

FRENCH SPECIAL ITER VISA or “PROMAE” VISA

ITER “PROMAE” visas are granted by the French Ministry for Europe and Foreign Affairs to non-EU ITER members and their non-EU spouses and dependent children aged less than 21*.

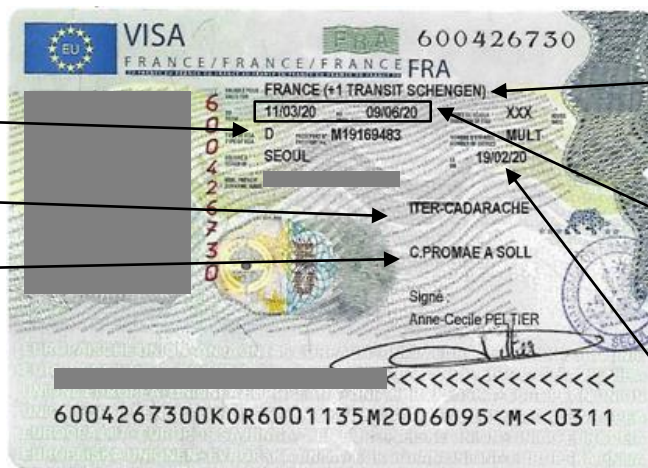
The PROMAE visa is free of charge for the ITER staff, its delivery is faster and it exempts from work permit obligations.

PROMAE VISA:

D visa (long term)

ITER (CADARACHE)

PROMAE
(Carte PROMAE à solliciter à l'arrivée) = French residence card to request on arrival (via the WO)



Visa for France (but also enables to travel within the Schengen space and back to your country)

3 month-duration for the visa (but followed by a French residence card on arrival)

Delivery date of the visa (can be different from the the visa starting date)

HOW TO MAKE AN APPOINTMENT FOR YOUR PROMAE VISA IN YOUR COUNTRY

To avoid any inconvenience or delayed arrival, we recommend that you make the appointment well ahead of your planned departure date (you can apply up to 3 months before the intended departure date).

To make the appointment, go to: [France-visas, the official visa website for France](https://france-visas.gouv.fr/)

According to the French consulate, you may have the choice to apply directly with the **Consulate visa department itself** or through a **Visa application center**. This visa is free of charge for the ITER staff (you should not pay any visa fees to the French consulate, but may have to settle some fees for the Visa centre if any).

Please choose a **Long-stay visa**: you will have to complete the corresponding **Long-stay visa application form** for each applicant, including children (note that one appointment should be taken by applicant). If you do not have any French address yet, you may indicate the **ITER postal address**.

On the application day, give **your planned date of departure** to determine the visa starting date.

DOCUMENTS USUALLY REQUIRED FOR THE VISA APPLICATION:

- Copy of the valid “Note verbale”
- The Long-stay visa application form completed and signed (for each applicant)
- Copy of your ITER employment contract/IPA Nomin. form/VR Arrangement/DA Assignment letter
- Your passport + 1 or 2 photos (passport standards for size and format)
- Any document proving your family links when family members are coming
- All documents that may be required online by the Consulate (additional travel or family documents)

TIME USUALLY REQUIRED TO OBTAIN YOUR VISA: 2 weeks once you have had your appointment (can vary according to the period and to the Consulate)

NOTE: if your family plans to come later than you, the WO can issue a separate Note verbale for them, around 3 months before their date of arrival (if they come shortly after you, they can be included on the same Note verbale and you may apply altogether, just indicating a different starting date for their visa.

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APPLICATION PROCESS VIA THE WELCOME OFFICE:

1. The WO issues an invitation letter, called ‘Note verbale’ (valid for 3 months)
2. The WO sends the Note verbale to the Ministry for Europe and Foreign Affairs (MAE)
3. The MAE will then pass their agreement on to the French Consulate involved in the country of your residence for the delivery of the PROMAE visa
4. In the meantime, the WO will send a scanned copy of the Note verbale to you
5. You will arrange an appointment with the applicable French consulate
6. Once your PROMAE visa is obtained, please send a copy to the WO: welcome.office.admin@iter.org

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

- Copy of valid passport (six month-validity at least after the planned date of your departure)
- Home address in your country + phone number + email address
- Confirmation of the city where you will make the visa application

ELIGIBILITY:

The PROMAE visa is granted to ITER Directly-employed Staff, ITER Project Associates, Visiting Researchers, Members of ITER Domestic Agencies and Interns if they :

- **come to work and reside in France for more than 6 months**
- are **non-EU**
- are **not resident in France before their IO employment/ assignment.**

Residency status: For the French Ministry for Europe and Foreign Affairs, a resident in France is any person who, at the time of taking up duties at the ITER Organization, has been living permanently or temporarily in France for 90 days or more. In addition, non-EU citizens are also considered as residents in France if they are already holding a French valid residence card (‘titre de séjour’ issued by a French Préfecture) on the day of their ITER recruitment.

If the ITER member is **not eligible** for the PROMAE visa, his/her **family members will be not be eligible either** (regular immigration process will be applicable).

**Children from 18 to 21 can benefit from this PROMAE visa if they are dependent on their parents and studying in France.*

**Children aged 21 and over have to obtain a different visa (according to their status).*

N.B: If you benefit from a double nationality including **the French one**, the French Ministry for Europe and Foreign Affairs will only consider the French citizenship. No visa will be required.

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.