

How to fill in the Home Institution Declaration

It is recommended to fill in all fields. The fields marked in **red** are mandatory.

It is not allowed to cross-out any part of the text.

CERN Users Cooperation Associates Visiting Scientists

HOME INSTITUTION DECLARATION

To be completed by an authorized representative of the candidate's home institution¹ for the purpose of issuing the candidate a contract of association with CERN

Name of the candidate:

Name and address of the home institution:

Expected overall period of association with CERN (Day/Month/Year): from to

I certify that, for the entire duration of the candidate's contract of association with CERN, he/she will be:

employed by

* enrolled as a student at

* in receipt of a grant from supporting his/her association with CERN

in receipt of a retirement pension from

* These options are not applicable to Visiting Scientists who must be employed by their home institution or in receipt of a retirement pension.

I understand and certify that, for the entire duration of the candidate's contract of association:

- He/she will be an associated member of the personnel of CERN, subject to its Staff Rules and Regulations. As such, he/she will not be employed by CERN, nor covered by its social insurance scheme;
- He/she has adequate financial resources² to support him/herself and accompanying family members;
- The social insurance cover of the candidate is the responsibility of the home institution;
- In particular, the candidate must have health and accident insurance (including protection against occupational illnesses and accidents) providing adequate cover in Switzerland and France for him/herself and any accompanying family members. Additionally, the candidate must have adequate cover for all countries he/she may visit on duty travel;
- In the event that the home institution is unable to provide the candidate with health and accident insurance, for whatever reason, the candidate will be required to obtain such insurance him/herself under the responsibility of the home institution;
- The home institution shall ensure strict compliance with the conditions set out above.

The home institution will inform CERN of any changes in the foregoing and understands that the consequences may include termination of the candidate's contract of association with CERN.

Date: Signature:

Name (in block capitals):

Stamp: Position at home institution:

¹ The home institution is:
 - Users: the institution with which CERN has concluded a Memorandum of Understanding or equivalent agreement that covers his/her activities at CERN
 - Cooperation Associates: the institution with which CERN has concluded an agreement that covers his/her activities at CERN.
 - Visiting Scientists: the research institution that employs him/her.

² A definition of "adequate financial resources" in the context of this form is provided at the following link: <http://usersoffice.web.cern.ch/adequate-financial-resources-for-Switzerland>.

FAP-TPR-PA (12.03.2018)

You have to fill in both dates even if you hold a permanent position. Date format dd/mm/yyyy

Choose only one of these options and complete the field.

The **hand-written** signature by an authorized representative of the candidate's home institution is required.

Only full title/position will be accepted :
 "chair of..."
 "head of..."

Delegation of signature: The Users' Office can accept a *delegation of authorization* from the head of institute or head of administration of the Home Institution to the team leader or other person from your institute. The Users' Office will archive the form.

The delegation document should have an official institute letter head and be signed by the head of institute or head of administration of the Home Institution of the team leader. Please indicate the position of the person, date and place, and if possible a stamp. Here is the proposed text for the delegation:

'Mr. XX (full name) has the authority of my institute XXX (full name) to sign the CERN Home Institution Declaration for the purpose of sending collaborators to CERN in support of their registration contract to become associated members of the personnel.'

Any person to be registered must provide the filled and signed Home Institution Declaration and the Registration form. The employment letter is not any more necessary.