Research Units:** Centre Lucien Febvre, Logique de l'Agir, Psycho, LaSA, CRESE, CRIT, CRJFC, ISTA, C3S, ELLIADD, Sinergies, and CREGO,
- **3 Research Support Units:** OSU-THETA, FC-LAB and MSHE,
- **2 Research Federations:** First-TF and BFC Math.



Tip

Stay up to date with the latest news from the Marie and Louis Pasteur University and join our community by following us on social networks: LinkedIn, Facebook, Instagram and YouTube.

➔ linktr.ee/UnivFC



Important

The information presented in this guide was accurate at the time of writing, but may be subject to change.

The Excellence in Research Label



The European Commission's **HR Excellence in Research** (HREIR) label demonstrates the institution's commitment to:

- The quality of the steps taken to welcome researchers and other research personnel under the best possible conditions,
- Its policy of scientific excellence,
- Development of its attractiveness and international influence, enabling it to participate in construction of the European Research Area.

The Euraxess Centre



EURAXESS is a European Commission initiative designed to facilitate researchers' mobility in Europe and ensure the attractiveness of research in the European Area.

The EURAXESS Centre is available **to help facilitate your administrative procedures and with settling in during your stay.**

To benefit from personalised support, register on the EURAXESS database:

➔ fnak.fr



Centre Euraxess

Maison des Etudiants
36A Avenue de l'Observatoire
25000 Besançon
+33(0) 3 81 66 58 15
euraxess@umlp.fr

Before
you
arrive

Apply for a visa



Depending on your nationality and the length and purpose of your stay, you may need a visa.

The official France-Visas website explains all the steps involved in preparing and submitting your application.

➔ france-visas.gouv.fr

- **The “Passeport Talent – Chercheur” visa:**

- For PhD students and researchers in paid employment in France
- For PhD students and researchers hosted under a research visit agreement who receive funding in excess of the net salary of a PhD contract in France (approximately €1,848 net per month).
- For visiting researchers who remain employed by their home institution.

- **The “Passeport Talent – Famille” visa:** for spouses and children under 18 of researchers and PhD students holding a “Passeport Talent” visa,

- **The Student visa:** for PhD students enrolled in a higher education institution who do not have a French employment contract,

- **The Visitor visa:** notably for spouses of PhD students holding a type D Student visa, partners of researchers and adult children.

The EURAXESS Centre will help you with your visa application and issue the hosting agreement required for your application.



euraxess@umlp.fr



Important

The **hosting agreement** is the official document that sets out the nature and duration of your research work in France. The hosting agreement exempts the holder from applying for a work permit. Only holders of a hosting agreement can obtain “Passeport Talent – Chercheur” status.



Looking for accommodation

Finding accommodation before or as soon as you arrive at the UMLP is an important step in preparing for your stay.

Before looking, determine **the length of your stay, your budget and your specific needs** (furnished accommodation, proximity to the campus, transport, schools, etc.).

Temporary accommodation

Hotel residences

→ [booking.com](https://www.booking.com)



Short-term furnished flats

→ [airbnb.fr](https://www.airbnb.fr)

Bed&Crous

→ [bedandcrous.com](https://www.bedandcrous.com)

Residences



The EURAXESS Centre can refer you to Crous or partner residences.



Important

Student residences offer moderate rents and furnished accommodation. However, availability is limited and priority is given to PhD students.

Private accommodation

→ [leboncoin.fr](https://www.leboncoin.fr)

→ [seloger.com](https://www.seloger.com)



BEWARE OF SCAMS !

Never pay any money before you have visited the property or signed an official lease.



Before you arrive

The documents to be prepared



To rent a property, you will often need to show:

- A copy of your passport or residence permit,
- Proof of employment or hosting confirmation from the university,
- Your last three payslips or proof of income,
- Proof of guarantor.

The guarantor

In France, most landlords require a guarantor (or “third-party guarantee”) This is a person or organisation who undertakes to pay the rent if you are no longer able to do so.

If you do not have a guarantor in France, there are several solutions:

- **Your bank:** you can ask your bank for a bank guarantee,
- **A private organisation:** some companies offer to act as guarantor. There is a charge for this service, usually 3% to 4% of your annual rent (example: SmartGarant or Garantme),
- **The VISALE guarantee:** offered by Action Logement, this is a free guarantee, subject to conditions. It covers unpaid rent and charges to the landlord.

➔ [site.actionlogement.fr](https://www.actionlogement.fr)



Security deposit

When you sign the tenancy agreement, the landlord often asks for a deposit. The amount is generally equal to one month's rent. They can also ask for a guarantor at the same time. All this information must be written into the rental contract.

Home insurance

In France, home insurance is mandatory. This insurance protects you in the event of a problem (water damage, theft, fire, etc.). The choice of home insurance is up to you.



Tip

You can take out insurance with your bank or with a private insurer. An online comparison tool can help you choose.

Housing assistance

Depending on your situation and your income, you may be eligible for housing benefit from the CAF. Check your eligibility by completing an online simulation:

➔ [caf.fr](https://www.caf.fr)



Planning your budget

Here is a non-exhaustive list of expenses to consider when planning your budget:



Accommodation and utilities (per month)



- **Room in university residences (Crous):** from €280 (including utilities)
- **Shared accommodation in town:** €350–€500
- **Individual studio:** €500–€600
- **Two-bedroom flat:** €750–€1,000
- **Additional charges (electricity, heating, water):** €50–€100



Food



- **University canteen:** €3.30 per meal (student rate) / €6–€8 (staff rate)
- **Monthly food shopping:** €150–€250 per month
- **Coffee in town:** €1.50–€2.50
- **Sandwich/bakery item:** €3–€7



Transport (per month)

- **Ginko pass (Besançon):** €43.50 / student €16.80
- **Optymo pass (Belfort):** €38 / student €18 (grant holders: €13)
- **Evolity pass (Montbéliard):** €41 / student (under-26s) €18 (grant holders: €13)



subscriptions and services



- **Mobile plan:** €10–€20 per month
- **Internet:** €20–€35 per month

Culture, sport and leisure



- **Cinema tickets:** €5–€12
- **Gym membership:** €20–€40 per month
- **Museums (often free or discounted for students):** €0–€5
- **Swimming pool entry:** €2–€5



Health



- **Supplementary health insurance (per month):** €30–€50 (student rate) / €35–€75 (staff rate)
- **Medical consultation:** €30 (standard rate)



Tarifs en vigueur au 01/01/2026

Before you arrive

Checklist of documents to bring with you



- ☐ Hosting Agreement or Research Stay Agreement
- ☐ Passport and/or national identity card
- ☐ Visa
- ☐ Birth certificate issued within the last year with an apostille*
- ☐ Marriage certificate
- ☐ Proof of income (scholarship certificate, last three payslips, etc.)
- ☐ The original of your most recently obtained degree
- ☐ Vaccination certificates: for you and each member of your family accompanying you in France (mandatory for children attending school)
- ☐ Your children's school reports
- ☐ Driving licence
- ☐ Vehicle documents: international insurance certificate for your vehicle + proof of ownership of your vehicle
- ☐ Any health insurance documents: European Health Insurance Card, private health insurance certificate, etc.
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- ☐
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- ☐
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* Exception for the following countries: UK and the member states of the Commonwealth, Canada, Cameroon, Iran, Iraq, Mongolia, Russia, Ukraine, Belarus, Moldova, Lithuania, Latvia, Estonia, Georgia, Armenia, Azerbaijan, Kazakhstan, Uzbekistan, Kyrgyzstan, Tajikistan, Turkmenistan, Romania, Thailand, Vietnam.



WARNING

For each of your administrative procedures in France, you must present the originals of the official documents requested as well as photocopies of these documents. Remember to make several photocopies and always keep your originals to yourself. If a translation is required, it must be done by a sworn translator:

➔ annuaire-traducteur-assermente.fr

This non-exhaustive list can be adapted to suit your personal situation.

When
you
arrive

Opening a bank account

Opening an account will allow you to deposit your salary, your grant, your social benefits and to receive transfers or reimbursements for your medical expenses. This will also enable you to obtain a bank card, used in France for most payments.

To open a bank account you must provide:

- Proof of identity,
- Proof of address,
- Proof of your employment status (employment contract or grant certificate).

Some examples of traditional banks:

- Banque Populaire,
- La Banque Postale,
- BNP Paribas,
- Caisse d'Épargne,
- CIC,
- Crédit Agricole,
- Crédit Coopératif,
- Crédit Mutuel,
- Société Générale...



Online banks offer basic banking services at lower cost.

Some examples of online banks:

- Boursorama Banque,
- Monabanq,
- Fortuneo,
- Hello Bank !,
- BforBank,
- N26...



Tip

Do not hesitate to visit several banks to compare their offers. The cost of bank cards, international transfers and cash withdrawals can vary from one institution to another.

Before you arrive, find out if there is a partnership between your home bank and a French bank, as this may make it easier to open a bank account.

Validating your visa / applying for a residence permit

Within three months of your arrival in France, you must validate your visa or apply for a residence permit.

If you have a short-stay visa for less than three months:

no further action is required.

If you have a long-stay visa equivalent to a residence permit (VLS-TS) for a period of three to twelve months:

you must validate your visa on the "*Étrangers en France*" website:

→ administration-etrangers-en-france.interieur.gouv.fr

Payment is made when the visa is validated online by purchasing a paperless tax stamp from the same website or from a tobacconist.

Price: Student status: €100* - "*Passeport Talent - Chercheur*": €300*

If you have a three-month visa marked residence permit to be applied for*:

you must apply for a residence permit on the "*Étrangers en France*" website:

→ administration-etrangers-en-france.interieur.gouv.fr

Payment is made in the form of a tax stamp when you collect your residence permit from the prefecture. Purchase of electronic tax stamps:

→ timbres.impots.gouv.fr

Price: Student status: €150* - "*Passeport Talent status*": €350*

List of documents required to validate the visa:

- Passport,
- Visa,
- E-photo,
- Proof of address issued in the last six months,
- Marriage certificate,
- Birth certificate,
- Most recently obtained degree,
- Hosting agreement or certificate of enrolment at the university,
- Proof of income.



Tip

Locate authorised photographers and photo booths:

→ permisdeconduire.ants.gouv.fr



Warning

You must apply to renew your residence permit four to two months before it expires. Applications should be made on the *Etranger en France* website:

→ administration-etrangers-en-france.interieur.gouv.fr

*prices valid as of 01/05/2026

Taking care of your health

In France, any person residing legally can benefit from social security for the reimbursement of healthcare costs.

To register for social security, you will need:

- Your passport,
- Your visa or residence permit,
- Your birth certificate issued within the last year*,
- Proof of status (hosting agreement, employment contract, registration certificate),
- Your bank account details (RIB).



* Exception for the following countries: UK and the member states of the Commonwealth, Canada, Cameroon, Iran, Iraq, Mongolia, Russia, Ukraine, Belarus, Moldova, Lithuania, Latvia, Estonia, Georgia, Armenia, Azerbaijan, Kazakhstan, Uzbekistan, Kyrgyzstan, Tajikistan, Turkmenistan, Romania, Thailand, Vietnam.

If you are a citizen of the European Union or the European Economic Area: remember to apply for your European Health Insurance Card (EHIC).

It makes it easier to pay for your care during a temporary stay in France. Present it at every medical consultation.

To be reimbursed, send the treatment form, prescription and copy of your EHIC to the French Healthcare Insurance Fund (CPAM) in your place of residence.

If you are an employee, you are attached to the CPAM in your place of residence from the first day of your contract. To obtain your social security number, send your request for affiliation to your CPAM.

→ ameli.fr

You have been granted “Passeport Talent – Chercheur” status and have an employment contract in France: you will be attached to Paris’s CPAM:

Assurance Maladie

SRI/Talents

75948 Paris Cedex 19



Tip

You can apply for affiliation at your EURAXESS Centre:

euraxess@umlp.fr



If you are a student registered with the UMLP:

you will be affiliated to the CPAM in your place of residence. You must register on the website dedicated to international students:

➔ etudiant-etranger.ameli.fr

You are invited for a research stay:

you must first take out private insurance for the first three months. After three months of stable residence in France, you can apply for social security coverage. You must complete the **S1106 form** and return it to the CPAM in your place of residence.

Download the form:

➔ service-public.gouv.fr

Mutuelle (supplementary health insurance)

Social security does not always reimburse 100% of costs. For better reimbursement, you should take out a supplementary health insurance policy (mutuelle). You can use an online comparison tool to get the best deal for your needs.

The Complementary Health Solidarity scheme is additional health cover financed by the French State and intended for people with limited financial resources. Check your eligibility here:

➔ complementaire-sante-solidaire.gouv.fr

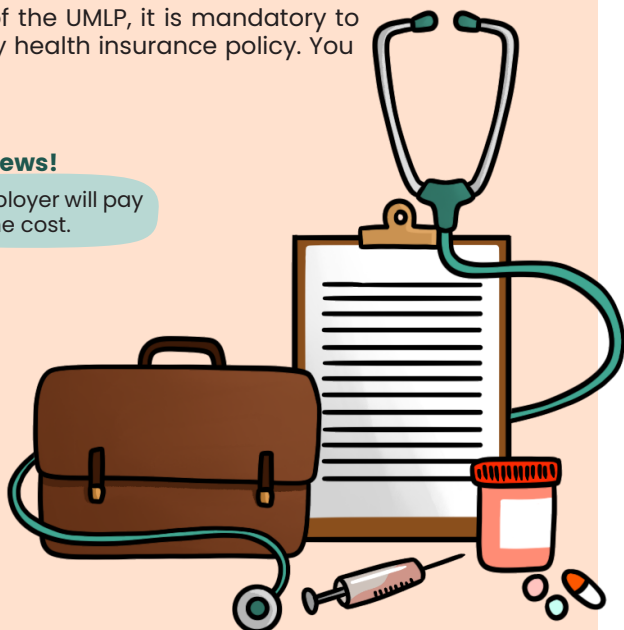
If you are an employee of the UMLP, it is mandatory to take out a supplementary health insurance policy. You must join the MGEN:

➔ mgen.fr



Good news!

Your employer will pay 50% of the cost.



Mental health

A stay abroad can be demanding: workload, cultural adjustment, distance from home, etc.

Consider:

- Maintaining a balance between work and personal life,
- Respecting your rest periods,
- Maintaining stable routines,
- Keeping social contact (colleagues, friends, local communities, etc.).

If you need help, there are a number of services available:

➔ santementale-info-service.fr



Mon Soutien Psy

The **Mon soutien psy** scheme allows you to **benefit from up to 12 psychological support sessions**, fully covered by the Assurance Maladie and supplementary health insurance.

➔ ameli.fr

The **Santé Psy Étudiant** scheme also allows students to **benefit from up to 12 free sessions** with a partner psychologist.

➔ santepsy.etudiant.gouv.fr



Health tip

You can follow the **Assurance Maladie** account:

➔ [@mes_tips_sante](https://twitter.com/mes_tips_sante)

It offers simple advice on how to look after your health on a daily basis.

University health service

The university provides a medical-social service to support staff. You can find an occupational physician, a social worker and an occupational psychologist.

These professionals can help you with your professional or personal problems. They also ensure compliance with workplace health regulations.



Occupational physician

Élisabeth TOURNERET

+33(0) 3 81 66 69 90

elisabeth.tourneret@umlp.fr



Staff social worker

Annabel CICOLARI

+33(0) 6 68 22 27 72

annabel.cicolari@umlp.fr



Occupational psychologist

Brice MASGONTY

+33(0) 6 68 15 46 25

brice.masgonty@umlp.fr



For students: the Student Health Service (SSE)

The SSE offers a number of free services for students:

- Health check-ups,
- Vaccination updates,
- Individual medical and social guidance,
- Consultations on nutrition, contraception and the prevention of sexually transmitted infections (STIs),
- Study adjustments,
- Consultations for students with specific needs,
- Health visits for newly arrived international students,
- Vision and hearing tests.



Student Health Service SSE Belfort

+33(0) 3 84 58 77 78

+33(0) 7 85 64 01 60

sse-belfort@umlp.fr



Student Health Service SSE Besançon

+33(0) 3 81 66 61 30

sse@umlp.fr



Student Health Service SSE Montbéliard

+33(0) 3 81 99 47 38

+33(0) 7 85 64 01 60

sse-montbeliard@umlp.fr

The SOS Support Unit

The UMLP assists victims of sexual and gender-based violence, discrimination, harassment and all other forms of violence.

The SOS reporting system is open to the entire university community: staff, students, external contributors and users.

It is open to anyone who considers themselves a victim or a witness of violence.

➔ sos.univ-fcomte.fr



Emergency numbers

15 Emergency medical services (SAMU)

17 Police emergency services (to report an offence)

18 Fire brigade (in an emergency or accident)

114 Emergencies for the deaf and hard of hearing

115 SAMU social (social distress, homeless people)

112 Europe (medical emergency, crime, danger)

3624 SOS Doctors

3237 Pharmacy on duty

Bringing your family

Bringing your partner



Your personal situation will determine the nature of your spouse's visa.

If you have a visa or residence permit marked “*Passeport Talent – Chercheur*”:

your spouse will obtain a “*Passeport Talent – Famille*” visa or a “*Vie privée et familiale*” visa for Algerian nationals.

If you have a Student visa or residence permit:

your spouse will obtain a Visitor visa and residence permit.

If you are a European citizen:

your spouse will be issued with a residence permit for “family member of a European Union national”.



Good to know

The “*Passeport Talent – Famille*” visa gives you the right to work in France. Find job offers on the following websites:

- ➔ francetravail.fr
- ➔ apec.fr
- ➔ fr.indeed.com

Coming with your children



Children who are nationals of a third country not exempt from visa requirements will need a **long-stay visa (D visa)** to enter France.

Whatever their nationality, minors can reside freely in France without a residence permit. However, if your child has to travel abroad, you must apply for a **Travel Document for Minors from Abroad (DCEM)**:

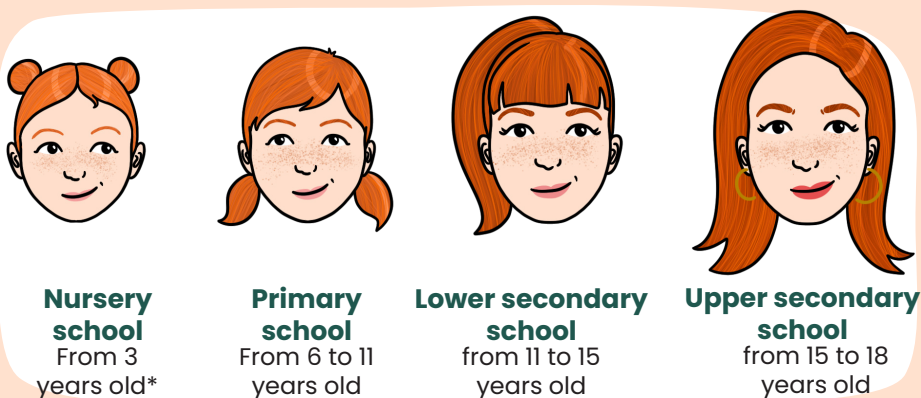
- ➔ administration-etrangers-en-france.interieur.gouv.fr

The DCEM allows your child to return to France after a trip without having to apply for a new visa.

The education system

In France, **schooling is compulsory from age 3 to 16**. Education is free in state schools and fee-paying in public schools, but the curricula are the same, as they are set at national level.

The different levels of teaching:



Most schools provide a lunch service at midday. Nursery and primary schools often offer before and — after-school care. To find out how to enrol, contact your council.

*or even 2 in certain schools, subject to availability of places.

The Family Allowance Fund (CAF)

The CAF is a national family support organisation. It can be applied for by families with **at least two children** and parents **with children under 3**. Eligibility is based on the family's **legal entry and residence status** and **level of resources**.

The benefits offered include:

- A monthly allowance for families with more than two dependent children under the age of 20,
- A birth grant for children born in France,
- Financial assistance for childcare costs for young children,
- Reduced costs for after-school childcare.

You can estimate your entitlement and apply for family benefits on the CAF website:

➔ caf.fr

Checklist of procedures to complete



- ☐ Validate long-stay visa online
- ☐ Request residence permit if necessary
- ☐ Open a bank account
- ☐ Take out home insurance.
- ☐ Register for social security (CPAM)
- ☐ Request a Carte Vitale
- ☐ Take out a supplementary health insurance policy (mutuelle)
- ☐ Declare a primary care physician (médecin traitant)
- ☐ Take out essential contracts (electricity, internet, phone)
- ☐ Apply for housing benefit (CAF)
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

This non-exhaustive list can be adapted to suit your personal situation.

During
your
stay

Discovering University's services

The Alumni network

➔ alumni.umlp.fr

The Alumni network helps you stay connected to students, former students and the entire university community at the Marie and Louis Pasteur University. This network offers many useful tools: job offers, the Career Center, messaging, a forum, geolocation features, a CV database, programme-based groups, and more.

University libraries (BUs)

➔ bu.umlp.fr/le-service-commun-de-la-documentation

Students and staff have free access to the UMLP's BUs. The network of ten BUs provides access to a wide range of paper and digital resources.

Doctoral schools

➔ collegedoctoral.ubfc.fr

The doctoral schools implement the PhD student recruitment policy, ensure the quality of doctoral training and supervision, organise scientific exchanges, offer specific high-level training and contribute to supporting career development after the PhD.

The six doctoral schools of Bourgogne-Franche-Comté are brought together within the Doctoral College.

The Student Life Office (BVE)

Welcome Desk • Disability support • Student associations • Resource centre

The Student Life Office (BVE) is an essential service for students. Located at the Student Hub (Maison des Etudiants -MDE), it is open Monday to Thursday from 9am to 5pm, and Friday from 9am to 12pm. Come and revise, relax, play table football or board games, or even play the piano.



bve@umlp.fr

The International Office (DREIF)

➔ umlp.fr/les-services-administratifs/dreif

The DREIF helps the university's students and staff to implement their international projects.



dreif@umlp.fr

The Human Resources Department (DRH)

The DRH is a central department responsible for:

- Managing the administrative aspects of staff employment (career progression, payroll, promotions),
- Supporting the development of staff engagement and skills (training, career development),
- Assisting with organisational change and transformation (facilitating social dialogue and strategic management).



drh@umlp.fr

The Research Valorisation & Innovation Department (DRVI)

The DRVI is a single desk for researchers responsible for:

- Institutional support,
- Support with project development,
- Legal support on intellectual property and commercialisation issues,
- Support with technology transfer.



drvi@umlp.fr

The Printing Office

➔ umlp.fr/les-services-administratifs/imprimerie

At the university printing office, you can have your dissertations and theses printed and make self-service photocopies using a card system at very attractive rates.

The Staff Social and Cultural Activities Service (SCASC)

The SCASC is at the service of all staff at the university (permanent staff and staff on contract for at least 6 consecutive months). It manages welfare benefits for staff and their dependants, facilitates cultural and sports outings and provides information on rights, procedures and possible resources.



service.action.sociale@umlp.fr

The Student Health Service (SSE)

➔ umlp.fr/services/service-de-sante-etudiante-sse-besancon

The SSE is made up of a multidisciplinary team: doctors, nurses, a dietician, psychologists and a prevention outreach officer.



Tip

Find the complete Marie and Louis Pasteur University directory:

➔ ent.umlp.fr

The medico-social service

An occupational physician, a social worker and an occupational psychologist are on hand at the university to help staff deal with professional or personal problems, and to comply with occupational health regulations.



Occupational physician
annabel.cicolari@umlp.fr

Staff social worker
elisabeth.tourneret@umlp.fr

Occupational psychologist
brice.masgonty@umlp.fr

The Science, Arts and Culture Service (SSAC)

→ umlp.fr/les-services-administratifs/service-sciences-arts-et-culture

The SSAC organises events, exhibitions and conferences throughout the year for the university community and the general public, including European Researchers' Night, the Science Festival and Researchers at the Farm.

The Pass' Multiservice

The Pass' Multiservice gives you **access to a wide range of university services** (borrowing and photocopying in the libraries, sports activities, access to buildings, etc.).

It is linked to the **Crous Izly electronic payment system** and also allows you to pay for your meals in any university canteen in Bourgogne-Franche-Comté:

→ crous-bfc.fr

You will receive your Pass' Multiservice when you arrive at the Marie and Louis Pasteur University. Remember to activate your personal @umlp.fr email address and to activate your Izly account on:

→ izly.fr



Digital tools

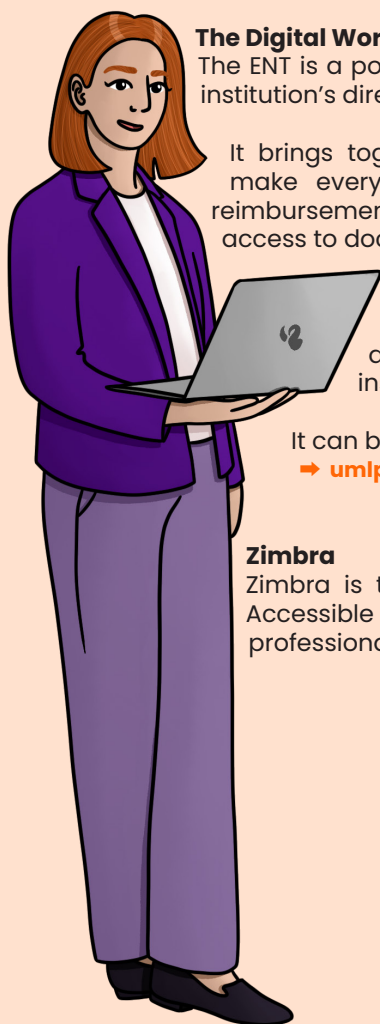
Wi-Fi

Wi-Fi can be accessed from all university premises with your Eduroam account.

The Eduroam service offers secure wireless internet access to staff and students from the higher education/research community when they are on the move.

To connect:

- **Username:** yourusername@umlp.fr
- **Password:** your UMLP University password (session, ENTn etc.)



The Digital Work Environment (ENT)

The ENT is a portal accessible to all users registered in the institution's directory.

It brings together all the online services designed to make everyday tasks easier: email, career records, reimbursement and mission expense tracking, remote access to documentation and file sharing within groups.

A support ticket system also allows you to contact the relevant services with any questions or requests for troubleshooting or installation.

It can be accessed at

➔ umlp.fr

Zimbra

Zimbra is the university's official messaging system. Accessible from the ENT, you log in using your professional email address.

Getting around

Public transport

To get around easily, we recommend that you take out a public transport season ticket:



Besançon – Ginko network

→ ginko.voyage

Belfort – Optymo network

→ optymo.fr

Montbéliard – EvolitY network

→ evolity.fr



Bonne nouvelle !

If you are an employee, your employer will cover 75% of your public transport costs. Please ask your HR representative for details.

For long-distance travel

In the Bourgogne-Franche-Comté region:

→ viamobigo.fr



Throughout France and Europe:

→ snCF-connect.com

→ flixbus.fr



Driving in France

If you drive in France, it is important to be aware of the applicable rules and procedures.

Driving licence

Holders of a driving licence issued in the European Union can use it directly. Driving licences issued outside the EU are generally valid for a limited period of one year from the date of entry into the country. Depending on your country of origin, you may be able to exchange your foreign licence for a French one. You can do this online:

→ permisdeconduire.ants.gouv.fr

Insurance

All vehicles must be insured. If you rent or own a car, make sure your insurance properly covers your stay.

Documents to carry with you

- Valid driving licence,
- Insurance certificate,
- Vehicle registration certificate,
- Proof of identity.

Learning French



The CLA offers a range of French as a Foreign Language (FLE) courses. Find out more about how to register:

→ cla.univ-fcomte.fr

As a Marie and Louis Pasteur University employee, you can apply for training as part of the skills development plan, subject to availability, or apply for individual training funding. For further information, contact your HR representative.

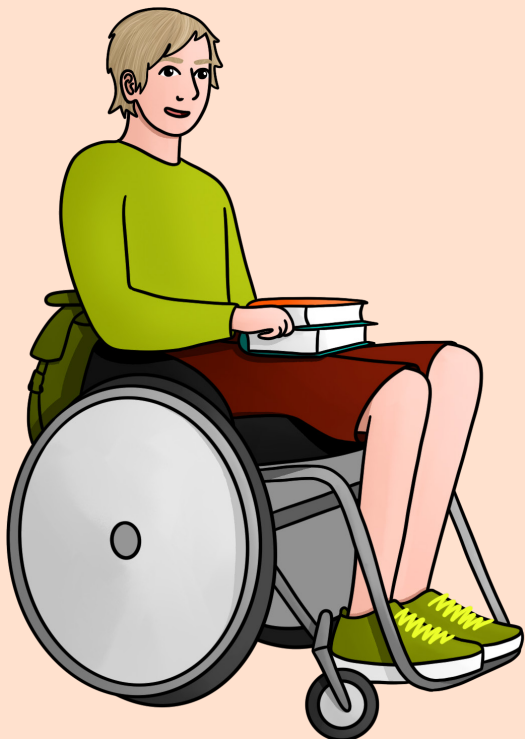
If you are enrolled in a doctoral programme, a cross-disciplinary FLE course is available.

In each town and city, a number of community centres and associations offer free or low-cost language courses.

→ jeunes-fc.com

MOOCs and free platforms

Platforms such as France Digital University (FUN) offer free online courses (MOOCs) to learn French from beginner to intermediate level.



Paying tax



If you spend more than **183 days in France**, you are considered a French tax resident.

You have to declare your income once a year during the tax return campaign. This usually takes place in late May and early June. Find out more at:

➔ impots.gouv.fr/accueil

A number of bilateral agreements allow tax exemption for researchers from the countries concerned for a period of two years.

To check your eligibility, contact the Public Finance Centre (CFP) in your place of residence:

➔ data.economie.gouv.fr



Warning

You are advised to apply for a tax number as soon as you arrive in France. This number is essential for declaring your income. You must send your application to the Public Finance service in your place of residence



Good to know

To obtain your tax number you will need:

- CERFA form no.15944*01,
- A copy of your passport,
- A copy of your visa or residence permit,
- Proof of social security.

Taking part in sport



Campus Sport

➔ u-sports.umlp.fr

Campus Sport is the central service that coordinates all sports activities on campus. It offers classes, clubs and facilities accessible to all members of the university, whatever your level or availability.

You can take part in:

- Team sports (football, basketball, volleyball, rugby, etc.),
- Individual sports (tennis, swimming, running, fitness training, etc.),
- Well-being and fitness activities (yoga, Pilates, strength training, etc.)

Campus Sport also organises **sporting events and university competitions**, providing an opportunity to meet other students and researchers, relax and integrate into campus life.

To register or find out about the activity schedule, go directly to Campus Sport or visit their website. Some activities may be free, while others require registration and an annual membership fee.

Discovering cultural and tourist activities



During your stay in Bourgogne-Franche-Comté, you will have the chance to discover a region rich in cultural, natural and gastronomic heritage. Whether you are interested in history, art, nature or gastronomy, the region offers plenty of activities to enrich your experience outside the laboratory.

Besançon

➔ besancon-tourisme.com



Tip

Sign up to the Welcome programme for newcomers to Besançon to keep up to date with what's going on in the city and receive a special offer to help you discover Besançon (guided tour, welcome reception, mobility offers, etc.) and get invitations to sporting and cultural events:

➔ boosteurdebonheur.besancon.fr

Montbéliard

➔ paysdemontbeliard-tourisme.com

Belfort

➔ belfort-tourisme.com



The Arbres à Palabres

They are friendly discussion evenings open to international students and doctoral researchers. Organised by the Welcome Desk once a month at the Student Hub, they cover a range of topics relating to student life, well-being, integration and intercultural experiences. Hosted in the form of fun, interactive workshops, these meet-ups encourage discussion in a relaxed atmosphere, in partnership with ESN and, depending on the theme, with the Student Health Service.



Tip

The UMLP regularly organises exhibitions, conferences, events as well as an arts and cultural programme which are open to the public:

➔ actu.umlp.fr



Consider getting a Avantages Jeunes card

For those under 30, the Avantages Jeunes card gives you access to over 3,600 offers from more than 2,400 partners throughout Bourgogne-Franche-Comté. This card allows you to discover culture and sport and benefit from discounts on leisure activities and everyday expenses. The card costs €10 and can be purchased from youth information centres:

➔ avantagesjeunes.com

At the end
of your
stay

Renewing your residence permit

The “*Passeport Talent – Chercheur*” residence permit

If you are no longer eligible for the hosting agreement at the end of your employment contract as a PhD student or researcher holding a “*Passeport Talent – Chercheur*” residence permit, you can receive the Return-to-Work Allowance (ARE) by registering with France Travail, the organisation responsible for supporting and providing benefits to people who are unemployed.

➔ francetravail.fr/accueil

You can renew your “*Passeport Talent – Chercheur*” residence permit for as long as you receive unemployment benefit. You will need to provide your ARE certificate instead of your hosting agreement.

You can use this simulator to estimate the amount and duration of your benefits:

➔ candidat.francetravail.fr

The job search and business creation residence permit

The “job search and business creation” residence permit is intended for foreign PhD students and researchers who have completed at least a master’s degree or a research activity in France.

It allows you to remain in France for up to twelve months after completing your studies or research. This permit cannot be renewed.

With this permit, you can:

- Find a job related to your studies or research,
- Prepare a business creation project.

During this period, you are also entitled to work as an employee, provided that your salary meets the legal minimum corresponding to your level of qualification.

Continuing your career



Many sites specialise in employment and research opportunities in France and internationally:

ABG Intelli'agence

PhD offers, assignments and job opportunities for master's research students, PhD students and PhD graduates.

→ abg.asso.fr

Academic Positions

Platform dedicated to international academic careers.

→ academicpositions.com

APEC

Job offers targeted at executive and professional positions, accessible to researchers seeking employment outside academia. It also offers personalised support.

→ apec.fr

Choosing public service

Civil service vacancies (researchers, academic staff, research engineers).

→ choisirleservicepublic.gouv.fr

EURAXESS Jobs

A European Commission portal with job opportunities for researchers, including doctoral contracts

→ euraxess.ec.europa.eu

EuroJobsites

Specialises in scientific careers, European affairs and international relations.

→ eurojobsites.com

Find a Postdoc

Postdoc vacancies, mainly in Europe and the UK.

→ findapostdoc.com

Galaxie

A recruitment and career development portal for academic staff (Temporary Teaching and Research Assistants (ATERs), lecturers, professors, etc.)

→ galaxie.enseignementsup-recherche.gouv.fr

Phdooc

Offers a MOOC on "Doctorate and Career Development", a free, collaborative online course available in French and English.

→ phdooc.moocit.fr

Science Career

Job site dedicated to scientific profiles, with vacancies in the academic sector and beyond (industry, NGOs and international organisations).

→ jobs.sciencecareers.org

Marie and Louis Pasteur University

Career site.

→ univ-fcomte.nous-recrutons.fr

University Positions

A European portal specialising in academic job opportunities

→ universitypositions.eu

Preparing for retirement

If you work in France for at least the equivalent of one full-time quarter, and you are an EU/EEA/Swiss national or the holder of a residence permit authorising you to work, you automatically acquire pension rights, even if you subsequently live abroad.

The French pension system is based on a pay-as-you-go scheme, funded through contributions deducted from salaries.

For further information:

- ➔ info-retraite.fr
- ➔ cleiss.fr
- ➔ lassuranceretraite.fr



Important

Keep all your payslips for the rest of your life, as they will serve as proof when claiming your pension rights and applying for your pension later on.



Leaving France

If you leave France, remember to inform the relevant organisations of your change of situation: the tax authorities, CAF, CPAM, your supplementary health insurance provider and your pension fund.

This declaration can be made online, through a single procedure:

➔ service-public.gouv.fr

If you are a tenant:

- Notify the landlord or agency of your departure by registered letter with acknowledgement of receipt, giving between one and three months' notice as required by law.
- Make an appointment for the final inventory inspection on the day of your departure; the security deposit will be returned within one to two months after you move out.
- Complete the necessary procedures with your energy suppliers (gas, electricity).
- Notify the organisations linked to your subscriptions and contracts: water, phone, television, internet and home insurance.



Important

Make sure you leave France without any outstanding debts or unpaid bills. Make an appointment with your bank to request a delayed closure of your account, so that you can receive your final payments (salary, CAF benefits, return of your security deposit).



Tip

You should also consider having your mail forwarded, in France or abroad, using the paid mail forwarding service offered by La Poste:

➔ laposte.fr/demenagement-absence



Checklist before leaving France



Employer

- ☐ Inform the institution of your departure date
- ☐ Request a certificate of employment and an end-of-contract certificate
- ☐ Receive your final settlement of pay
- ☐ Return any work equipment
- ☐ Keep a copy of all important documents (contract, payslips, certificates)
- ☐ Check your pension entitlements and keep all your payslips
- ☐ Request a career record statement
- ☐
- ☐
- ☐

Accommodation

- ☐ Give notice to your landlord or residence
- ☐ Cancel contracts related to the accommodation (electricity, gas, water, internet, phone, insurance, subscriptions, etc.)
- ☐ Carry out the final inventory inspection
- ☐
- ☐

Health and social benefits

- ☐ Inform the CPAM of your departure abroad
- ☐ Cancel your supplementary health insurance
- ☐ Inform the CAF and close any benefits you were receiving
- ☐
- ☐

Bank

- ☐ Closing or maintain your French bank account
- ☐ Arrange for your postal mail to be forwarded or closed
- ☐
- ☐
- ☐

Tax

- ☐ Notify the tax authorities of your change of address
- ☐ Submit your tax return the following year
- ☐
- ☐

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PASTEUR

Les établissements composantes



Les établissements associés



Institut Supérieur
des Sciences de
la Santé