



Chateaubriand Fellowship Program



Science, Technology,
Engineering, Math
& Health 



GUIDE FOR CHATEAUBRIAND FELLOWS 2017-2018

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Visas

Obtaining a Visa

All Chateaubriand fellows need to apply for a long stay visa (for stays longer than 90 days). Depending on your situation, you will obtain either a **student, intern or scientist long stay visa**.

Visas are obtained by appointment at the French consulate closest to your permanent or school address. To find the appropriate consulate for your region, please visit <http://ambafrance-us.org/spip.php?article330>. Proof of residency within the consular region is required.

Please note that the information below is meant to serve as a guide for the visa process and you will still need to refer to your consulate's website for details and the complete list of documents to provide. **The consulate has the final say in all matters related to your visa.**

If your host lab in France is a university lab or a lab linked to a university structure, you may be able to register as a student. We encourage you to do so when possible, not only to strengthen ties with your host institution, but also so that you can easily obtain a student visa (without fees) and have access to a French student health care plan.

If your host lab's structure does not allow for registration at a French university, it still may be possible for you to obtain a student visa (see student visa section below), or you will apply for an intern or scientist visa.

You should talk to your French advisor as soon as possible about their lab's structure and check with them how you can obtain the appropriate paperwork for your visa.

If you are planning on arriving in France in the fall, please note that this is a very busy time of year for visas and that the staff at your host institution may not be available for all or part of the month of August.

Visa Appointment/Timing

Visa appointments are made online through your consulate's website and you must go in person to the appointment.

We strongly advise that you apply for a long stay visa **at least 1 month** (2-3 months if you are not a US citizen) before your planned departure. In most cases, US citizens will receive their visas within 5-10 business days, but there are no guarantees on how long it will take. Please check your consulate's website for more information about visa processing times.

You should also keep an eye on **appointment availability** while you are gathering all the required documents as some consulates can run out of available time slots.

Most consulates will approve visas with a start date slightly before your program start date so you can arrive in France and get settled. You are usually required to show your planned flight itinerary to get an earlier date listed on your visa.

Student Long Stay Visa

To obtain a student visa, you need to provide proof of enrollment in either a French or American university and obtain approval from Campus France. **Chateaubriand fellows do not have to pay the student visa fee.**

Chateaubriand Fellows can obtain a student visa in one of two ways:

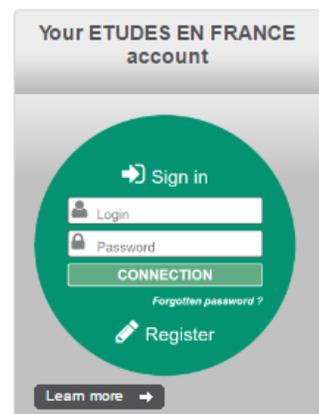
1. The student is enrolled directly into a French university. Three types of documents are accepted as proof of enrollment/registration. Copies may be provided instead of original documents and they can be in French or in English. The third option (c) is the most common for our fellows.
 - a. Official acceptance letter from your French university
 - b. Other acknowledgment of enrollment from your host institution
 - c. ****Letter from your host institution**** stating that you will register as a student when you arrive in France. The letter may be in French or English and must:
 - be addressed to the student (using their full name)
 - be printed on institutional letterhead
 - include the start and end dates of the academic program (day, month and year)
 - include full contact information for the individual issuing the offer or acknowledgment, as well as the full address of the educational institution, and be signed and stamped.
2. The student is registered in a US university and participating in a “formal exchange agreement.” You must provide proof of enrollment in your US university and proof of participation in an exchange program. For this second document, you can request a letter as described above “letter from your host institution.”

Campus France

Campus France is the organization that manages all foreigners going to France as students. At your visa appointment, you need to provide confirmation that you have registered with Campus France. **Intern and Scientific visa applicants do not need to register with Campus France.**

First, you will need to create an account in the system “Etudes en France” on the website <http://www.usa.campusfrance.org/en>. Once you have created your account and completed the required sections, **send your Campus France ID** number (USXX-XXXX) along with your **proof of enrollment** to Rachel MacFarland (rachel.macfarland@ambascience-usa.org) who will forward this information to Campus France on your behalf. You do not need to pay the Campus France fee.

Campus France will then approve your application and their accounting department will exempt you from payment. You will receive a confirmation email with the subject line “Your Campus France Confirmation E-mail.” **Bring this email with you to your visa appointment.** Depending on the time of year, this process can sometimes take up to 3 weeks, so please plan ahead.



You can find instructions on how to complete the “Etudes en France” application here:

http://www.usa.campusfrance.org/sites/locaux/files/usa/imce/REGULAR%20EtudesEnFrance_Application_Ind%C3%A9pendants.pdf

Please check your consulate’s website for a complete list of the other documents required for the student visa.

Intern Long Stay Visa

To obtain an intern visa, your host lab will need to prepare an internship agreement called a **convention de stage**. You must sign this document along with your host institution and your US university. Your host institution will then request approval in France from DIRECCTE (Direction Régionale des Entreprises, de la Concurrence, de la Consommation, du Travail et de l'Emploi) who will process and stamp your internship agreement.

As required under French law, all students with a *convention de stage* will receive a monthly intern stipend based on the number of hours worked per month (usually 500-550 €). Most internships are also limited to a maximum of 6 months. We do ask that you inform us if you are going to receive an internship stipend since we do consider this to be a form of co-funding of your fellowship by your host lab. If your host lab is contributing to the funding of your stay in France, this allows us to decrease the amount provided by our office, and ultimately to provide funding to additional students.

Chateaubriand fellows are not exempt from the long stay visa fee for interns of approximately \$111.

Please check your consulate's website for a complete list of the other documents required for the intern visa.

Scientific Long Stay Visa

To obtain a scientific long stay visa, you will need an official document from your host institution stating that they have agreed to host you in their laboratory. This document, called a **convention d'accueil pour scientifique chercheur**, is prepared by your host institution and signed by the local authorities (*préfecture*) in France. You should request this document as soon as possible to make sure that you have it before your visa appointment.

Information on the scientific visa for French institutions is available on the French Ministry for Higher Education's website here: [Accueil en France des scientifiques étrangers](#)

This site includes a guide for French labs hosting foreign researchers and a sample convention d'accueil that can be found here: [Accueillir un scientifique étranger \(2015-10-08\)](#)

Once you receive the original *convention d'accueil* from your host institution, you can schedule your visa appointment.

Chateaubriand fellows are not exempt from the long stay visa fee for scientists of approximately \$111.

Please also check your consulate's website for a complete list of the other documents required for the scientific visa.

Other Requirements for Your Visa

OFII Form

Most long stay visa applicants are also required to complete the OFII Form that you can find on your consulate's website. Student long stay visa holders who are staying in France for under 6 months are exempt.

If you have to complete this form, you will fill out only the top half and bring it with you to your visa appointment. The consulate will stamp this form and return it to you. **Bring the stamped form with you to France** to complete the visa validation process. You can download this form on your consulate's website.

Chateaubriand Lettre de Présentation

For all types of visas, you will also be provided with a letter from the Office for Science and Technology stating that you are a Chateaubriand Fellow. This letter called the *lettre de présentation* will be sent to you shortly after you confirm your acceptance of the fellowship. For any modifications to this letter that you may need (dates, length of stay, etc.), please contact our office. Each consulate will also receive a list of Chateaubriand fellows directly from our office.

Validating Your Visa

For student visa holders staying over 6 months and intern and scientific visa holders, your visa will initially be valid for 3 months, during which time you must complete the visa validation process in France with the [Office Français de l'Immigration et de l'Intégration \(OFII\)](#).

As soon as possible following your arrival, fill in the second half of the OFII form and mail it to the OFII office for your region along with photocopies of your passport, visa and the page of your passport that was stamped upon your arrival in France (or the Schengen Zone). **Make sure your passport is stamped with the date of entry.** Scientific visa holders must also submit copies of their *convention d'accueil*.

After submitting this form, you will receive instructions from your OFII Office on the medical visit that is required. **You must go to your medical visit at the scheduled date and time.** If for some reason you cannot go to your appointment, OFII will reschedule only once, but it is usually a much easier process if you go to your original appointment.

You will also receive a form confirming that you are in the process of validating your visa which serves as proof that you are in France legally called a *récépissé de demande de titre de séjour*.

Prior to your appointment you are required to pay the OFII tax through the website <https://www.timbresofii.fr>. The current rates are 60 € for student and intern visa holders and 250 € for scientific visa holders. The day of your appointment you will need to bring your passport, a passport photo and proof of residency in France. You can check the OFII website for acceptable documents to prove your residency: [OFII – required documents](#). You may also be asked about your vaccination history, so you may want to ask for a copy of your vaccination record before leaving for France.

Upon completion of the OFII validation process, you will receive a *vignette OFII* on your visa which will convert your visa into a *titre de séjour* or residency permit (VLS-TS or *visa de long séjour valant titre de séjour*).

Fellowship Disbursement

The Chateaubriand Fellowship funds will be transferred to your US bank account through ACH transfer in US Dollars. To setup this transfer we need to receive a letter from your US adviser requesting the funds and a copy of a voided check from your bank account. A template for this letter has been sent to you with this guide. **Please send a scanned copy of this letter as well as the original by mail to:**

Rachel MacFarland
Office for Science and Technology
Embassy of France
4101 Reservoir Road NW
Washington, DC 20007

To comply with our fiscal year deadlines, we ask that you send this letter **no later than Friday, November 10, 2017**.

We will do our best to setup your fellowship disbursement prior to your start date and have funds available for you when you arrive in France. We do still recommend that you **set aside extra funds for your arrival** in France to cover any unexpected costs/down payments.

Travel Arrangements

Travel Dates

When you accept the Chateaubriand Fellowship, we ask you to confirm your expected start date, but often we find that our fellows need to modify this date as they get closer to their departure. This is often based on the schedule of the host laboratory or timing for visas. **Please inform us of any modifications to your travel dates** since it is important for us to know when our fellows are in France. Of course you should coordinate with your advisor in France so that you can identify the best arrival date (which is not always necessarily the first of the month). As stated above, many of the consulates will issue a visa with a slightly earlier validity date if you can explain why you are arriving earlier and provide an expected flight itinerary.

Purchasing Your Tickets

Since unexpected delays can sometimes arise related to visas or logistics, you should not plan on purchasing your plane tickets until you have a visa appointment scheduled and you know that you have sufficient time to obtain your visa before your flight.

If you do have to change your flight because you do not have your visa, **any additional charges incurred will not be reimbursed** by the Office for Science and Technology. Additional charges for luggage and flight/travel insurance are not covered by the Chateaubriand program.

Once you have purchased your tickets, please **send a copy of your flight itinerary including your travel dates** to Rachel MacFarland (rachel.macfarland@ambascience-usa.org).

Health Insurance

If your current health insurance will not cover you during your stay in France, you are required to obtain French health insurance. Reimbursement is provided only for Chateaubriand fellows and not for any family members who may accompany you on your trip.

Student Health Insurance

To qualify for student health insurance, you must be a registered student and under 28 years old on October 1 of the 2017-2018 academic year. You should check with your French university about registration with *sécurité sociale étudiante* when you arrive in France. A **copy of your birth certificate** is required to enroll. The 2017-2018 rate is not currently available, but should be close to last year's rate which was 215 €.

Private Health Insurance

If you are not registered as a student or are not eligible for student health insurance, you will need to obtain private health insurance. One option for private health insurance is available here: <http://www.assistance-etudiants.com/en>. Chateaubriand fellows should qualify under the category "Foreign students, trainees and researchers, under 40 years of age and residing temporarily in France." You can also check with your host institution if they can recommend another insurance. This insurance does include personal legal liability (*Garantie responsabilité civile*) which your lab may ask you about. You can read more about this coverage in their Information Booklet that is available in English and French here: http://www.assistance-etudiants.com/fr/page/abc_downloads

Our office will reimburse any plan up to the “Option A” rate for the number of months you are spending in France. These rates are as follows:

4 months:	145 €
5 months:	175 €
6 months:	198 €
7 months:	219 €
8 months:	239 €
9 months:	268 €

Reimbursement of Health Insurance

Please send email requesting reimbursement along with:

- proof of enrollment in your health insurance plan (including the cost)
- proof of payment (excerpt from a bank or credit card statement)

You will receive this reimbursement through a transfer to your US bank account or by check.

Dual Degree or Cotutelle de thèse

Obtaining a dual PhD degree or *cotutelle* involves joint supervision of your thesis and enrollment in both your French and American universities. Students must comply with the PhD procedures for both universities and generally at least 30% of the student’s time must be spent in the second university.

Discussions about *cotutelle* agreements should include your co-advisors and the administrations of both universities. To help start the discussion, we can provide sample cotutelle agreements.

A *cotutelle* is not required for the Chateaubriand program or to obtain your visa. Since it can take time to establish such an agreement, you should not plan on using your *cotutelle* documents as your proof of enrollment for a student visa.

Life in France

Your French advisor or staff at your host institution are your best resource for information on life in France and assistance in getting settled. Below are a few things to consider prior to your departure.

Housing

In most cases, your French advisor or someone at your host institution in international relations will be able to advise you on housing. Another possible resource is the Fondation Kastler (<https://www.fnak.fr/en/negotiated-offers/#accomodation>) which helps scientists get settled in France. For housing in and around Paris, you may also contact Science Accueil (<http://www.science-accueil.org/uk>) or the Cité Internationale Universitaire (<http://www.ciup.fr/en/>).

Banking

Opening a French Bank Account

Many Chateaubriand Fellows decide to open a French bank account while they are in France, especially for extended stays. If you rent an apartment on your own (outside of university housing), you may need a French account to setup utilities or to pay your rent.

You should contact your host institution for advice on opening an account and assistance in doing so once you arrive in France. Please note that you will need an address in France in order to open a bank account, but in some cases, it may be possible to temporarily use your host institution's address.

Once you have a bank account, you will receive copies of your *Rélevé d'Identité Bancaire* or RIB. This document is used in the place of a voided check and contains your bank account information for setting up deposits or automatic withdrawals.

Using your US Bank Account

Before leaving, you should check with your American bank if there are any fees associated with using your account overseas. Some US and European banks have agreements that allow you to transfer money between accounts without fees. You should also check on exchange rates and fees for using a US credit card in France and let your bank know that you will be outside of the US.

Taxes

US Taxes

You are responsible for determining your responsibilities for US taxes for your fellowship. The IRS provides tax information on Scholarships, Fellowship Grants and Other Grants here: <http://www.irs.gov/taxtopics/tc421.html>

French Taxes

Regardless of your nationality, you may be required to complete a "tax declaration" if you reside in France for more than 183 days (6 months). Completing a tax declaration does not mean that you will pay taxes, but you must declare what you have earned or received as a scholarship even if you do not owe taxes. Your host institution should be able to provide more information, especially any foreign student department.

Cell Phones

You will most likely want to have a French phone during your stay in France and there are many reasonably priced options for prepaid/no contract plans. If you plan on using your American cell phone with a French SIM card, first check that your phone is unlocked and that it will work abroad. A lot of information on the available options in France can be found online.

End of Chateaubriand Program

Questionnaire

At the end of the Chateaubriand Fellowship, we will ask you to complete a questionnaire covering both the scientific and non-scientific aspects of your Chateaubriand experience (integration, life in France, difficulties, etc.). We will also ask you for a brief summary of the research performed in France.

It is very helpful for us to learn about your experience and, with your help, we hope to improve the experience for our future fellows.

The questionnaire can be completed online at: <https://www.chateaubriand-fellowship.org/questionnaire-stem.html>

Chateaubriand Association on LinkedIn

We also encourage you to join the Association Chateaubriand Scientifique USA via LinkedIn at <https://www.linkedin.com/groups/1285807>; your participation helps us keep in touch and update you on more academic exchanges and cooperation opportunities during and after the fellowship.

Acknowledging the Chateaubriand Fellowship

Please use the following wording to acknowledge support from the Chateaubriand Fellowship in presentations and publications:

“This material is based upon research supported by the Chateaubriand Fellowship of the Office for Science & Technology of the Embassy of France in the United States.”

Contact Information

Rachel MacFarland
Office for Science & Technology
Embassy of France
4101 Reservoir Road NW
Washington, DC 20007

Phone: (202) 944-6220
rachel.macfarland@ambascience-usa.org

STEM Chateaubriand Fellowship Agreement

I confirm that I have read and fully understood the information above and accept the 2017-2018 STEM Chateaubriand Fellowship funding as described in my acceptance letter.

I agree to use the funds received from the Office for Science and Technology (OST) of the Embassy of France in the United States towards my travel, living and health care expenses while in France.

Unless written authorization is provided from the OST, I agree that if I do not start my stay in France by April 30, 2018, that I will return any funds received. If I am unable to complete my stay in France, I agree to return the stipend for the months not spent in France.

Name (printed)

Signature

Date