UNIVERSITÉ CÔTE D'AZUR

WELCOME CENTER
Administrative assistance

Documents required for Health Insurance application

For scientists and their partner:

- Complete this form
- Photocopy of an identity document (valid passport or identity card)
- Photocopy of a valid residence permit or long stay visa (for researchers from a non member country)
- A full photocopy of your birth certificate with parents listed issued within the last 12 months *
- A photocopy of your employment contract, the PVI or a recent pay slip
- A RIB (Relevé d'Identité Bancaire/bank identity details) from a French bank account so that CPAM can make reimbursements on your account.
- Proof of residence in France from within the last three months: If you are a tenant, you must enclose a bill (e.g. water, gas, electricity, telephone). However, if you are staying at a hotel, residence or the Faculty Club, you must ask for a certificate of residence (attestation de domicile). Finally, if you are hosted by a private individual, the host must complete and sign a hosting certificate (attestation d'hébergement) and provide proof of address in their name from within the last 3 months, and a copy of their identification.
- Marriage certificate and children's birth certificatesissued within the last 12 months * (for your accompanying family)

The birth and marriage certificate must be translated into French by a sworn translator of the Appeal Court of Aix en Provence. It is also important to check whether the mariage certificate requires an apostille and/or légalisation.

- If you don't have a French work contract but have a convention de séjour de recherche for at least 6 month: proof that you have been staying in France for at least 3 months and a long stay visa VLS-TS valid for at least 6 month

If you wish to apply for affiliation of a minor child:

You must also provide proof of your status (whether or not you are employed) with the following documents:

- Complete this application form for linking minors to one of the two insured parents
- The child's passport
- The child's long stay visa
- Child's proof of residence in France (e.g. from school or nursery)
- Their birth certificate issued within the last 12 months* with parents listed, and translated into French by a sworn translator of the Appeal Court of Aix en Provence

It is recommended to choose the parent who will most often accompany the child to the doctor.

* exception, if the birth country issues birth certificates that are valid for life (please ask the Welcome Center)