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ITER ORGANIZATION

WELCOME BOOKLET FOR INTERNS

2024 campaign



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Route de Vinon-sur-Verdon - CS 90 046 - 13067 St Paul Lez Durance Cedex - France

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Welcome to ITER

ITER, one of the greatest international science projects of our times that aims to demonstrate the scientific and technical feasibility of fusion power. Seven Members are engaged in the ITER Project – China, European Union, India, Japan, the Republic of Korea, the Russian Federation and the United States – representing more than half of the world’s population.

The ITER Organization (IO) welcomes students to take part in this unique human endeavour, and it is for this reason that ITER Organization’s internship program has been established. This program provides a framework by which undergraduate and postgraduate students from diverse academic backgrounds can apply the knowledge obtained during their educational experience in practical work assignments. A few internships may also be offered to allow secondary or high school students to observe working conditions (or mandatory job shadowing internships).

We wish you a positive internship experience with our organization and much success in accomplishing your personal, academic and professional goals.

Acronyms

Director-General - DG

Domestic Agencies – DAs

Headquarters - HQ

Human Resources Division - HRD

ITER Organization – IO

Introduction

The aim of the ITER Organization's (IO) internship program is to provide students with the opportunity to gain practical experience in their field of study, while working in an international scientific and multicultural environment.

This program consists of four different internship categories. The allowance for each of these categories have been defined by the Director-General (DG) for the year 2024.

- Category A: Internship for candidates enrolled in the last two years of postgraduate program at a University/School or institution running educational program (e.g. Two last years of Master or equivalent in an Engineering School). Interested students may apply by submitting their application directly through dedicated ITER public website, together with a CV, a cover letter and a valid Identity document. **Please note that in principle, the number of applications per student shall be limited to five per annual campaign.** The selected Interns are highly involved in IO activities and undertake a specific project under the supervision of an ITER staff member.
 - Duration: Up to six months (extendable to one year).
 - Allowance: Interns are paid a monthly allowance of 1 300 Euros if the internship duration is at least five months and if it is performed at ITER Headquarters (i.e. not fully remotely). If the internship duration is less than five months, the allowance will be decreased to Category B level. For an internship of less than two months, interns are not paid any allowance. However, the category of internship remains as a Category A internship. If the internship duration is extended, depending upon the total internship duration, the allowance will be retroactively revised.
- Category B: Internship for candidates enrolled in a Bachelor degree or equivalent (two years post-secondary degree included). Interested students may apply by submitting their application directly through dedicated ITER public website, together with a CV, a cover letter and a valid Identity document. **Please note that in principle, the number of applications per student shall be limited to five per annual campaign.** The selected Interns contribute to projects or research in their field of study under the supervision of an IO staff member.
 - Duration: up to six months (extendable to one year).
 - Allowance: Interns are paid a monthly allowance of 650 Euros if the internship duration is at least two months and if it is performed at ITER Headquarters (i.e. not fully remotely). If the internship duration is less than two months, interns are not paid any allowance. However, while the category cannot be changed from B to A, if the internship duration is extended, the internship allowance will be retroactively revised.
- Category C: "Job shadowing" internships. Interns observe working conditions and may assist the supervisor in various tasks. This category is for English speaking students enrolled at a Secondary School, High School located in the country of one of the ITER Members where internships maybe mandatory (e.g. "3ème" and "2nde" students in France); or English speaking students from a school outside France.
 - Duration: 1 to 4 weeks.
 - Allowance: Interns are not paid any allowance and travel costs are not covered.
- Assimilated Category C (unpaid/simplified A or B): Students enrolled as per Category A or Category B for short duration.
 - Duration & Allowance: Interns are not paid any allowance and travel costs are not covered. However, while the category cannot be changed from C to A or B, if the duration of the internship is amended over the course of the internship then the intern will be entitled to a retroactively revised internship allowance.

- Category S: Specific internships to be considered on an individual basis. These may be scientific or technical internships, which are subject to the IO having a particular agreement (e.g. Cooperation Agreement) in place with a laboratory, university or government. Interns are highly involved in IO activities and undertake a specific project under the supervision of an IO staff. Students shall either be pursuing a PhD at a university or an equivalent institution, or be participating in a program in a scientific or technical field, which has a special agreement with the IO.
 - Duration: Shall be considered on an individual basis (maximum: 4 years).
 - Allowance: Interns shall be paid by the university, laboratory or governmental entity which is funding the internship. If provided for in the specific agreement between the IO and the participating entity, the IO may contribute to the funding of the internship and/or pay a monthly allowance to the student within the ceiling of Category A internship; or the entity may also transfer funds to the IO, who will then pay an intern directly. The amount of the allowance shall be defined on an individual basis in the Internship Agreement.

Interns who are coming from another public company/institute/organization, shall provide evidence that they receive no salary from their employer during the internship period. Similarly, interns receiving an internship allowance from the IO, should not receive any other allowance, equivalent grant or scholarship for the same purpose (i.e. to fund their internship at IO) that would be at the same or higher level than the IO allowance.

Travel costs to and from France for the internship may be covered in the form of a lump-sum relocation payment, expressed in Euros, provided that:

- Minimum duration of the internship on the IO site should be in principle four months;
- The University is located outside the European area and the travel is between this area and France.
- The student shall not receive any reimbursement of this travel cost from any other sources;
- It concerns only categories A, B and S;
- Eligibility to the lump sum relocation payment is indicated in the individual Internship Agreement.

If applicable, the lump-sum relocation payment shall be paid together with the first payment of the internship allowance.

Any lump-sum relocation payment shall not exceed 1.200 Euros. In case of anticipated departure requested by the intern, the IO may ask for the refund of half of the lump-sum relocation payment already granted to the intern.

1. Arrival Procedure

1.1. Internship Agreement (IO/School/Intern)

The Internship Agreement is provided by the ITER Organization and shall be signed by an intern, the Human Resources Division (HRD) Head, and the Director of the University, School or institution running educational program (or its representative), prior to the starting date of the internship.

The Internship Agreement is only valid for the duration of the internship, consequently it is not possible to have an intern performing tasks outside of this period.

In principle, the ITER Organization will not sign any Agreement from the University, School or institution running educational program.

1.2. Internship Commitment (IO/Intern)

Students are required to complete and sign an Internship Commitment in which a student agrees:

- To observe all the laws of the host country/ France and respect IO's regulations and policies.
- To refrain from any conduct that will adversely reflect on the IO, and not engage in activities that are incompatible with its aims and objectives;
- To respect the discretion, integrity, impartiality and independence required of IO interns, and to refrain from seeking or accepting instructions from any Government or any other authority that is external to the IO regarding the services performed;
- To keep confidential any unpublished information that has been made known to the intern by reason of their internship and, except with the explicit authorization of the IO, to refrain from publishing any reports or papers on the basis of information obtained during the program, both during and after the completion of their internship;
- To avoid any conflict of interest situation, either direct or indirect, and in particular concerning persons who are a part of the intern's family. Should any such situation arise, the intern will promptly inform their supervisor;
- To inform the intern's supervisor and to provide immediate written notice to the Human Resources Department in case of social, illness or professional circumstances, which might prevent the intern from completing the internship;
- That an intern cannot represent the IO in any case;
- That IO reserves all usage rights, including publication rights, title to property, copyright and patent, concerning any work produced by the intern during the internship shall be vested in the IO, which alone shall hold all rights of use.

1.3. Additional Documents

Prior to the starting date of the internship, students shall provide the following documents to the HRD:

- The IO Internship Agreement signed by the intern and the University, School or institution running educational program;
- If requested, a medical certificate stating that the Intern is in good health and fit for the purposes of their internship;
- The IO intern who is expected to perform hazardous activities on the ITER's work site(s) is required to fill-in an Occupational Hazards Job Description (OHJD) questionnaire upon request from the Security & Safety unit (SES) in order to assess their potential exposures related to their activities, for medical purposes.
- Valid proof of identity (either a passport or a national identity card);
- SEPA bank account (generally and when feasible in France), whose holder shall be an intern (Categories A, B, and S only);
- Proof of medical and accident insurance;
- Proof of civil personal liability insurance;

- Completed Intern Identification Sheet;
- Copy of the intern's visa (if applicable).

Students must also submit documents in order to complete the necessary security clearance and any visa procedures, if a visa is needed. Security team and Agence ITER France (AIF) Welcome Office will contact the student directly concerning all required documents.

1.4. Accommodation

Please note that an intern is responsible for finding their own housing and should anticipate this matter, as it may be difficult to find accommodation for interns at the last moment. Please find accommodation research tips in the [Section 6. Guide to Renting in France](#).

1.5. First Day at ITER

Prior to their arrival to ITER, an intern will receive a 'Welcome' e-mail with practical information concerning their first day at ITER.

On the first day, an intern will pick up the ITER badge at the main entrance (Entrance C) of the ITER Headquarters (HQ) and will join their unit of assignment.

2. Rules

2.1. Internship Conditions

Interns are granted the same official public holidays as IO staff members. The internship hours for:

- Students under 18 shall not exceed 35 hours (7 hours per day);
- Students over 18 shall not exceed 40 hours per week (8 hours per day).

Monday to Friday, Cat. A, B and S interns will have to fill in a weekly time sheet in the IO information system.

An intern shall be entitled to leave at the rate of two (2) days for each month of internship completed. Any non-certified absence for sickness is deducted from the leave entitlement.

In case of absence for sickness or accident, a medical certificate must be submitted within three days of ceasing work.

Absences beyond the student's leave entitlement will be considered on an individual basis.

For specific leave requests (e.g. for exam day, applying for VISA extension, etc.) a Special Leave form shall be completed. In practice, the number of Special Leave days shall not exceed the annual leave entitlement of the intern.

In the event of continuous periods of absence, the terms of the Internship Agreement may be reconsidered.

For internships of more than two weeks, the intern may request occasional weekly telework if compatible with IO business needs and department guidelines. In principle, teleworking shall be done at a place from where the intern can commute to the HQ within a reasonable period of time (1 hour). Teleworking days shall be requested by the Intern and approved by the Time/Absence approver through the corresponding IT Tool, in accordance with IO rules and regulations (in particular Internal Administrative Circular No 34 in as much it is applicable to interns).

In derogation to the above provisions, after the start of the internship, an intern may request to temporarily perform the internship from a place located outside the commuting area. The request shall be duly justified (i.e. due to urgent personal or family reasons, external factors not under the control of the student or force majeure situations) and shall be submitted for approval to the Time/Absence Approver. The HRD internship team (internships@iter.org) shall be kept informed as early as possible before the start of any remote tasks. Internship allowance in such cases shall not be pro-rated. The derogation can be granted once for up to five (5) consecutive working days duration for every six months of internship duration, and up to a maximum of two derogation requests for a complete calendar year of internship.

Under exceptional circumstances, with the approval of the organizational unit concerned, the internship may be performed remotely (i.e., from an agreed suitable location such as the intern's primary residence in their home country) on a full or part-time basis. The remoteness of the internship shall be determined in the Internship Agreement and this aspect cannot be revised in the course of the internship, except in case of internship extension. The remote interns shall not be assigned any IT or other type of equipment from the IO. Furthermore, the allowance of remote interns should be prorated to 50% of the amount they would be eligible to while performing their tasks at the HQ.

For Category S, specific conditions concerning leave and absences may be specified in the provided agreement. Otherwise, the above conditions shall apply.

2.2. Internal Regulations

Interns are required to observe the IO's applicable rules, regulations, and circulars in particular those relating to safety, security and confidentiality.

3. Practical Information

3.1. Site Access

Access to the ITER site is restricted. For security reasons, no guests can be admitted without prior access agreement.

The ITER site is open Monday to Friday from 7:30 a.m. to 7:30 p.m.

3.2. Canteen

During their internship, students have access to the self-service restaurants on the ground floor of the ITER HQ and on the worksite. Canteens access will be granted after registration of their badge at the HQ canteen. The badge works like a credit card and must be prepaid before use. This may be done by credit card at the designated desks inside the restaurant, by the intern directly, or via the online website: <https://www.sohappy.work/>.

3.3. Transportation

All interns can use the ITER bus service, which provides transportation to several nearby towns. Bus schedules are available upon request from the HRD or, once on the ITER site, via Buzz (intranet; see "Practical Info"). The cost of transportation is 2.5 EUR per journey. An intern can also buy a bus pass of 11 journeys for 22 EUR, directly from the Concierge desk at ITER HQ, or buy the same pass for 25 EUR directly from a bus driver. Fares will be paid directly by the intern, as applicable.

3.4. Library

The ITER Digital Library, offers access to a collection of books, standards, popular science and engineering magazines and fusion journals. More information about the ITER Digital Library can be found on Buzz (intranet) under “Working at ITER”.

3.5. Office Materials

The IO shall provide an intern with access to a laptop, phone guest internet connection and other facilities. These facilities shall be used for work purposes only. Upon departure, all materials are to be returned in perfect working order.

3.6. Bank account

- Allowances shall be paid in Euros, by automatic transfer to a SEPA bank account (generally and when feasible in France), for which the holder shall be an intern.
- For interns who will perform their internship completely remotely, and who cannot open a bank account in SEPA format, the total monthly net allowance cumulated for the whole duration of the internship period shall be paid by the IO to the Intern’s bank account (accepting Euros) in one lump sum payment at the end of their internship period. Bank charges related to the payment transfer from the IO to an intern under this paragraph shall be shared between the IO and an intern.

General information on banking in France is available on: <https://www.french-property.com/guides/france/finance-taxation/banking/>

The BNP Paribas bank has a branch at the ITER Organization HQ.

3.7. Missions (only for Categories A, B and S)

During the internship, a supervisor may exceptionally grant authorization for an intern to be sent on mission. All missions must be approved by the IO mission management unit and the relevant organizational unit, following IO policy and processes in place. While on mission for the IO, an intern remains under the responsibility of the IO and is required to observe its applicable rules. Expenses may be covered by the IO.

Reimbursements will be made by automatic transfer to a bank account in SEPA format (bank statement to be given to the HRD during the first week of internship at the latest).

4. Departure Procedure

4.1. Internship Report

Any results (information and intellectual property, whether protectable or not) generated by the intern while at the IO shall be owned by the IO unless otherwise agreed by the DG or his representatives. In the framework of this Internship Agreement, the Director-General’s representatives are the persons identified as IO Supervisor/co-supervisor, who can grant authorization after consultation with their direct manager and if necessary with other relevant IO units (e.g. Safety and Quality Department, Legal Affairs, Human Resources Division...).

The intern shall not publish or otherwise disclose, in writing or verbally, anything related to the activities of the IO without prior authorization from the Director-General of the ITER Organization or his representatives, in accordance with the ITER Publication Procedure. The ITER Publication Procedure applies to the interns, in particular internship reports to be made public, i.e. distributed outside the ITER project should be reviewed and approved first in ITER Data Management system.

4.2. Internship Evaluation

This internship is to be considered an academic experience; the performance of an intern will be evaluated based upon the assignments defined in the Internship Agreement and the criteria defined in the Internship Evaluation Form for categories A, B and S.

No formal evaluation process is foreseen for Category C.

4.3. Internship Certificate

IO could issue an Internship Certificate upon request.

4.4. Departure Procedure Form

Unless otherwise specified in the Internship Agreement, the IO and the Intern are entitled to terminate any internship with two weeks' notice to the other party and to the University. In this case, leave quotas will be prorated and the IO may decide deduct exceeding leave from final payments.

Before leaving the IO, an intern shall complete the required departure procedure, in order to close all services and return all office materials provided to them on their arrival.

5. Contact Information

Mailing address:

Human Resources Division
ITER Organization Headquarters
Route de Vinon sur Verdon
CS 90 046
13067 Saint Paul Lez Durance
France
Email: internships@iter.org

6. Guide to Renting in France

6.1. Accommodation types

- **Chambre (“Ch.”):** a bedroom in a house or apartment.
- **Chambre meublée or Chambre non-meublée:** furnished or unfurnished room, the same standard. Normally unfurnished rooms are less expensive than furnished, also availability for an unfurnished room is higher than the furnished house/room.
- **Chambre chez l’habitant:** a room in a house where the landlord also resides.
- **Chambre indépendante (“Ch. Indep.”):** separate room (with independent exit).
- A studio is generally a one room apartment, for one or two people, including bathroom and kitchen, but the kitchen is usually open plan in the same room.
- **F1/F2/F3 or T1 /T2/T3:** this is a suite, with a separate kitchen and toilet, one room is F1, three rooms are F3, T is the same.

6.2. Cost of Rent

AVERAGE RENT PRICE FOR AIX-EN-PROVENCE

TYPE	LOW Rent / Month	MEDIUM Rent / Month	HIGH Rent / Month	AVERAGE SIZE
T1 UNFURNISHED	500 €	700 €	750 €	16 à 35 m²
T1 FURNISHED	550 €	750 €	850 €	
T2 UNFURNISHED	700 €	900 €	1 200 €	38 à 70 m²
T2 FURNISHED	800 €	990 €	1 400 €	
T3 UNFURNISHED	900 €	1 350 €	1 800 €	53 à 90 m²
T3 FURNISHED	1 000 €	1 525 €	2 200 €	
T4 UNFURNISHED	1 200 €	1 615 €	2 300 €	68 à 120 m²
T4 FURNISHED	1 300 €	1 675 €	2 500 €	
HOUSE T4 UNFURNISHED	1 400€	2 225 €	2 500 €	90 à 150 m²
HOUSE T4 FURNISHED*	2 000€	2 500 €	3 000 €	

*Very few houses T4 Furnished

Estimation based on the average pricing calculated on the availability of the real estate market in 2018.
The real prices can vary according to the quality of the property as well as the availability of the time when the research and visits are done.
UTILITIES are not included.

T1 = studio
T2 = 1 bedroom
T3 = 2 bedrooms
T4 = 3 bedrooms

AIX-EN-PROVENCE

Example of an unfurnished 2 bedrooms flat in Aix en Provence :
For rent, large T4, near the park “Saint Miter” in a safe residence with private car park. This apartment contains an entrance, a large kitchen, a living room opening onto a south facing terrace overlooking the park. Three bedrooms (one with an suite), separate toilet, a bathroom.



AVERAGE RENT PRICE FOR MANOSQUE

TYPE	LOW Rent / Month	MEDIUM Rent / Month	HIGH Rent / Month	AVERAGE SIZE
T1 UNFURNISHED	420 €	450 €	500 €	18 to 40 m ²
T1 FURNISHED	500 €	580 €	600 €	
T2 UNFURNISHED	550 €	600 €	750 €	40 to 65 m ²
T2 FURNISHED	800 €	780 €	900 €	
T3 UNFURNISHED	650 €	800 €	1 100 €	55 to 90 m ²
T3 FURNISHED	980 €	1 000 €	1 200 €	
T4 UNFURNISHED	900 €	1 050 €	1 100 €	70 to 120 m ²
T4 FURNISHED*	950 €	1 200 €	1 500 €	
HOUSE T4 UNFURNISHED	950 €	1 200 €	1 600 €	77 to 115 m ²
HOUSE T4 FURNISHED*	1 200 €	1 300 €	1 800 €	

*Very few flats or houses T4 Furnished

Estimation based on the average pricing calculated on the availability of the real estate market in 2018.
The rent prices can vary according to the quality of the property as well as the availability of the time when the research and visits are done.
UTILITIES are not included.

T1 = studio
T2 = 1 bedroom
T3 = 2 bedrooms
T4 = 3 bedrooms

MANOSQUE

Exemple 3 bedrooms house in Manosque :
On the hills of Manosque, in a very quiet area, 168m² house composed of on the 1st floor: an entrance, a living room, a kitchen, 3 bedrooms, a bathroom, separate toilet and a terrace. On the ground floor, T2 composed of a living room, 1 bedroom, a bathroom, a separate toilet and a terrace. Garden and double garage. Beautiful breathtaking views !!!



6.3. Accommodation Research

There are various options available for finding a house or apartment to rent in France. The first, renting a house through a French Real Estate agent or through a property rental agency in France. The second, looking for a private rental property direct with a landlord. Other options include looking for a long term holiday rental, for an aparthotel or, if you are a student in France, looking for private student accommodation.

Option 1: Renting through a property agency

May be the easiest way to find accommodation through an estate agent or via their website. If you decide to use a property agency “agent immobilier” to find accommodation, you will usually have to pay an administration fee. This covers agency work such as finding and showing you the property, sorting out the tenancy contract and providing you with the keys. Some agencies do not request a fee, but instead sell a list of available places, however it is not recommended to use this process, as places have often already been rented.

Renting through an agency is typically more expensive than renting directly from a landlord in France, as the agency will charge a monthly management fee to the landlord (around 10-15%) which is often passed onto the tenant. The agency will also typically charge you a minimum of one month’s rent, a security deposit, and an administration fee upfront. Most agencies will want to carry out a credit check to make sure there are no outstanding debts, especially for tenants coming from overseas.

The property agency will usually ask you to provide:

- Valid Passport or ID;
- Proof of French residency status;
- Proof of earnings (typically three months’ bank statements, or other evidence of income for the last three years if you haven’t worked in France);
- References from previous landlords, if you have previously rented in France.

Option 2: Renting directly through a landlord - private rental property:

Private renting directly through the landlord is known as “particulier à particulier” (person to person), This is cheaper than renting through an “agent immobilier”, but can also be riskier if not done properly, so you need to make sure that everything is fully contracted. You can normally find lots private landlord rentals on sites such as www.leboncoin.fr; www.seloger.com; www.logic-immo.com; www.pap.fr; www.paruvendu.fr or www.thehomelike.fr. Most rentals done directly through private landlords in France are for unfurnished properties with longer leases (three years). Tenancy agreements, including notice periods, deposits, and landlord responsibilities, should be broadly the same as estate agency contracts.

Option 3: Aparthotel

Another option is to look at booking an aparthotel, which offer various reservation options including rooms and studios, such as Aparthotel Sejours & Affaires in Aix and Manosque; Aparthotel Adagio Aix en Provence centre.

Option 4: Student Accommodation

If you are a student studying in France, you have the option of renting a dorm on a university campus or searching for private accommodation (either solo or as a flat share).

University accommodation is managed by the Centre National des Oeuvres Universitaires et Scolaires and you will find information on their website about looking for private student accommodation. The CROUS is a French public service which gives support to students and offers student residences at a moderate cost, however the demand for this service is very high.

Other websites to try are:

- The Association for Economic Development & Accommodation of Students (ADELE);
- Centre for Student Accommodation in France (CLEF);
- Residences Estudines.

Option 5: Long term holiday rentals

Short and long term holiday rentals can be found on sites such as Airbnb, TripAdvisor, Owners Direct, Home Away. They will offer fully furnished rentals and can be the perfect alternative to a sublet. Airbnb already has a landing page dedicated to long-term rentals and sublets that last from 28 days to six months. Renters pay for their stay, which typically includes all bills and utilities.

Finding housing on the Internet: a lot of rental information is posted online, by agencies and sometimes directly from owners. There are special rental forums for publishing and consulting various housing information, but you have to pay attention to the authenticity of this information.

Accommodation research websites

Websites of classified ads:

- <https://www.leboncoin.fr/recherche/?category=10&locations=Aix-en-Provence>
- <https://www.pap.fr/annonce/locations-aix-en-provence-13-g11424>
- <http://www.seloger.com/>

Accommodation sharing websites:

- <https://en-fr.roomlala.com/>
- <http://www.appartager.com/?l=1>

Others:

- <https://www.en.appartaixquis.com/>
- <https://international.lescrous.fr/>

6.4. Rent Procedure

Rents vary widely across France, depending on factors such as region, neighborhood and property type. Depending on the property you move into and your tenancy agreement, you may be responsible for setting up accounts for utilities such as electricity, gas, internet, phone and TV, when renting in France. Details on how to subscribe to these utilities are mentioned in the later part of this document. Furnished properties will typically include bills within the rental cost, and your landlord should provide you with a breakdown of these costs. Unfurnished places are usually advertised based on rental costs alone.

Regarding the rental cost (“loyer”), you must find out in advance:

1. The payment method to be used for the deposit and rental payments;
2. Ask a landlord whether the rent includes water, electricity, gas, internet and heating fees.
3. The tenant must provide the following documents: copy of personal identification document (ID/Passport), bank account certificate (RIB), receipt for monthly rent payment, etc.);

There are usually two forms of house rental costs, "rent + miscellaneous expenses" or "rent includes miscellaneous expenses". Miscellaneous expenses (“charges”) generally include basic shared expenses such as property, elevators, garbage disposal, cold water fees and sometimes hot water, central heating, etc. However, even if the total monthly fee paid to the landlord includes the cold water expenses, it is still necessary to save water. If the water limit is exceeded, the landlord can ask the tenant to pay excess fees.

Energy/internet contracts (and invoices) are very important as they can be used to prove legal residence in France. They may also be used to renew your residence, open a bank account, sign for a mobile phone contract or even apply for family visits. So ensure you apply for utilities in your own name.

As a tenant you are entitled to ask the landlord for a monthly receipt for rental payments (“Quittance de loyer”). Please keep this safe as it may be required as a supporting document for many administrative procedures.

6.5. Deposit (“dépôt de garantie”)

6.5.1. Amount and Payment

Most agents and landlords will ask for a refundable deposit (“caution” or “dépôt de garantie”) to be paid upfront on the signing of a tenancy/lease agreement. This is to cover costs such as damages and unpaid bills. For unfurnished apartments, legally, the deposit cannot offset the rent and cannot exceed one-month’s rent.

When paying the deposit, it is not recommended to pay the deposit in cash. You must ensure you get a receipt stating the amount of deposit transferred (by transfer or credit card transfer) and noted as security deposit (“dépôt de garantie”).

6.5.2. Refund

At the end of the tenancy and on return of the keys, the landlord/agent has up to two months to reimburse the deposit, deducting any money needed for costs/repairs to the property. If the landlord has not refunded the deposit, a reminder should be sent by registered letter as a formal notice, requesting that the deposit be returned as soon as possible. The receipt of the registered letter should be kept as evidence.

The landlord may make the following deductions from the deposit refund:

- Any unpaid rent or miscellaneous expenses;

- Any default reported in the “état des lieux” departure inventory (to justify any deductions, the landlord should provide pictures, invoices/estimates for repairs etc);
- Provision for miscellaneous expenses, which cannot exceed 20% of the deposit. The remainder of this provision must be refunded to the tenant, generally within one year.

6.6. Insurance

In France, the tenant is required by law to have a comprehensive household insurance certificate. You must have a home insurance policy before moving in to any property. Your home insurance should include: building insurance (to cover damage caused by fire, water damage, natural damage and vandalism) - this is mandatory for renters; public liability insurance (to cover damage to third parties and property); and contents insurance.

The landlord is similarly required to take out an insurance policy to cover structural problems that may arise with the property / claims for repairs.

There are discounts for students, and the general price is between 45 euros and 200 euros a year (depending on type and location of the house). Each bank will propose its own housing insurance, but insurances can also be obtained from specialized insurance companies, such as AXA, MAIF and others. Be sure to read the small print of any policy, especially regarding the excesses and your obligations to protect the property. For any changes of address, please write in advance to your bank or insurance company to inform them.

6.7. Guarantee

Many rental contracts require one guarantor per tenant. The guarantor is essential in the process of finding and booking accommodation. It allows the landlord to be reassured about the payment of the rent.

Finding guarantors is a problem encountered by many international students, especially as many student apartments now require guarantors.

A guarantor is usually someone from your family or your close relatives, or it can sometimes be an organization. The guarantor’s income must be three to four times higher than the rent, and landlords prefer guarantors who have their income domiciled in France. A guarantor will probably be asked to provide the following: previous year's tax bill; three months of most recent pay slips; bank RIB, French ID document, electricity bill, and previous year's property tax or rent payment certificate (if the guarantor is not the owner).

Some landlords may make concessions by accepting an international guarantor who is a qualified guarantor but may not be resident in France, but they are still required to meet all other requirements. (This option will need to be negotiated with the landlord, it may be more difficult with an agency.)

Some banks in France offer guarantor services for students in order to secure a long-term rental apartment. This guarantee is provided when the student opens an account with the bank and deposits the total rental costs for about one year; the bank then blocks the amount deposited for the duration of the rental period. In this case, the bank stands as a guarantor for students in France, a management fee may be charged for this service.

6.8. Lease Contract

The tenancy contract (“contrat de bail” / “contrat de location”) is the written contract between the tenant and the landlord/agency. It should be signed on the day of or before the start of the tenancy period. The tenant will need to pay the first rent installment and the deposit at this point.

In France, a legal tenancy agreement should include as a minimum:

1. Names of the tenant and landlord (and the landlord's contact information);
2. Details and description of the property being rented and facilities provided;
3. Contract start date and duration of the agreement (eg one year or three years);
4. Rental and rental deposit amounts; mode of payment and any revised rules;
5. Details of any other charges payable to the landlord (eg utility bills);
6. Information on notice periods;
7. Landlord and tenant rights and obligations;
8. Landlord and tenant signatures.

The Tenancy agreement should also be accompanied by: a condition report (“état des lieux”) – giving a description of the condition of the property and including an inventory of the property, its fixtures and fittings; plus an energy performance report (DPE – “Diagnostic de Performance Energétique”).

6.9. Contract period

A formal lease agreement or tenancy contract (“bail”) is generally from one to three years. For unfurnished accommodation, a minimum lease of three years rental is required. For rooms with furniture (the French government has made legal provisions on the furniture and equipment of rental houses in 2015), the two parties can arbitrarily agree on the period.

The tenant may terminate the tenancy at any time and for any reason. The minimum notice period will depend on the type of letting:

- Unfurnished: three months' notice
- Furnished: one month's notice

For legal purposes, when giving notice to terminate the tenancy, the tenant should send a letter of notice to the landlord by registered letter (“lettre recommandée avec accusé de réception”).

If the landlord wishes to end the lease, he will have to wait to the end of the lease to have the right to end the contract and must state the reasons for the withdrawal. The landlord can only terminate the lease contract early in the following situations: 1) the tenant does not pay the rent and utility bills; 2) the tenant does not buy housing insurance.

6.10. L'État des lieux

In addition to the tenancy agreement, you should also be provided with a condition report (“état des lieux”). Prior to occupation of the property, it is normal practice to complete a report / description of the property. The “état des lieux” is an essential document, which describes the nature and condition of the property, it is also an inventory of any items belonging to the landlord in the property, which includes furniture, fixtures and fittings. You will need to check the inventory thoroughly before signing it, and highlight any inconsistencies straightaway to prevent them becoming an issue when you leave. An inspection of the property will also take place at the end of the tenancy to compare with the original report.

If the rent is concluded through an agency, the “état des lieux” can be charged up to 3 Euros per square metre. It is established upon check-in (“état des lieux d'entrée”) and finalized upon check-out (“état des lieux de sortie”).

6.10.1. Check-in

At the start of the tenancy, the law stipulates that the tenant and the landlord must complete a comprehensive report on the condition of the rental property and description of the fixtures and fittings of the property. If furnished, a full inventory of the contents of the property should be taken. The Report should be carried out before the tenant moves in, and it should be signed in duplicate by both the tenant and landlord once agreement has been reached. It is also important to take photographs of any defaults observed upon check-in, and for each party to sign and date the photos with the words “Bon pour accord”. The condition report (“état des lieux”) will be attached to the tenancy agreement.

If there is an intermediary party involved, the report should be signed in triplicate, as the intermediary will be required to keep a copy. The tenancy agreement and the “état des lieux” are legal documents once signed, so please ensure you check them both carefully and only sign after both parties confirm that they are correct.

6.10.2. Check-out

On termination of the tenancy and after the keys have been returned, there will need to be a joint inspection of the property, using the same procedure as for check-in. The tenant is expected to leave the property in the same condition as they found it, expect for normal wear and tear of the property. The landlord must justify the amounts to be deducted from the deposit by the presentation of estimates or actual invoices. The landlord has up to two months to return the deposit, less any sum due from the tenant for repairs that are their responsibility.

If the landlord and tenant cannot reach a friendly negotiation result during the inspection, you should ask the court enforcement officer to negotiate.

6.11. Useful websites about renting:

<https://www.expatica.com/fr/housing/renting/rent-in-france-101131/#renting>

7. Guide to Utilities in France

7.1. Electricity & Gas

Electricity in France is generally provided by ENEDIS, the electricity supply distributor of EDF (Electricité de France). There are a growing number of energy suppliers in France, each offering a range of energy options and tariffs, the main providers are EDF (<https://particulier.edf.fr/fr/accueil.html>), ENGIE (<https://particuliers.engie.fr/>) and Total Direct Energie (<https://total.direct-energie.com/>). Most energy providers will provide both electricity and gas.

If you are renting a French property, your new home may already have utilities set up by the landlord; or if you live in a serviced apartment, utilities may be included in the general charges. You will need to check your tenancy agreement before signing. If your property has a gas stove in the kitchen or a gas boiler (for hot water and/or heating), a contract with a gas provider will be required.

Setting up a new contract:

Setting up a new account with an energy supplier can often be done online or over the telephone. As a tenant, in order to sign a new contract with an electricity provider on line, you will need to register with EDF at [Espace Client](#). More information can be found at: [Moving House with EDF](#)

You will also need to provide the following information to your utility company:

- Name, address, phone number and email;
- Proof of identity (passport, residence permit);
- Proof of address (“justificatif de domicile”);
- French bank account details (RIB);
- Meter reading / photo of meter (and contact information of previous occupant if possible).

Here are some external resources on electricity services:

- <https://www.french-property.com/guides/france/utilities/electricity/bill>
- <https://particulier.edf.fr/en/home/contract-and-consumption/payment-methods.html>

7.2. Telephone and Internet

7.2.1. How to buy and choose a mobile phone card

French SIM Cards (“SIM carte prépayée”) in France are a good option if you are only staying in France a short while and do not have a French bank account. It is also possible to buy international SIM cards in France that provide affordable rates in a number of countries.

All major mobile operators in France offer pre-paid SIM cards, which are available from a number of places, including dedicated telecom shops (Orange, SFR or Bouygues Telecom), from electronic stores like Darty or FNAC, from supermarkets, “tabacs” (tobacconist shops) or the post office. Top up / recharge cards are also available from tabacs, as well as other retailers. Make sure you ask for credit from the provider associated with your SIM card. Your credit may come in the form of a card or a receipt. To top up your credit, simply call the phone number and follow the instructions before entering your credit code. Instructions will be in French. You can also purchase phone credit on line on the website of your provider.

French pre-paid SIM cards are also available to order on line and to have them delivered to your address. Some main operators for prepaid SIM cards are: lycamobile <https://www.lycamobile.fr/en/> lebaramobile <https://mobile.lebara.com/fr/en>. On these websites, to order your free SIM card (“SIM gratuite”), you will need to choose your SIM card deal and complete some basic information: name, address and contact details. The SIM card will then be sent to your home contact address. Once received, you can activate the SIM card (“activez SIM”) online. Recharge cards (“bon de recharge”) can easily be bought from “tabacs” or you can set up an automatic ‘top up your account’ online with the SIM card provider, using your debit/credit card.

French mobile phone subscriptions (forfaits, abonnements) offer cheaper rates than prepaid SIM Cards. If you don’t already have a French bank account, you will need to set one up before you are able to sign this type of mobile contract.

Fixed term mobile phone packages (“forfait engagement”) are either SIM-only or include a handset. You may also choose to include these types of contracts in a package with your home phone, internet and TV connections, which are available from the bigger providers, such as Orange, SFR and Free. Fixed term contracts are usually for 12 or 24 months in length, and offer a pre-determined amount of calls, texts and mobile data allowance. What you pay will depend on the tariff you choose. Monthly payments are collected by direct debit (“prélèvement automatique”), and you will need to provide payment details when you sign up (“relevé d’identité bancaire RIB” - French bank account details). There is usually a small, one-off activation fee to pay at the start of the contract. You should also make sure you read the small print / conditions of the contract before signing.

Alternatively some mobile providers offer rolling contracts (“forfait sans engagement”). These are mobile contracts that automatically renew monthly, but can be cancelled at any time. They are generally more expensive than fixed-term contracts, but can be a great option if you want extra flexibility.

Signing up for a French mobile phone contract can either be done on line or at a telecoms shop, most of the main French telecoms providers have stores in town centres. To sign up you will probably be asked to provide the following:

- Proof of identity;
- Address in France;
- French bank account for payment.

Resources:

Main providers of fixed term contracts “forfait avec engagement”: <https://www.orange.fr/portail>, <https://www.sfr.fr/>, <https://www.bouyguestelecom.fr/>.

Main providers of flexible contracts “forfait sans engagement”: <https://mobile.free.fr/>, <https://www.red-by-sfr.fr/>, <https://www.sosh.fr/>.

7.2.2. How to sign up for internet / network box

You have a varied choice of internet providers throughout France. Many of the bigger telecoms providers (Orange, SFR, Bouygues Telecom, Free) offer a range of packages for TV, home phone and internet connection, offering discounted packages if you choose to take out more than one service with them. Some also offer deals on mobile phone subscriptions too, so it is worth shopping around to look at the deals on offer.

If you are renting, some residences may already include internet/wifi, with the cost included in your monthly rent, but you should check this with the landlord before signing any contract. If you are renting a serviced apartment, communication services are normally included as standard, and you may then be able to choose another provider or continue using the existing connections.

If your accommodation does not have internet connection, you will need to check if you can sign up for the Internet at your residence. Your accommodation will need to have a T-shaped telephone line interface (“prise téléphonique”), if it doesn’t, you will need to contact a service provider to install this and to pay for the connection fee. If there is already a phone line interface, the landlord should be able to provide you with the phone number or the name of the former tenant, which can then be used to sign up for the internet connection.

To sign up for an internet plan: you will need to check what type of zone your home is located in, as you may or may not have a choice of internet provider. Many of the main telecoms providers have telecoms shops in town centres (Orange, SFR, Bouygues, Numericable, etc) and you can visit the stores directly for further information, or you can choose to register and pay online or by phone. Once the contract has been set up, the provider will send an internet box to your home residence with instructions on how to install / set up. This kind of box is also router equipped with fixed-line and TV connection ports, and can operate as centralized Internet + wifi + téléphone fixe + TV multiple communication network service.

When signing up, your provider will ask you to provide the following information:

- Contact information: name, email address, (French) telephone number;
- Your full address (including apartment number and floor);
- Your banking information (RIB) – you will need to have a French bank account already set up to sign up for an internet plan. Some suppliers may also ask for your bank card (“carte bancaire”) information, which is used for activation fees/deposit.

Cancelling an internet contract: If you need to terminate your internet plan with a French telecoms provider, depending on your contract, you will need to give either 10 days or 1 months’ notice. If you

are moving to another city or country, or if you have a contract “sans engagement”, there will be no cost. However, if you want to switch to a new provider, there may be cancellation fees to pay.

- For Fixed term contracts “forfait engagement”: you will need to send a cancellation letter giving at least one month’s notice prior to the contract expiration date. This can be sent to the provider at their designated address or handed in at one of their telecom shops.
- For flexible contracts “forfait sans engagement”: you will need to cancel the contract online or call customer service to terminate the contract. In the absence of cancellation by the expiry date, the contract (forfait) will be automatically extended. However, you are able to cancel this type of contract at any time, generally with 10 days to one-month notice.

Internet Box return: Once your cancellation letter / request has been received and validated, the internet provider will send you an email or letter informing you of the designated location of where to return the internet box. You should also be given the option to return the internet box to a designated telecoms shop near to where you live. If the box is not returned, a fine of up to 300 Euros may be deducted. When you first receive your internet box, you must ensure that you keep all parts of the box, as operating companies often require the network box to be returned in the original packaging box.

8. Traffic

8.1. Get a transportation pass

You can go directly to the websites below to apply for a transportation/travel pass for use on local public transport:

All France: <https://mobilite.dlva.fr/>

Provence: <https://zou.maregionsud.fr/en/>

Aix-Marseille area: <https://www.lepilote.com/>

Manosque: <https://www.ville-manosque.fr/en/>

8.2. Traffic travel utility APP: Google Maps, Moovit

➤ Traffic travel utility website

https://moovitapp.com/marseille_metropole-1562/poi/en

<https://www.lepilote.com/>

➤ Other Useful websites

Moving to France: <https://en.selectra.info/moving-to-france>

Internet and phone: <https://en.selectra.info/broadband-phone-france/guides/tips/mobile-internet-promotions>

Energy: <https://en.selectra.info/energy-france/suppliers>

Rent car: <https://en.selectra.info/moving-to-france/driving/car-rental>

9. Visa

The applicable visa depends on the length of your stay in France and of your nationality:

- ◆ ≤ for a stay of 90 consecutive days maximum
- ◆ for a stay from 91 days to 365 consecutive days maximum
- ◆ > for a stay longer than 366 consecutive days

		VISA FOR ITER INTERNSHIP		
		for a stay of 90 consecutive days maximum (travel included) 3 months	for a stay from 91 days to 365 consecutive days maximum (travel included) From 4 to 12 months	for a stay of 366 consecutive days and more More than 12 months
Type of visa		VCS Schengen for Russian, Chinese and Indian citizens - otherwise no visa required "...issued for persons entering to France to take part in short training programmes or internships"*	VLST for all non-EU nationalities - otherwise no visa required For 12-month internships, travel days should be included in the visa duration	Visa-D "carte PROMAE" followed by TSS (code EM) for all non-EU nationalities - otherwise no visa/residence card required
French administration involved		French Consulates directly - No validation from the Direccte (Labour Ministry) before coming - No validation from the OFII once in France (contrary to regular Long term intern visas)	FMoFA via WO (+ visa delivered by French Consulate before coming) Visa exempted from the Direccte (Labour Ministry) and the OFII (immigration) obligations. No formalities to do once they have been in France once in France (contrary to regular Long term intern visas)	FMoFA via WO + visa delivered by French Consulate before coming Visa exempted from the Direccte (Labour Ministry) and the OFII (immigration) obligations. + TSS delivered by FMoFA after arrival in France
Requirements		"Convention de stage " in English with main parts translated in French, to be checked with the IO HR department Minimum monthly allowance of 615€	"Convention de stage " in English with main parts translated in French, to be checked with the IO HR department Minimum monthly allowance of 615€	"Convention de stage " in English
VCS	Visa Court Séjour - Short term visa			
VLST	Visa Long Séjour Temporaire (for a stay of 365 consecutive days max, no possible renewal) - Temporary Long stay Visa			
FMoFA	French Ministry of Foreign Affairs			
TSS	Titre de Séjour Spécial - Special Residence Permit- code EM			
*	https://france-visas.gouv.fr/en/web/france-visas/			

Please contact the Welcome Office (welcome.office.admin@iter.org) in order to access their website for interns: <https://www.welcomeofficeportal.fr/prepare-your-stay/visas/visas-for-interns/>

Congratulations for those who have reached the end of this document
The internships team will be happy to reply to any further questions you may have: internships@iter.org