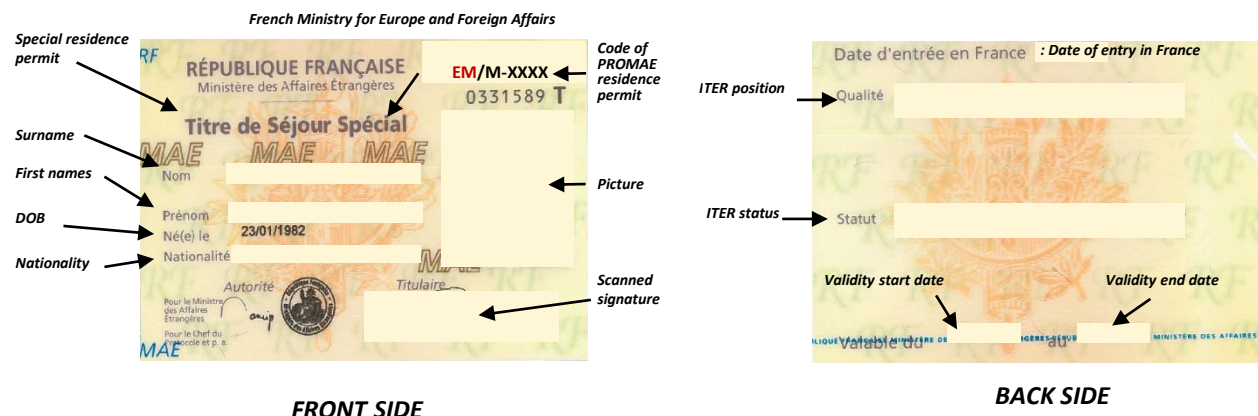


FRENCH SPECIAL RESIDENCE PERMIT or CARTE "PROMAE" (code « EM »)

French Special Residence Permits, "cartes PROMAE" are delivered by the French Ministry for Europe and Foreign Affairs to non-French ITER members.

The PROMAE residence permit is free of charge and it exempts from work permit obligations.



This permit IS NOT an Identity Card.

You must carry your EU identity card or your passport with you at all times to prove your identity.

WITH THIS PERMIT YOU CAN:

- Reside in France for more than 6 months and work in France without any additional document (for employment of spouses, please contact the Welcome Office)
- Travel within the Schengen Space and go back to your country (the permit works as a visa).

VALIDITY & ELIGIBILITY:

- The first card is usually valid for 1 year. The Welcome Office will assist you for the renewal process (around 1 month before the expiry date). Note however that **holding a valid residence permit is the card holder's personal responsibility**. Renewed cards are for 2 years (validity may be shorter if passports have shorter validity, or if children are no more eligible).
- Your children can have a permit until their 21st birthday if they are still residing in France and dependent on you when studying in France. From 18 to 21, you will have to provide a certificate to prove their dependency. After 21, the card has to be returned to the Ministry via the Welcome Office. **Children aged 21 and over** have to obtain a different visa (according to their status).
- French Special Residence Permits are granted to non-French members and their family living permanently in France, as long as they were not resident in France before the IO employment. *N.B: If you benefit from a double nationality including the French citizenship, the Ministry for Europe and Foreign Affairs will only consider the French one. No special residence permit will be issued.*
- All holders shall return their permit to the Welcome Office at the end of the IPA assignment of the IPA member or when they are no more entitled to it (divorce, departure from France...).
- If the member is **not eligible** for the PROMAE visa, his/her family members will be **not be eligible either**.

The Special Resident Permit (with a code "EM") is a proof that benefits from a specific status which grants some facilitated working and immigration rights. The Special Resident Permit with an "EM" code does not grant you any other privileges and immunities (P&I).

CHANGE ON THE PERMIT:

- If your address changes, please provide us with a **new proof of residence** (utility bill < 3months or rental contract) and the **date of the move**, as we need to inform the Ministry (even if the address does not appear on the card).
- In case of change of name, status, nationality... you need to contact the Welcome Office so that the card may be updated.
- In case of loss or thief, please contact the Welcome Office for a duplicate

The personal information provided to the Agence ITER France (AIF) is stored in an electronic file and may be forwarded to the French Administration and/or the AIF's partner Relocation Company within the framework of the administrative assistance offered to the staff of the ITER Organization. This information will be kept in our files for 5 years after the end of your ITER contract. In accordance with Law 78-17 of January 6, 1978 amended by Law 2018-493 of June 20, 2018 relative to the personal data which implements Regulation on the Directive 95/46/EC (General Data Protection Regulation), you have the right to access and rectify your personal information by contacting the AIF.



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APPLICATION PROCESS VIA THE WO:

1. The Welcome Office will prepare the specific forms
 2. On your first working day, you will sign the forms. For your relatives, you will collect the forms, bring them home, have them signed by each applicant and returned to the WO.
 3. The WO will notify you when the French Special Resident Permit(s) is/are received.
- It takes on average 4/6 weeks to get the cards.

DOCUMENTS & INFORMATION REQUIRED BY THE WO (for each applicant):

- 3 passport photos
- Date of arrival in France for each applicant
- 1 copy of passport (or identity card for EU members) & 1 copy of visa (for non EU members) with the French entry stamp
- 1 copy & 1 translation in French* of the birth certificate of any child coming with you
- 1 copy & 1 translation in French* of the marriage certificate (if your spouse is coming with you)

* For translation in French, please just complete the document(s) on page 2 and 3, as applicable, and send them back to us by email.

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ACTE DE NAISSANCE

BIRTH CERTIFICATE

Enfant / child	
Nom / Family name	
Prénom / First name	
Sexe / Gender (Male or Female)	
Date de naissance / Date of Birth (dd/mm/yyyy)	
Lieu de naissance / Place of Birth (city and country)	
Père / father	
Nom / Family name	
Prénom / First name	
Date de naissance / Date of Birth (dd/mm/yyyy)	
Lieu de naissance / Place of Birth (city and country)	
Profession / Occupation	
La mère / mother	
Nom / Family name	
Nom de naissance / Maiden name	
Prénom / First name	
Date de naissance / Date of Birth (dd/mm/yyyy)	
Lieu de naissance / Place of Birth (city and country)	
Profession / Occupation	

Fait à / Made in (city and country + name of the registration place)

Le / Date (dd/mm/yyyy)

ACTE DE MARIAGE
MARRIAGE CERTIFICATE

Informations / Details	Epoux / Husband	Epouse / Wife
Nom / Family name		
Nom de naissance / Maiden name		
Prénom / First name		
Date de naissance / Date of Birth (dd/mm/yyyy)		
Lieu de naissance / Place of Birth (city and country)		
Nationalité / Nationality		
Date de mariage / Date of Marriage (dd/mm/yyyy)		
Lieu du mariage / Place of Marriage (city and country)		

Fait à / Registered in (city and country + name of the registration place)

Date de délivrance / Date of issue (dd/mm/yyyy)