

FAQ: HOSTING AGREEMENT WITH THE POLICE PREFECTURE

↳ For nationals of countries outside the European Union

The conditions for entry and residence in France are the exclusive prerogative of the State.

EPHE-PSL draws up the individual 'police headquarters' hosting agreement to accompany a visa and residence permit application, which will be issued at the discretion of the French consular services and the police headquarters.

▼ What is the 'Prefecture de Police' hosting agreement?

The CIAPP allows you to obtain the documents necessary for entry and residence in France.

It is intended for doctoral students, researchers, and teacher-researchers who are nationals of a country outside the European Union and are enrolled or employed at a higher education institution outside of France. They must be hosted by EPHE-PSL in order to carry out research and/or teaching activities for a period of more than two months.

The CIAPP allows:

- Apply for a 'Talent Passport Researcher' visa
- Apply for a 'Talent Passport Researcher' residence permit.
- The holder must be paid for their research and/or higher education activities in France.
- Undertake a scientific stay in France.

The CIAPP is not:

- An employment contract.
- A scientific collaboration contract.
- An insurance contract covering the entire duration of the stay
- A visa or residence permit other than a 'Talent Passport – Researcher'.

Who is eligible for the CIAPP?

- A researcher or lecturer-researcher.
- A full-time doctoral student who is employed or receiving a scholarship in France, or a doctoral student who is enrolled at a foreign university.
- An ATER (temporary teaching and research) or a research or design engineer (limited to research activities).

Who is not eligible for a CIAPP?

- A doctoral student who is not employed, or whose scholarship is less than €1,415 net per month.
- A Master's student
- A citizen of the European Union, including national of non-Schengen Member States.

Stays that do not meet these conditions are subject to a different procedure. For more details, please consult the relevant pages on:

- ➔ [site](#) the Home Office website.
- ➔ [site](#) the Ministry of Higher Education, Research and Innovation website.

▼ What are the different stage involved in setting up a CIAPP ?

Step 1

Foreign applicants should contact the host unit (laboratory or research unit) through which they wish to be invited. If the unit accepts the request, it must:

- secure the dates of the doctoral student's, researcher's or visiting lecturer's stay and/or employment.
- Verify the resources available for their stay in France and the material conditions under which it will take place (e.g. accommodation).
- determine the terms and conditions of their presence at EPHE-PSL (e.g. activities carried out in the laboratory, teaching).

The data provided must correspond to the information reported on the CIAPP. Any discrepancy will result in rejection by the prefecture.

Step 2

The head of the host unit – the person responsible for approving all staff assignments within laboratories and research units – writes an official letter of invitation.

Step 3

The applicant's host unit should email the International Relations Department (DRI) at dri@ephe.psl.eu with the following information:

- the exact dates of the applicant's stay.
- the monthly amount of the applicant's resources in euros (e.g. salary or scholarship).
- the information required to process the application.
- an official letter of invitation.

Applicants must not contact the DRI themselves to initiate the process.

Step 4

The DRI will contact the applicant to complete the CIAPP form. A copy of the applicant's passport, which must be valid for the entire duration of the stay indicated in the invitation letter, must be attached to the form.

If the permit is being renewed, a copy of the previous residence permit must be provided.

Step 5

The DRI reviews the applicant's file and submits it to the President of EPHE-PSL for signature.

The applicant receives an email confirming completion and acceptance (the document is to be attached to the file).

The applicant submits the complete file online here : <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/>

**Please note:**

Applications from doctoral students on contract are not processed by the DRI but by the Human Resources Department.

The guest research supervisor program is managed by the department secretariats:

- Life and Earth Sciences: svt@ephe.psl.eu;
- History and Philology: secretariat.shp@ephe.psl.eu;
- Religious Studies: sr@ephe.psl.eu.

▼ Responsibility of the signatory parties

For the CIAPP to be valid, it must be signed by the applicant and the President of EPHE-PSL at the request of the DRI.

These signatures signify that both parties are responsible for fulfilling their respective obligations.

**Please note:**

The beneficiary is not authorised to engage in any activity other than that described in the 'Police Headquarters' Hosting Agreement, nor on behalf of another establishment.

Any non-compliant salaried activity may result in termination of the agreement by government authorities.

▼ Some key terms

Residencer: the act of staying or living in a place for a limited time.

Immigration: entry into a country or region of people who live outside that area and intend to settle there. This process is subject to strict national legislation and regulations (CESEDA), which determine the right to enter, stay and work in France.

Visa: A visa is a document that authorises a person to enter a foreign country for a specific period of time and for a specific reason. Visa applications must be submitted before arrival in France at a French consulate in the applicant's country of residence.

Residence permit: A residence permit is a secure document issued by prefectures that guarantees a foreign national's right to reside in the country and is recognised by the public authorities.

PhD student: A doctoral student, also known as a young or early-career researcher, is a student who holds a master's degree and is preparing for a PhD by undertaking a research project under the supervision of a thesis supervisor.