

# Pre-travel formalities for Users / COAS / VISCs

## 1. Ensure you have been correctly pre-registered:

An authorised person\* must submit a pre-registration remotely for you via EDH ([PREG](#)). A copy of your passport/ID and a [Home Institution Declaration](#) (HID) must be attached to the PRT, duly completed and signed by an authorised representative of the candidate's home institution). \* For USERS: Team Leader or Deputy Team Leader; for COAS and VISC: Department Head or other appointed person.

## 2. Activate your CERN computing account:

Request the activation of a CERN computing account from the [CERN Service Desk](#) and take the [mandatory Computer Security course](#) within 5 days to validate the account.

## 3. Take the mandatory courses:

**Safety Always:** be mindful of the risks you can encounter on the CERN sites and all aspects of Safety at CERN. We are all responsible for ensuring our own Safety and that of others, so please follow the [mandatory Safety e-learning courses](#) before you arrive. You will find the key safety aspects you should be aware of in [this flyer](#).

## 4. Obtain the necessary documents. Check the visa requirements applicable to you:

[Visa requirements and procedure for France and Switzerland](#).

N.B.: third country nationals (including US citizens) not subject to short-stay C visa requirements as tourists must obtain a short-stay C visa for Switzerland when staying at CERN for more than 8 days and engaging in [gainful occupation](#) (including when the employer is based outside of Switzerland). Please refer to the [Swiss authorities' overview of visa provisions according to nationality](#), paying particular attention to the "V1" specification.

N.B.: holders of a residence permit issued by one of the Schengen states are entitled to stay for a maximum of 90 days in (an)other Schengen state(s) in any 180 day-period. **Exception for those taking up employment and residence in Switzerland (Guidelines amended on 1st September 2022): Third Country nationals, holders of a valid residence permit issued by a Schengen State, are now exempt from the visa requirement to take up employment and in the context of family reunification. The same rule applies to those who hold a valid D visa issued by a Schengen State.**

[Documents for non-EU/ non-Schengen nationals](#) (see also: [Stay in the Host States](#)).

[Documents for EU/Schengen nationals](#) (see also: [Stay in the Host States](#)).

## 5. Organize your health Insurance and social security:

[Health Insurance](#) is the responsibility of your home institution. You will have to make sure that you have accident and health insurance (also covering you for occupational illnesses and accidents) with adequate cover in Switzerland and France for you and any accompanying family members. It must include sufficient cover for all countries you may visit on official travel.

[Social Security](#)

## 6. Organize your relocation:

[Accommodation](#); [Importation formalities](#) (vehicles, furniture, etc.); [Driving authorisation](#).

## 7. Find out about :

[Cost of living and adequate financial resources](#)

To inform your choice of place of residence, carefully look into the [cost of living in France and Switzerland](#) as prices vary significantly from one country to the other. Pay particular attention to the [adequate financial resources for Switzerland](#).

N.B.: a D visa for Switzerland only entitles you to take up residence in Switzerland, not France.

[Life in the Local Area \(childcare, education, taxes, etc.\)](#)

[Important cultural notes](#)

Head coverings (including when worn for cultural and religious reasons) are not authorised in official French ID documents, including in the mandatory special work and residence permits issued to CERN Associated Members of the Personnel taking up residence in the CERN Local Area. The passport photographs provided upon submission of the application will therefore need to comply with the [requirements of the French authorities](#). N.B.: head coverings are fully permitted on CERN documentation, such as access cards.

Certified/sworn translations of your personal documents (marriage certificate; birth certificate; CV; etc.) into French may be required by the local authorities or other private parties to complete official or personal formalities. As the cost of certified/sworn translations may be higher in France and Switzerland than in your home country, we advise you to get your documents officially translated before travelling.

## 8. Prepare the documents necessary to apply for your Swiss and French cards:

Applicable to Users/COAS/VISCs with a long-term contract (> 3 months) and an average presence of  $\geq 55\%$ : 3 passport-size photographs + copies of your passport and visa (if applicable) will need to be provided upon in-person registration at the Users Office.