



CRCL CENTRE DE
RECHERCHE EN
CANCÉROLOGIE
DE LYON

ARRIVING TO CRCL

Information guide



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WELCOME NEW MEMBERS

Congratulations on becoming a member of the CRCL. You have been selected for your attributes to further contribute to the quality of life and work performance here at our cancer research center. You will be integrated into a team who's members will become your support system and source of immediate contact. There are other areas and people at CRCL who could become a good point of contact as well.



WORK CONTRACT

It is also important to know that CRCL is under a large umbrella of 4 establishments and 3 of the 4 establishments are with the local and national public health and research bodies, the public University of Claude Bernard Lyon1, INSERM (1052) and CNRS (5286), respectively. The 4th is the private hospital Centre Léon Bérard. It is equally important to know who of the 4 is your funding source when establishing your contract unless your contract is source by a fellowship or by a private company. 95% of situations fit in these categories, but also other possibilities exist such as local start-ups or fellowships.

This should be a point to discuss with your team leader (PI) when establishing a work contract. Depending on the funding source, the contract could require an approximate time of 1-3 months to establish. Therefore, it is important to start the process as soon as possible. To establish the contract, your PI will ask you to contact the team's administrator who will assist with the process.

Below is a general guide to the list of documents required to establish a contract. However, depending on the contract type (short term, long term, EU, or non-EU) and the funding source, it may vary from case to case. Some of these documents will overlap with documents required for a working visa and a residence permit card, if you are not within the EU.

For everyone

Copy of your ID or a valid passport
Copy of a family booklet if you have children
Copy of your diploma (translated in French)
Copy of your CV (translated in French)
A description of your position
Copy of previous working contracts + certificate or letter of completion

Documents below once in France

Copy of vital card and Social Security certificate (after first salary)
Medical certificate (list of available doctors will be provided once in Lyon)
RIB (bank account information)

Additional

EU MEMBERS	NON-EU MEMBERS
No Hosting Agreement necessary	Hosting Agreement (« Convention d'accueil » ex: CNRS). This document is needed to apply for a visa and a residence permit.
No Visa needed	Visa needed (Contact French Embassy or consulate in home country before arriving)
	Once in France: Residence permit card (« titre de séjour »)

VISA

Regarding the visa process, **1st - It is imperative that you obtain your visa with the French Embassy/Consulate from your home country.** If you are unsure of the process, you can contact Espace Ulys to get some advise. Below are some points to keep in mind.

If you are not an EU citizen and are staying long-term, and for certain countries with a short-term stay, you will need to apply for a visa. This would permit you to immediately work once arriving in Lyon. Espace Ulys is only authorized to proceed the renewal of residence permits once you are already in the Rhone department. Please find below is a general list of documents required to apply for a visa, however, please consult the consulate page as it may vary:

- A passport with at least two empty pages. The passport should have been issued within the last 10 years. The passport must be valid for at least 3 months beyond the date on which you intend to leave the Schengen territory, or, in the case of multiple journeys, the date on which you intend to leave after the last stay.
- A visa application form completed and signed.
- Any person appearing in your travel document must complete a separate application form. The visa application form for a child under 18 must be signed by a parent or guardian.
- A recent identity photograph.
- In countries where the Visa Information System is operational your fingerprints will be collected when you submit your application (exemptions exist for specific categories of applicants).
- A visa fee to be paid when you submit your application or a service fee to be paid if you are requested to submit your application at the offices of a service provider.
- A travel medical insurance covering emergency medical, hospitalization and repatriation (including in case of death). The minimum coverage should be 30.000 EUR. This insurance must be valid for the entire Schengen area and throughout the duration of the stay.
- Various documents relating to the purpose of your stay, evidence of means of support during your stay and your accommodation.

RESIDENCE PERMIT CARD

Once in Lyon, apply for a residence permit card. The Espace Ulys will assist you through this whole process.

In order to establish a residence permit card with the prefecture of the Rhône, you will need to contact Espace Ulys well in advance to gather all necessary documents to process the residence permit. The Espace Ulys has been appointed by the French government as the designate center to make appointments and assist in facilitating the residence permit process for those who reside in the Rhone department. If you are already in France and are arriving from another department, you must proceed to a change of address in the Rhône which is also done through the Espace Ulys. The Espace Ulys is only able to assist with the residence permit part of the process, with the prefecture of the Rhône.

This process is to be done online : [Home | Foreign nationals in France \(interieur.gouv.fr\)](#)

Please make an appointment with Espace Ulys : [ULYS - ULYS EN \(universite-lyon.fr\)](#)

ACCOMODATIONS

The prospect of relocating to a new city or country for either work or pleasure is very exciting. To ensure a smooth transfer, 2-3 months of preparation prior to arrival to Lyon is recommended. Some of the logistics will need to be handled previous to relocation. Provided here are some useful information, links and tips to help you get started on your journey to Lyon at CRCL. There are several options: all-included residency, furnished flat, co-rental, or unfurnished appartement.

For long stay (more than 1 year)	For short Stay (3-6 Months)
The most popular web site for housing and used home furnitures: http://www.leboncoin.fr In French only but easy enough to navigate.	The most popular web site for housing and used home furnitures: http://www.leboncoin.fr In French only but easy enough to navigate.
co-rentals: http://www.appartager.com	Short terms stays or co-rentals: http://www.appartager.com
Séjours & Affaires Apparthotels http://www.residhome.com/residence-hoteliere-aparthotel-lyon-21.html	CROUS: There are 2 residencies in Lyon managed by the CROUS (agency of student housing) that are dedicated to foreign students and postdoctorates: Résidence Lirondelle, Château de la Buire and Résidence Jean Meyret, site Antiquaille: https://trouverunlogement.lescrous.fr/ https://www.universite-lyon.fr/campus-life/students-welcome-desk/ (other options are also listed)
Furnished apartments: https://www.appartcity.com/en/	
To locate temporary furnished apartment in Lyon place, you can contact: residences.internationales@crous-lyon.fr	
Other useful general information about lodging can be found here : https://www.sabbaticalhomes.com/	BedinCity : https://www.bedincity.net/
La carte des colocs, to find a shared apartment: https://www.lacartedescolocs.fr/	To locate temporary furnished apartment in Lyon place, you can contact: residences.internationales@crous-lyon.fr
Studio 7 Lyon offers students accomodations: https://www.cardinalcampus.fr/residence/studio-7 https://www.seloger.com/	Other useful general information about lodging can be found here : http://www.fnak.fr/doc/Housing2011.pdf
	La carte des colocs, to find a shared apartment: https://www.lacartedescolocs.fr/
	Studio 7 Lyon offers students accomodations: https://www.cardinalcampus.fr/residence/studio-7 https://www.seloger.com/

Guarantor

This is for those who are renting an apartment on their own. Most rentals will mostly require a guarantor. Please find below are some websites which could provide this service.

- <https://www.actionlogement.fr/la-garantie-visale>
- <https://garantme.fr/fr>
- <https://www.visale.fr/>

HEALTH CARE

Health Insurance

Health insurance is mandatory in France and the coverage depends on your status in France.

WITH A FRENCH WORKING CONTRACT:

You pay Social Security contributions (see your payslips) which entitle you to a partial reimbursement of medical expenses in France. You have to apply to the French healthcare system (Caisse Primaire d'Assurance Maladie – CPAM) for your personal social security number. The social security number is displayed on the « carte Vitale », which is your social security card.



EMPLOYED PHD STUDENTS:

You are covered by the French Social Security and are entitled to a partial reimbursement of your medical expenses in France. Registration online is required:

<https://etudiant-etranger.ameli.fr/#/>

TIP 1: Doctolib is an online healthcare appointment system. You may make an appointment and choose a healthcare professional based on the language they speak.

www.doctolib.fr

TIP 2: It is important that you identify a general doctor to start the reimbursement process. Once you have done so, on your first appointment, have your doctor sign the document, “médecin traitant” on your first appointment and send it to the social security office. This is not mandatory, but highly suggested.

http://www.ameli.fr/fileadmin/user_upload/formulaires/S3704.pdf

Mutuelles

In addition to social security, it is advised to purchase a complementary social security, called mutuelle.

Smerra and LMDE are two of the most used «mutuelles» for students:

<https://smerra.fr/>

<https://www.lmde.fr/>

From Smerra, a website offers package deals with health insurance and lodging insurance: <https://www.studentcoverfrance.com/en>

USEFUL SERVICES SITES

Espace Ulys

Register with l'Espace ULYS Lyon and to EURAXESS. They provide administrative assistance to researchers in the Lyon area. The administrative assistance are listed below, but not limited to the following:

1. Visa and Residence Permit
2. Healthy Insurance
3. Driver's License
4. Accomadations
5. A Comprehensive prior and after Lyon Checklist

<https://espace-ulyx.universite-lyon.fr/ulyx/version-anglaise/>

<https://www.euraxess.fr/>

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

FNAK

Also register with FNAK for information on the following but not limited to:

1. French as a foreign language (FLE) with special offers
2. Various insurance types
3. Accomadations with detailed explanations including utilities
4. Abbreviations to understand regarding apartment search
5. How to break a contract and what to do before departure
6. Tax and Exemptions

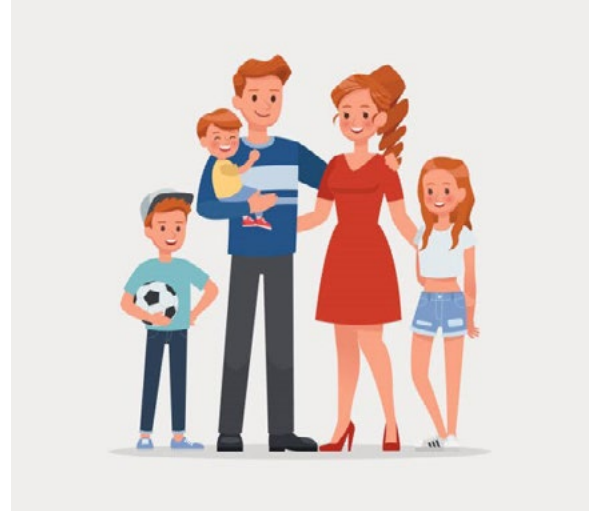
<https://www.fnak.fr/en/>

EXTRA

Family

If you are coming with your family and need to register your child/children for daycare or school, please visit the City of Lyon's City Hall website. All daycares and school registrations are to be made in person at the city Hall according to your reside district.

<https://www.lyon.fr/vie-municipale>



Public transportation

With a click on the link below you can find all the information required for your commute through-out Lyon.

<https://www.tcl.fr>

Find your way

CityMapper is a useful website to find your way around the city:

<https://citymapper.com/>

Driver's licence

Check this website to see if your driver's licence is valid in France:

<https://www.service-public.fr/particuliers/vosdroits/N19126> (link in French)



Still feeling lost after all those informations ? Join the mentoring system!

The CLYRA (CRCL Young Researcher Association) created a mentoring system, where a young researcher will be able to mentor you.

Your mentor can help you in many ways, from professional needs to everyday questions, give you advices on the life at the CRCL, direct you to the right people to contact according to the questions you have, facilitate your integration, or simply give you some tips on the life in Lyon.

If you are interested in being mentored, you can fill the form at the following link:

https://docs.google.com/forms/d/e/1FAIpQLSdp9CkZAa74uhWefpXeIB4Krl0tSti9WyW8dX_6aTB-6YjtBg/viewform?usp=sf_link

ANNEXES

Quynh Chuong, International Relations and Marketing Manager, is in charge of welcoming and integrating the international community into CRCL. She works closely with the head of management at CRCL, CLYRA, and Espace ULYS at the University of Lyon to help streamline the logistical transition of coming from abroad to Lyon, France. Quynh.CHUONG@lyon.unicancer.fr

Espace Ulys is affiliated with the University of Lyon and its main purpose is to assist international scientists arriving at the Lyon campus. Their service provides relocation assistance to PhD students and foreign researchers studying or conducting research at Université de Lyon institutions and/or laboratories. The Espace Ulys team also provides scientists with assistance for all administrative procedures regarding immigration, moving and integration, before and on arrival, and during their stay. The Espace Ulys has been appointed by the government to be the only ones who are able to make appointments with the prefecture for residence permits.

[ULYS - ULYS EN \(universite-lyon.fr\)](http://universite-lyon.fr)

CLYRA is the CRCL Young Researchers Association that was created in 2019. Its goal is to enrich CRCL's life by promoting exchanges between teams, helping young scientists blossom and organizing scientific and social events. Thus far, there are several main activities open all CRCL members: Afterworks, Welcoming of new CRCL members (Buddy System), Ecology, Pizzaminars, and other various events. CLYRA welcomes all walks of life to join the association: M2, PhD Student, Post-Doc, ITA, Bioinformatician, MD.

<https://www.crcl.fr/associations/>

<https://www.linkedin.com/company/clyra-crcl-young-researchers-association/>