

CHECK LIST

1. French Card:

- ❖ Request it via <https://cern.service-now.com/service-portal/report-ticket.do?name=new-french-card&se=swiss-french-cards>

To be done within the first two months of your arrival in CERN local area!

Links and details given on slide 12 and 14 of the presentation

Note: You cannot obtain a French card: i. if you are French

ii. if you have lived in France for 2 months or more

2. Confirm your location

Confirm when you will arrive to the region to BE.Central.secretariat@cern.ch

Links and details given on slide 12 of the presentation

3. Bank account:

- Make an appointment with the Swiss bank of your choice;
- Request an attestation of Swiss Card from the Cards Service via the Service Portal: <https://cern.service-now.com/service-portal/report-ticket.do?name=attestation-ubs-account&se=swiss-french-cards>.
- Take the attestation to go to your bank appointment to open your account;
 - ❖ Complete the bank details form in EDH: <https://edh.cern.ch/Document/Personnel/BankDetails/>

Please upload your bank details as soon as possible before the 18th in order to receive your remuneration on the 25th!

Links and details given on slide 17 and 18 of the presentation

Note: If you had a previous contract with CERN – please complete the form as well to confirm your bank details.

4. Enter your new address:

- EDH - Local address change: <https://edh.cern.ch/Document/Personnel/LocalAddressChange>

Links and details given on slide 10 of the presentation

Note: If you had a previous contract with CERN – please complete the form as well to confirm your address.

When 2, 3 & 4 are completed, **confirm by email** to the



5. Request your **Arrival Travel Reimbursement from the BE Central Secretariat at BE.central.secretariat@cern.ch:**

Links and details given on slide 16 of the presentation

Note: if you are located in the CERN Hostel, we will not be able to proceed with the travel reimbursement until you find a permanent address.

- TECH, ADMI, DOCT: reimbursement based on a lump sum

6. Update your **emergency contacts in EDH.**

Emergency contacts: <https://edh.cern.ch/Document/Personnel/EC>

Links and details given on slide 30 of the presentation

7. French Integration Course:

- French Integration Course (18h) – “My first steps” – applicable to Students (Tech, Doct, Admi) and Trainees (VI, FCT, FTEC)
- More details will be sent in a separate email.

8. French General Course:

- Check with your supervisor if your role at CERN requires French;
- Sign up for Placement Test and later French course via [LearningHub](#), EDH (Links and details given on slides 27 and 28 of the presentation)
- Budget Code to be used: 62306 (charged to Department and no costs involved for Group)

9. Data Privacy Mandatory Online Training:

- Register to the online course (link is given on the slide 29 of the welcome presentation).

10. Health and Safety measures

- Register to the online mandatory course (link is given on the slide 23 of the welcome presentation).

Hint: In order to access the links, put the presentation to full display and click the links