

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 15 & 16 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 14 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 20, 21 & 23 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 11 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 18 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 33 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 30 & 31 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 32 of the presentation).

10. Health and Safety measures

- Register to the online mandatory course (link is given on the slide 26 of the presentation).

11. Create your Profile at MyUniqua.ch

- From there you will be able to request your medical expenses reimbursements (link and directions are given in the slide 13 of the presentation).

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