SETTLING IN

You have just arrived in Lyon or Saint-Étienne... it’s time to settle in and get on with all the procedures.

ACCOMMODATION

- **Set the date of your arrival and the moving in date:** contact your landlord promptly to arrange a date for your arrival and an inventory visit. This visit is to check the condition of the apartment on the day of your arrival. You should note each detail in the inventory. On your departure, you will compare the condition on entry with the current condition of the apartment. The return of your deposit will depend on how well you have maintained the accommodation.
- **Insurance:** accommodation insurance is mandatory in France. You must be able to present a certificate of insurance on the day of entering the accommodation. Ask for quotes from several insurance companies to find the best price.
- **Energy contract:** in most cases, you will have to open your own energy contracts (electricity, gas, water). You will need the following information and documents:
  - Name of the former tenant.
  - The number of the "delivery point" (PDL).
  - The meter reading (depending on the meter type).
  - The contract you wish to take out (volume of consumption, contract hours full/off-peak, etc.).
  - The address of the apartment.
  - The date you want to start your contract.
  - Your full bank details (RIB).

ADMINISTRATIVE FORMALITIES

- **Residence permit:** if you are a national of a country outside the European Union, you must be in possession of a valid residence permit. In general, you must apply for your residence permit within two months of your arrival in France. Depending on your nationality, the length of your stay and the type of visa you have, the procedures will differ. Visit our page dedicated to residence permits for more information about your situation.
- **Health insurance:** you must have health insurance to cover medical expenses, repatriation and hospitalization. If you have a French employment contract, you can benefit from the French healthcare scheme. If you do not have a French employment contract, you must take out private health insurance.
- **Banking:** make an appointment with the bank of your choice to open a bank account. People usually prefer a bank near their place of work or place of residence. However, there are no rules; you can choose the one that suits you. Contact us if you wish to be put in touch with one of our partners.
• Adjust your tax rate: taxes are levied directly on your salary if you are an employee. An automatic rate is applied until the tax office has information about your personal situation. Contact the tax office to adjust the rate if required. Find detailed information on our website (link to come).

EMPLOYMENT - STUDIES

When you arrive, contact your supervisor or adviser at the laboratory.

• If you are an employee in France, you will sign your employment contract on your arrival.
• If you are a student, you will need to finalize enrollment at your school.

You will receive information about your stay at the establishment, such as your university ID, your student or professional card and access to university buildings.

CHILD CARE

If you are looking for childcare services, the procedure is different depending on the desired length of care:

• For less than 20 hours of child-minding per week, we advise you to directly contact a local collective childcare facility for information regarding the procedure to follow. You will be contacted as soon as a place becomes available at the institution of your choice.
• For over 20 hours of child-minding per week, you will need to submit a registration application dossier to the local town hall. Your application will be studied by an Admissions Committee. You will then be contacted by the town hall, which will inform you regarding the acceptance or refusal of your application. The entire procedure can take several months.
• Group childcare (crèche) is in great demand and few spaces are available. Many parents turn to care by an "assistante maternelle" (childminder) who can watch over up to three or four children at home (information from the PMI of your neighborhood).

Financial aid is available from the family benefits body (CAF) to help families pay part of the costs of care. Ask about your eligibility for these grants.
SCHOOLING

If you are already in contact with a school, contact the principal.

If you have not enrolled your child yet, procedures differ with the type of school:

- **Public school:** enrollment for kindergarten and primary school is at your local town hall. They will assign your child to a school.
  For enrollment in junior or high school, we also advise you to go your local town for information.

- **Private school:** to enroll your children in a private school, contact the school of your choice directly.