



ITER ORGANIZATION

WELCOME BOOKLET FOR INTERNS

2027 campaign

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Welcome to ITER

ITER, one of the greatest international science projects of our times that aims to demonstrate the scientific and technical feasibility of fusion power. Seven Members are engaged in the ITER Project – China, European Union, India, Japan, Korea, Russia and the United States – representing more than half of the world's population.

The ITER Organization (IO) welcomes students to take part in this unique human endeavour, and it is for this reason that ITER Organization's internship program has been established. This program provides a framework through which Bachelor's, Master's, and PhD students from diverse academic backgrounds can apply the knowledge gained during their studies to practical assignments.
A few internships may also be offered to allow secondary or high school students to observe working conditions (or mandatory job shadowing internships).

We wish you a positive internship experience with our organization and much success in accomplishing your personal, academic and professional goals.

Acronyms

Director-General - DG

Domestic Agencies – DAs

Headquarters - HQ

Human Resources Division – HRD

ITER Project Associate – IPA

ITER Organization – IO

Introduction

The aim of the ITER Organization's (IO) internship program is to provide students with the opportunity to gain practical experience in their field of study, in an international scientific and multicultural environment.
To be eligible, candidates must be nationals of an ITER Member country, be registered at a university located in an ITER Member country, and remain enrolled as students throughout the full internship period.
Interested students may apply by submitting their application directly through the dedicated ITER public website, together with a CV, a cover letter and a valid identity document. **Please note that in principle, the number of applications per student shall be limited to five per annual campaign**

This program consists of four different internship categories. The allowance for each of these categories are defined by the Director-General (DG).

Categories	Eligible Candidates	Duration	Allowance
Category A	Postgraduate students in the final 2 years (e.g., Master or equivalent in Engineering).	From 2 to 6 months (extension possible to up to 1 year)	€1300/month for EU universities €1500/month for non-EU universities Travel costs may be covered
Category B	Bachelor's degree or equivalent	From 2 to 6 months (extension possible to up to 1 year)	€700/month Travel costs may be covered
Category C	Secondary or High School students needing a job-shadowing internship.	From 1 to 4 weeks	No allowance Travel costs not covered
Assimilated Category C	Students as per Category A or B doing short internships	1 to 2 months	No allowance Travel costs not covered Retroactive allowance may apply if extended (category unchanged)
Category S	PhD with specific agreements (e.g., university/government-funded).	1 month to 4 years (individual basis)	Paid by university/lab/government IO may co-fund Amount defined individually

Interns who are coming from another public company/institute/organization, shall provide evidence that they receive no salary from their employer during the internship period. Similarly, interns receiving an internship allowance from the IO, should not receive any other allowance, equivalent grant or scholarship for the same purpose (i.e. to fund their internship at IO) that would be at the same or higher level than the IO allowance.
IO has no objection to an external entity providing financial support to interns across all categories (A, B, S, C, and Assimilated Category C), provided that the purpose of the support is to facilitate living abroad and not to serve as an allowance in compensation of the internship activities performed at ITER. In this context, no financial ceiling will be imposed by IO. The standard IO allowance will continue to be granted in accordance with the established Internship Program rules.

Travel costs to and from France for the internship may be covered in the form of a lump-sum relocation payment, expressed in Euros, provided that:

- The minimum duration of the internship on the IO site should be in principle four months;
- The University is located outside the European area and the travel is between this area and France;
- The student shall not receive any reimbursement of this travel cost from any other sources;
- It concerns only categories A, B and S;
- Eligibility for the lump sum relocation payment is indicated in the individual Internship Agreement.

If applicable, the lump-sum relocation payment shall be paid together with the first payment of the internship allowance. Any lump-sum relocation payment shall not exceed 1.200 Euros. In case of anticipated departure requested by the intern, the IO may ask for the refund of half of the lump-sum relocation payment already granted to the intern.

1. Arrival Procedure

1.1. Internship Agreement (IO/School/Intern)

The Internship Agreement is provided by the ITER Organization and shall be signed by the intern, the Human Resources Division (HRD) Head, and the Director of the University, School or institution running the educational program (or its representative), prior to the starting date of the internship.
The Internship Agreement is only valid for the duration of the internship, consequently it is not possible to have an intern performing tasks outside of this period.

In principle, the ITER Organization will not sign any Agreement from the University, School or institution running educational program.

1.2. Internship Commitment (IO/Intern)

Students are required to complete and sign an Internship Commitment in which a student agrees to:

- Observe all of the IO applicable rules, regulations and circulars, in particular those relating to safety and security;
- Comply with the occupational health and safety instructions, training requirements (if any), access conditions and authorizations applicable to their activities and work areas, and correctly uses any Personal Protective Equipment (PPE) provided or required;
- Immediately report to the IO Supervisor any occupational accident, incident, near miss, unsafe condition or occupational health and safety concern occurring during or in connection with the internship;
- Refrain from any conduct that may adversely reflect on the IO and from engaging in activities that are incompatible with its Code of Conduct;
- Provide the concerned organizational unit, as applicable, with a copy of all the materials/documents/outputs, whether drafted or completed, that they prepared during their internship, as the IO shall own all intellectual property rights over all results of the internship;
- Respect the discretion, integrity, impartiality and independence required of the IO and refrain from seeking or accepting instructions from any Government or any other authority that is external to the IO regarding the activities performed during the internship;
- Exercise the utmost discretion regarding facts and information to which they have access during their internship. Notably, the intern shall keep confidential any unpublished information that has been made known to them by reason of their internship, and, except with the explicit authorization of the IO as per the ITER Publication Procedure, shall refrain from publishing any reports or papers on the basis of information obtained during the program, both during and after the completion of the internship;
- Respect the 'ITER Information Technology (IT) Acceptable Use Principles' and do not download, copy, or use corrupted, unauthorized, or pirated software on both ITER laptops and personal devices connected to the ITER guest network.
- Submit a detailed report describing their internship experience and completed results to the IO Supervisor at the end of the internship when requested.

1.3. Additional Documents

Prior to the starting date of the internship, students shall provide the following documents to the HRD:

- The IO Internship Agreement signed by the intern and the University, School or institution running educational program;
- Valid proof of identity (either a passport or a national identity card);
- SEPA bank account (generally and when feasible in France), whose holder shall be the intern (Categories A, B, and S only);
- Proof of medical and accidental insurance;
- Proof of civil personal liability insurance;

- Completed Intern Identification Sheet;
- Copy of the intern's visa or a resident permit (if applicable and in accordance with French authorities) covering the entire duration of the internship agreement.

Students must also submit documents in order to complete the necessary security clearance and any visa procedures, if needed. Security team and Agence ITER France (AIF) Welcome Office will contact Category A, B, S and Assimilated Category C student directly concerning all required documents.

1.4. First Day at ITER

Prior to their arrival to ITER, the intern will receive a First Day agenda in the form of an e-mail with practical information concerning their first day at ITER.

On the first day, the intern will pick up the ITER badge at the main entrance (Entrance C) of the ITER Headquarters (HQ) and will join their unit of assignment.

2. Rules

2.1. Internship Conditions

In principle the internship shall be performed from Monday to Friday.
The internship hours for:

- Students under 18 shall not exceed 35 hours per week (7 hours per day);
- Students over 18 shall perform 40 hours per week (8 hours per day).

Interns are granted the same official public holidays as IO staff members.

The intern shall be entitled to Leave at the rate of two (2) days for each month of internship completed. Any non-certified absence for sickness is deducted from the leave entitlement.

For an absence for sickness or accident, a medical certificate must be submitted within three days of ceasing work.

Absences beyond student's leave entitlement will be considered on an individual basis.
For specific leave requests (e.g. for exam day, applying for VISA extension, etc. preventing the intern from performing the internship activities) a Special Leave request shall be submitted. The number of Special Leave days shall not exceed the total leave entitlement of the intern. Special Leave is intended to cover only the period of illness or other unavoidable circumstances and does not include travel days.

In the event of continuous periods of absence, the terms of the Internship Agreement may be reconsidered.

For internships of more than two weeks, the intern may request occasional weekly telework if compatible with IO business needs and department guidelines. In principle, teleworking shall be done at a place from where the intern can commute to the HQ within a reasonable period of time (1 hour).

In derogation to the above provisions, after the start of the internship, the intern (except category C and Assimilated Category C) may request to temporarily and exceptionally perform the internship from a place located outside the commuting area (remote activities). The request shall be duly justified (i.e. due to urgent personal or family reasons, external factors not under the control of the student or force majeure situations- preventing the intern from performing the internship activities). Internship allowance in such cases shall not be pro-rated. The derogation can be granted once for up to five (5)

consecutive working days duration for every six months of internship duration, and up to a maximum of two derogation requests for a complete calendar year of internship.
For Category S, specific conditions concerning Leave and absences may be specified in the provided agreement. Otherwise, the above conditions shall apply.

2.2. Internal Regulations

Interns are required to observe the IO's applicable rules, regulations, and circulars in particular those relating to safety, security and confidentiality.

3. Practical Information

3.1. Site Access

Access to the ITER site is restricted. For security reasons, no guests can be admitted without prior access agreement.

The ITER site is open Monday to Friday from 6:45 am. to 9 pm.

3.2. Canteen

During their internship, students have access to the self-service restaurants on the ground floor of the ITER HQ and on the worksite. Canteen access will be granted after registration of their badge at the HQ canteen. The badge works like a debit card and must be prepaid before use. This may be done by credit card at the designated desks inside the restaurant, by the intern directly, or via a dedicated online website.

3.3. Transportation

All interns can use the ITER bus service, which provides transportation to several nearby towns. Bus schedules are available via a dedicated web application, upon request to the HRD or, once on the ITER site, via Buzz (intranet; see "Practical Info"). The cost of transportation is 2.5 EUR per journey. An intern can also buy a bus pass of 11 journeys for 22 EUR, directly from the Concierge desk at ITER HQ, or buy the same pass for 25 EUR directly from a bus driver. Fares will be paid directly by the intern, as applicable.

3.4. Library

The ITER Digital Library offers access to a collection of books, standards, popular science and engineering magazines and fusion journals. More information about the ITER Digital Library can be found on Buzz (intranet) under "Working at ITER".

3.5. Office Materials

The IO shall provide the intern with access to a laptop, phone guest internet connection and other facilities. These facilities shall be used for work purposes only. Upon departure, all materials are to be returned in perfect working order.

3.6. Bank account

Allowances shall be paid in Euros, by automatic transfer to a SEPA bank account (generally and when feasible in France), for which the holder shall be the intern.

General information on banking in France is available on: https://www.french-property.com/guides/france/finance-taxation/banking/

The BNP Paribas bank has a branch at the ITER Organization HQ.

3.7. Missions (only for Categories A, B and S)

During the internship, the supervisor may exceptionally grant authorization for the intern to be sent on mission. All missions must be approved by the IO mission management unit and the relevant organizational unit , following IO policy and processes in place. While on mission for the IO, an intern remains under the responsibility of the IO and is required to observe its applicable rules. Expenses may be covered by the IO.

Reimbursements will be made by automatic transfer to a bank account in SEPA format (bank statement to be given to the HRD during the first week of internship at the latest).

3.8. Learning & Development

Access to e-Learning modules is granted to all interns (except Category C). Mandatory Safety trainings are organized for all interns after their arrival.
However, access to non-mandatory IO training courses is, in principle not granted to interns.

4. Departure Procedure

4.1. Internship Report

During the internship at the ITER Organization, the Intern shall comply with the ITER Organization's rules on Intellectual Property.

Any results (information and intellectual property, whether protectable or not, including the internship/thesis report) generated by the intern while at the IO shall be owned by the IO, unless otherwise agreed by the DG or their delegates.

The intern shall not publish or otherwise disclose, in writing or verbally, anything related to the activities of the IO without prior authorization from the IO supervisor and in accordance with the ITER Publication Procedure. The ITER Publication Procedure applies to interns, in particular to documents (including internship reports) that they distribute outside the IO. Such documents should be reviewed and approved in ITER Data Management tool prior to distribution.

4.2. Internship Evaluation

This internship is to be considered an academic experience. The performance of the intern will be evaluated based upon the assignments defined in the Internship Agreement and the criteria defined in the Internship Evaluation Form for categories A, B, S and Assimilated Cat. C.

No formal evaluation process is foreseen for Category C.

4.3. Internship Certificate

IO may issue an Internship Certificate upon request.

4.4. Cancellation, Anticipated Termination and Departure Procedure

The IO may decide to cancel the Internship Agreement before it starts at its own discretion upon two weeks' written notice to the other parties if the IO is not able to maintain its realization.

After the start of the internship, and unless otherwise specified in the Internship Agreement, the IO and the Intern are entitled to terminate any internship with two weeks' notice to the other party and to the University. In this case, leave quotas will be prorated and the IO may decide to deduct exceeding leave from final payments.

If the anticipated termination happens in the range of two weeks' following the start of the internship, the IO may decide not to pay the due allowances to the intern.
Before leaving the IO, the intern shall complete the required departure procedure, in order to close all services and return all office materials provided to them on their arrival.

5. Contact Information

Mailing address:
Human Resources Division
ITER Organization Headquarters
Route de Vinon sur Verdon
CS 90 046
13067 Saint Paul Lez Durance
France
Email: internships@iter.org

6. Guide to Renting in France

6.1. Accommodation types

- **Chambre ("Ch."):** a bedroom in a house or apartment.
- **Chambre meublée or Chambre non-meublée:** furnished or unfurnished room, the same standard. Normally unfurnished rooms are less expensive than furnished, also availability for an unfurnished room is higher than the furnished house/room.
- **Chambre chez l'habitant:** a room in a house where the landlord also resides.
- **Chambre indépendante ("Ch. Indep."):** a separate room (with independent entry).
- A studio is generally a one room apartment, for one or two people, including a bathroom and kitchen, but the kitchen is usually open plan in the same room.
- **F1/F2/F3 or T1 /T2/T3:** this is a suite, with a separate kitchen and toilet, one room is F1, three rooms are F3, T is the same as F.

6.2. Cost of Rent

Aix en Provence:

TYPE	LOW Rent / Month	MEDIUM Rent / Month	HIGH Rent / Month	AVERAGE SIZE
T1 UNFURNISHED	700 €	750 €	850 €	16 à 27 m²
T1 FURNISHED	750 €	850 €	900 €	
T2 UNFURNISHED	900 €	1 300 €	1 500 €	35 à 50 m²
T2 FURNISHED	1 000 €	1 400 €	1 800 €	
T3 UNFURNISHED	1 300 €	1 600 €	2 000 €	55 à 80 m²
T3 FURNISHED	1 400 €	1 700 €	2 300 €	
T4 UNFURNISHED	1 500 €	1 900 €	2 500 €	80 à 110 m²
T4 FURNISHED	1 600 €	2 000 €	2 700 €	
HOUSE T4 UNFURNISHED	2 100€	2 800 €	3 500 € +	90 à 150 m²
HOUSE T4 FURNISHED*	2 300€	2 900 €	3 750 € +	

Very few houses T4 Furnished

***T1** = studio*
***T2** = 1 bedroom*
***T3** = 2 bedrooms*
***T4** = 3 bedrooms*

Example of an unfurnished 3 bedroom flat in Aix en Provence :

For rent, large T4, near the park "Saint Mitre" in a secure residence with private car park. This apartment contains an entrance, a large kitchen, a living room opening onto a south facing terrace overlooking the park. Three bedrooms, separate toilet, a bathroom.

TYPE OF HOUSING :

- T1 : one room (living/bedroom room with separate kitchen, bathroom and toilet)
- T2 : two rooms (living room, open or separate kitchen, separate bedroom, bathroom and toilet)
- T3 : three rooms (living room, open or separate kitchen, 2 separate bedrooms, bathroom and toilet)
- T4 : 4 rooms (living room, open or separate kitchen, 3 separate bedrooms, bathroom and toilet)
- T5: 5 rooms (living room, open or separate kitchen, 4 separate bedrooms, bathroom and toilet)

Manosque:

TYPE	LOW Rent / Month	MEDIUM Rent / Month	HIGH Rent / Month	AVERAGE SIZE
T1 UNFURNISHED	550 €	600 €	650 €	16 to 27 m²
T1 FURNISHED	650 €	750 €	800 €	
T2 UNFURNISHED	750 €	800 €	850 €	35 to 50 m²
T2 FURNISHED	800 €	850 €	900 €	
T3 UNFURNISHED	800 €	900 €	1 000 €	55 to 80 m²
T3 FURNISHED	950 €	1 100 €	1 200 €	
T4 UNFURNISHED	1 200 €	1 300 €	1 400 €	80 to 110 m²
T4 FURNISHED*	1 300 €	1 500 €	1 600 €	
HOUSE T4 UNFURNISHED	1 500 €	1 600 €	1 900 €	90 to 150 m²
HOUSE T4 FURNISHED*	1 600 €	1 800 €	2 000 €	

Very few flats or houses T4 Furnished

***T1** = studio*
***T2** = 1 bedroom*
***T3** = 2 bedrooms*
***T4** = 3 bedrooms*

Example 3 bedroom house in Manosque :

On the hills of Manosque, in a very quiet area, 168m² house composed of on the 1st floor: an entrance, a living room, a kitchen, 3 bedrooms, a bathroom, separate toilet and a terrace. On the ground floor, T2 composed of a living room, 1 bedroom, a bathroom, a separate toilet and a terrace. Garden and double garage. Beautiful breathtaking views !

TYPE OF HOUSING :

- T1 : one room (living/bedroom room with separate kitchen, bathroom and toilet)
- T2 : two rooms (living room, open or separate kitchen, separate bedroom, bathroom and toilet)
- T3 : three rooms (living room, open or separate kitchen, 2 separate bedrooms, bathroom and toilet)
- T4 : 4 rooms (living room, open or separate kitchen, 3 separate bedrooms, bathroom and toilet)
- T5: 5 rooms (living room, open or separate kitchen, 4 separate bedrooms, bathroom and toilet)

6.3. Accommodation Research

There are various options available for finding a house or apartment to rent in France. The first, renting a house through a French Real Estate agent or through a property rental agency in France. The second, looking for a private rental property directly with a landlord. Other options include looking for a long term holiday rental, an 'aparthotel' or, if you are a student in France, looking for private student accommodation.

Option 1: **Renting through a property agency**

May be the easiest way to find accommodation through an estate agent or via their website. If you decide to use a property agency called "agent immobilier" to find accommodation, you will usually have to pay an administration fee. This covers agency work such as finding and showing you the property, sorting out the tenancy contract and providing you with the keys. Some agencies do not request a fee, but instead sell a list of available places, however it is not recommended to use this process, as places have often already been rented.

Renting through an agency is typically more expensive than renting directly from a landlord in France, as the agency will charge a monthly management fee to the landlord (around 10-15%) which is often passed onto the tenant. The agency will also typically charge you a minimum of one month's rent, a security deposit, and an administration fee upfront. Most agencies will want to carry out a credit check to make sure there are no outstanding debts, especially for tenants coming from overseas.
However, using a reputable agency can provide additional security and help interns avoid common rental scams.

The property agency will usually ask you to provide:

- Valid Passport or ID;
- Internship Agreement
- House insurance proof
- Guarantor for a 'caution solidaire"
- Money Deposit
- Proof of French residency status;
- Proof of earnings (typically three months' bank statements, or other evidence of income for the last three years if you haven't worked in France);
- References from previous landlords, if you have previously rented in France.

Option 2: **Renting directly through a landlord - private rental property**:

Private renting directly through the landlord is known as "particulier à particulier" (person to person), This is cheaper than renting through an "agent immobilier", but can also be **riskier** if not done properly, so you need to make sure that everything is fully contracted. Tenancy agreements, including notice periods, deposits, and landlord responsibilities, should be broadly the same as estate agency contracts. **We advise you to not send any money as deposit to the landlords without having visited the accommodation**.

Non-exhaustive list of sites to search for private rentals:www.seloger.com; www.logic-immo.com; www.pap.fr; www.paruvendu.fr or www.thehomelike.com

Option 3: **Aparthotel**

Another option is to look at booking an aparthotel, which offer various reservation options including rooms and studios, such as Apparthotel Sejours & Affaires in Aix and Manosque; Aparthotel Adagio Aix en Provence centre.

Option 4: **Student Accommodation**
If you are a student studying in France, you have the option of renting a dorm on a university campus or searching for private accommodation (either solo or as a flat share).

University accommodation is managed by the Centre National des Oeuvres Universitaires et Scolaires and you will find information on their website about looking for private student accommodation - www.crous-aix-marseille.fr/. The CROUS is a French public service which gives support to students and offers student residences at a moderate cost, however the demand for this service is very high.

Some student residences also offer short-term accommodation for students doing an internship.
Non-exhaustive list of sites to search for student rentals: www.studapart.com; www.immojeune.com; www.estudines.com/residences; or the Association for Economic Development & Accommodation of Students (ADELE);

Option 5: **Shared Accommodation rentals**
Non-exhaustive list of sites to search for shared accommodation: www.colocatere.com; www.roomlala.fr or www.appartager.com

Option 6: **Long term holiday rentals**
Short and long term holiday rentals can be found on sites such as Airbnb, TripAdvisor, Owners Direct,Vrbo. They will offer fully furnished rentals and can be the perfect alternative to a sublet. Airbnb already has a landing page dedicated to long-term rentals and sublets that last from 28 days to six months. Renters pay for their stay, which typically includes all bills and utilities.

Finding housing on the Internet: a lot of rental information is posted online, by agencies and sometimes directly from owners. There are special rental forums for publishing and consulting various housing information, but you have to pay attention to the authenticity of this information.

Other Accommodation research websites: Appart Aixquis, Expatica

WARNING: SCAMS are common in the region. To learn more about scams, please visit this webpage.

6.4. Rent Procedure

Rental prices vary widely across France depending on the region, neighbourhood and type of property. Depending on the property and the terms of your lease, you may need to arrange contracts for utilities such as electricity, gas, internet and telephone services. Information on how to subscribe to these services is provided later in this guide.
A furnished property does not automatically include utility bills. Some furnished rentals include certain utilities (particularly short-term or corporate rentals), while others require tenants to arrange and pay for their own utility contracts. Always check your lease carefully to confirm which costs are included.
Before signing the lease, make sure you understand:

1. The amount of the rent ("loyer"), security deposit and service charges ("charges"), and the accepted methods of payment.
2. Exactly which utilities are included in the rent or service charges. If an advertisement states that "water is included", this often refers only to cold water, unless the building has collective hot water production and the lease specifies otherwise.
3. Which documents you will need to provide to the landlord or agency (for example, a passport or ID, proof of employment or income, and, where applicable, a French bank account (RIB)).

Rental advertisements generally indicate either:

- **Rent + service charges ("loyer + charges")**, or
- **Rent including service charges ("charges comprises")**.

Service charges ("charges") generally cover recoverable shared expenses such as maintenance of common areas, lift maintenance, waste collection, cold water and, depending on the building, collective hot water and/or central heating. If the lease uses advance payments for service charges ("provisions sur charges"), the landlord may make an annual adjustment based on the actual expenses.
Utility bills issued in your own name are commonly accepted as proof of address ("justificatif de domicile") for many administrative procedures in France, including opening a bank account, obtaining a mobile phone contract and supporting certain residence permit applications.
As a tenant, you may request a **quittance de loyer** (rent receipt) from your landlord at any time after paying your rent in full. The landlord must provide it free of charge. Keep this document, as it may be requested during various administrative procedures.

6.5. Deposit (“dépôt de garantie”)

6.5.1. Amount and Payment

Most landlords and letting agencies require a refundable security deposit ("dépôt de garantie") to be paid when the tenancy agreement is signed. (In everyday French, this is sometimes incorrectly referred to as a caution.) The security deposit protects the landlord against unpaid rent, unpaid recoverable charges and damage or repairs for which the tenant is responsible.
For an unfurnished property, the security deposit may not exceed one month's rent, excluding service charges ("hors charges"). For a furnished property, it may generally not exceed two months' rent, excluding service charges. (Different rules apply to mobility leases.)
The security deposit cannot be used to pay the last month's rent. It is normally returned after the tenant leaves the property, subject to any justified deductions permitted by law.
Whenever possible, pay the security deposit by bank transfer or another traceable payment method and keep proof of payment. If you pay in cash, request a signed receipt from the landlord or agency stating that the payment corresponds to the “dépôt de garantie”.

6.5.2. Refund

At the end of the tenancy, once the keys have been returned, the landlord or letting agency must refund the security deposit within:

- **one month**, if the move-out inspection ("état des lieux de sortie") is consistent with the move-in inspection; or
- **two months**, if the move-out inspection identifies damage or other differences that justify deductions.

The refund period starts on the date the keys are returned.
If the landlord does not refund the security deposit within the applicable legal deadline, the tenant should send a formal notice ("mise en demeure") by registered letter with acknowledgement of receipt (LRAR) requesting reimbursement. The proof of posting and delivery should be kept as evidence.
The landlord may deduct from the security deposit:

- unpaid rent or recoverable service charges ("charges locatives");
- costs relating to damage or tenant repairs identified during the move-out inspection. Any deductions must be justified by supporting documents, such as the move-in and move-out inspection reports, invoices, repair estimates or other appropriate evidence.
- where service charges are paid as advance payments and are subject to annual reconciliation, the landlord may retain **up to 20% of the security deposit** until the building's annual service charge accounts have been approved. The remaining balance must then be refunded **within one month** after the final approval of those accounts.

6.6. Insurance

In France, tenants are legally required to obtain home insurance covering at least the mandatory **rental risks ("risques locatifs")** before moving into the property. This insurance must cover damage to the

rented dwelling caused by **fire, explosion and water damage**. The tenant must provide an insurance certificate ("attestation d'assurance") to the landlord or letting agency when the keys are handed over and, thereafter, whenever requested (typically once a year).
Although only rental-risk coverage is legally required, most tenants choose a **comprehensive home insurance policy ("multirisques habitation")**, which generally also includes:

- liability cover for damage caused to neighbours or third parties;
- cover for personal belongings (contents);
- additional optional guarantees depending on the insurer.

If you rent out a property, the landlord is **not generally required by law** to insure it. However, taking out **landlord insurance ("assurance propriétaire non occupant" – PNO)** is strongly recommended and may be mandatory in certain co-owned buildings (*copropriétés*).
Home insurance premiums vary depending on the size, location and type of property, as well as the level of cover selected. Many banks and insurance companies offer home insurance policies. Before choosing a policy, compare the guarantees, exclusions and deductibles ("franchises") to ensure the cover meets your needs.
If you move to a new address, notify your insurer promptly so that your policy can be updated to reflect your new residence.

6.7. Guarantee

Many landlords or letting agencies require a **guarantor ("caution")** to secure the payment of rent, particularly where the tenant has limited or no income. A guarantor agrees to pay the landlord if the tenant fails to meet their rental obligations.
Finding a guarantor can be one of the main challenges for international students and newcomers to France.
A guarantor may be:

- an individual, such as a parent, relative or friend; or
- a legal entity, such as Action Logement through the **Visale** guarantee scheme, an employer or, in some cases, a bank.

Many landlords prefer guarantors with stable, verifiable income—often around three times the monthly rent—and may prefer guarantors who reside in France. These are common market practices rather than legal requirements.
A guarantor is commonly asked to provide supporting documents, such as proof of identity, proof of address, proof of employment and evidence of financial resources (for example, recent payslips and the latest income tax notice). The documents that a landlord may request are regulated by French law.
Some landlords may accept an international guarantor, although this is entirely at their discretion and may be less common when renting through a letting agency.
If you do not have a personal guarantor, you may be eligible for the **Visale guarantee**, a free rental guarantee provided by **Action Logement**. Visale acts as a guarantor for eligible tenants, including many students and young people, subject to specific eligibility criteria and rent limits. Before signing the lease, the tenant must obtain a Visale visa and the landlord must agree to use the scheme.
Private guarantor services are also available, usually for a fee, and may be accepted by some landlords and agencies.

6.8. Lease Contract

The tenancy agreement (*contrat de bail* or *contrat de location*) is the written contract between the tenant and the landlord (or letting agency). It is generally signed before or on the day the tenant takes possession of the property. At that time, the tenant will usually pay the first rent instalment (or a prorated amount), the security deposit (*dépôt de garantie*) and, where applicable, the letting agency fees.
A residential tenancy agreement in France must contain certain mandatory information, including:

1. The names and contact details of the landlord and the tenant;
2. A description of the rented property and its intended use;
3. The start date and duration of the tenancy;

4. The amount of the rent, the security deposit (if applicable), the service charges ("charges"), the payment terms and any rent review clause;
5. Information on the tenant's and landlord's rights and obligations;
6. The applicable notice periods for ending the tenancy;
7. The signatures of both parties.

The tenancy agreement is normally accompanied by several mandatory documents, including:

- the move-in inspection report (*état des lieux d'entrée*), describing the condition of the property. For furnished rentals, this is accompanied by an inventory of the furniture and equipment;
- the Energy Performance Certificate (*Diagnostic de Performance Énergétique – DPE*);
- other technical reports where required by law, such as reports relating to lead exposure, natural and technological risks or aircraft noise exposure, depending on the property's location and age. (service-public.fr)

6.9. Contract period

For a tenant's principal residence, the duration of a residential tenancy agreement is regulated by French law.

- **Unfurnished accommodation:** the standard lease term is **three years** when the landlord is an individual (or **six years** when the landlord is a legal entity).
- **Furnished accommodation:** the standard lease term is **one year**, automatically renewable. A specific **nine-month student lease** may also be used for students and is not automatically renewable.

The tenant may terminate the tenancy at any time without giving a reason. The applicable notice period depends on the type of tenancy:

- **Unfurnished accommodation:** generally **three months**, although this is reduced to **one month** in certain situations provided by law (for example, where the property is located in a designated *zone tendue* or in certain employment- or health-related circumstances).
- **Furnished accommodation: one month's notice**.

Notice is most commonly given by **registered letter with acknowledgement of receipt (lettre recommandée avec accusé de réception – LRAR)**, although other legally recognised methods are also available.

The landlord may terminate the tenancy only in the circumstances permitted by law. In general, the landlord may end the lease **only at its expiry** and only for one of the authorised reasons, such as recovering the property for personal occupation, selling the property or for another legitimate and serious reason. Statutory notice periods also apply.

If the tenant seriously breaches the lease—for example by repeatedly failing to pay rent or service charges or by failing to obtain the mandatory home insurance—the landlord may seek termination of the lease in accordance with the legal procedure.

6.10. L'État des lieux

In addition to the tenancy agreement, an **entry inspection report ("état des lieux d'entrée")** must be prepared when the tenant takes possession of the property and the keys are handed over. This document is attached to the lease and records the condition of the dwelling and its equipment at the beginning of the tenancy.

The *état des lieux* is an essential document because it serves as the reference for comparison with the **move-out inspection ("état des lieux de sortie")** at the end of the tenancy. It should be carefully checked before signing. Any damage, defects or missing items should be recorded to avoid disputes when leaving the property.

For **furnished rentals**, the move-in inspection is accompanied by an inventory of the furniture and equipment provided by the landlord.

After moving into the property, the tenant has **10 calendar days** to request amendments to the move-in inspection if omissions or inaccuracies are identified. During the first month of the heating season, the tenant may also request amendments relating to the condition of the heating system.

A **move-out inspection ("état des lieux de sortie")** is carried out when the tenant returns the keys. The landlord may compare this report with the move-in inspection when assessing whether any deductions from the security deposit are justified. Normal wear and tear ("vétusté") cannot be charged to the tenant.

Where the property is rented through a letting agency, the tenant may be charged part of the cost of the **entry inspection**. However, the tenant's share is capped at **€3 per square metre** and may not exceed the amount charged to the landlord. The tenant **cannot be charged** for an amicable **move-out inspection** carried out with the landlord or the agency.

6.10.1. Check-in

At the beginning of the tenancy, the landlord (or their representative) and the tenant jointly prepare the **move-in inspection report ("état des lieux d'entrée")** when the keys are handed over. This document records the condition of the dwelling and its equipment at the start of the tenancy and serves as the reference for the move-out inspection at the end of the lease. (service-public.gouv.fr)

For **furnished accommodation**, the move-in inspection is accompanied by an inventory of the furniture and equipment provided by the landlord. (service-public.gouv.fr)

Both the landlord (or their representative) and the tenant should carefully check the contents of the inspection report before signing it. Each party should receive a signed copy, and the report becomes an integral part of the tenancy agreement.

Although not required by law, it is strongly recommended that the tenant takes dated photographs of any existing damage or defects when moving in and retains them together with the inspection report. These photographs may be useful in the event of a dispute.

The tenancy agreement and the *état des lieux* are legally binding documents once signed. They should therefore be reviewed carefully before signature to ensure that they accurately reflect the condition of the property and the terms agreed by both parties.

6.10.2. Check-out

At the end of the tenancy, the landlord (or their representative) and the tenant should jointly carry out the **move-out inspection ("état des lieux de sortie")** when the keys are returned. The inspection is conducted in the same format as the move-in inspection so that the condition of the property can be compared with its condition at the beginning of the tenancy.

The tenant is expected to return the property in the same condition as at the start of the tenancy, **except for normal wear and tear ("vétusté")** resulting from ordinary use. Damage attributable to the tenant may justify deductions from the security deposit.

Any deductions from the security deposit must be justified by the landlord with appropriate supporting documents, such as the move-in and move-out inspection reports, repair invoices or estimates, and, where appropriate, photographs or a report prepared by a **commissaire de justice**.

The security deposit must be refunded **within one month** of the return of the keys if the move-out inspection is consistent with the move-in inspection, or **within two months** where justified deductions are made because differences have been identified.

If the landlord and the tenant are unable to carry out the move-out inspection amicably, for example because one party refuses to attend, refuses to carry out the inspection or refuses to sign it; either party may appoint a **commissaire de justice** to prepare the official inspection report. In this case, the costs are generally shared equally between the landlord and the tenant.

7. Guide to Utilities in France

7.1. Electricity & Gas

In France, the electricity distribution network is operated by **Enedis** across approximately **95% of mainland France**, regardless of the electricity supplier chosen by the customer. Electricity and gas are supplied by licensed energy companies, and consumers are free to choose their supplier. Major suppliers include **EDF, Engie, TotalEnergies** and a number of other market suppliers.

Depending on your tenancy agreement, electricity and gas may already be included in the rent or service charges (particularly in serviced accommodation or where heating and hot water are supplied collectively). Otherwise, you will need to arrange your own electricity and/or gas contract before or shortly after moving into the property.

If the property has an individual gas installation (for example, a gas boiler or gas cooker), you will usually need to take out a gas supply contract unless the gas is supplied collectively and included in the service charges.

Setting up a new contract

Before moving into a property, you should contact the **energy supplier of your choice** to open an electricity and/or gas account. The supplier will arrange the commissioning of the meter with **Enedis** (for electricity) or **GRDF** (for gas), where required. It is recommended to contact your chosen supplier **one to two weeks before your move**.

Depending on the supplier, you may be asked to provide:

- your name and contact details;
- the address of the property;
- your planned move-in date;
- the electricity meter number (PRM/PDL) and/or gas meter number (PCE), if available;
- the meter reading (for non-smart meters), where applicable;
- your bank account details (RIB) if you choose to pay by direct debit;
- the name of the previous occupant, if known (this can help identify the correct meter).

For further information, consult:

- **Enedis** – Moving into a new home: https://www.enedis.fr/
- **GRDF** – Natural gas network information: https://www.grdf.fr/
- **Service-Public.fr** – Housing and utility information: https://www.service-public.fr/

7.2. Telephone and Internet

7.2.1. How to buy and choose a mobile phone card

A prepaid SIM card (*carte SIM prépayée*) is a convenient option if you are staying in France for a short period or prefer not to take out a monthly mobile subscription. Prepaid SIM cards are also popular with international visitors and are available from operators offering international calling and data packages, such as **Lycamobile** and **Lebara**.

Prepaid SIM cards can be purchased from:

- mobile operator stores (Orange, SFR, Bouygues Telecom, Free);
- electronics retailers such as FNAC and Darty;
- many supermarkets;
- many *tabacs* (tobacconists);
- selected La Poste branches.

Recharge vouchers (*recharges*) can be purchased from many of the same retailers or directly through the operator's website or mobile application.

Many operators also allow customers to order a SIM card online for delivery to their home address.

Mobile subscriptions ("forfaits")

Monthly mobile subscriptions generally offer better value than prepaid SIM cards, particularly for larger data allowances.

Most French mobile subscriptions are now **without commitment ("forfait sans engagement")**, allowing customers to cancel at any time. Plans with a **12- or 24-month commitment ("forfait avec engagement")** are mainly offered when purchasing a subsidised mobile phone together with the subscription.

Monthly subscriptions may be purchased online or in one of the operator's retail stores.

Depending on the operator, you may be asked to provide:

- proof of identity;
- proof of address in France;
- a SEPA bank account (IBAN) for monthly direct debit, where applicable.

Before subscribing, compare:

- monthly price;
- mobile data allowance;
- international roaming;
- network coverage;
- contract duration and cancellation conditions.

Main mobile operators

- Orange
- SFR
- Bouygues Telecom
- Free Mobile

Popular digital brands (without commitment)

- Sosh (Orange)
- RED by SFR
- B&You (Bouygues Telecom)

International users may also consider operators such as **Lycamobile** and **Lebara**, which specialise in international calling and flexible prepaid offers.

7.2.2. How to sign up for internet / network box

France has a wide choice of internet service providers (ISPs). The main national providers are **Orange, SFR, Bouygues Telecom and Free**, all of which offer broadband and fibre internet services. Many also provide television, fixed-line telephone and mobile phone services, often at discounted rates when several services are purchased together.

Before signing an internet contract, check whether internet access is already included in your rent or service charges. This is common in some student residences, serviced apartments and furnished accommodation.

If internet is not included, you should first verify which technologies are available at your address (for example, fibre optic or ADSL). Most providers allow you to check eligibility directly on their websites using your address.

Once you have chosen a provider, you can subscribe online, by telephone or in one of the provider's retail stores. The provider will normally send an internet box ("box internet") or arrange a technician's visit if installation is required.

Depending on the provider, you may be asked to provide:

- your name and contact details;
- the address of the property;
- your move-in date;
- a bank account (generally a SEPA IBAN) for monthly direct debit;
- proof of identity, where required.

Cancelling an internet subscription

The cancellation procedure depends on the operator and the type of contract. Some subscriptions include an initial commitment period, while others are without commitment ("sans engagement"). Consumers may generally request cancellation at any time, and the operator must process the termination within the legal time limits. Early termination charges may apply if a commitment period is still in force. If you are changing provider, your new operator may offer to handle the transfer and cancellation of your existing subscription.

Returning the internet box

After termination, the operator will provide instructions for returning the internet box and any associated equipment. This is usually done by post or at a designated collection point. Failure to return the equipment, or returning damaged equipment, may result in charges in accordance with the operator's terms and conditions.

8. Traffic

8.1. Get a transportation pass

You can go directly to the websites below to apply for a transportation/travel pass for use on local public transport:

All France: Mobilité DLVA
Provence: ZOU !
Aix-Marseille area: La Métrople Mobilité
Manosque: Ville de Manosque

8.2. Traffic travel utility APP: Google Maps, Waze

➢ **Traffic travel utility website**

Google Maps
Waze

➢ **Other Useful websites**

Rent car: https://en.selectra.info/moving-to-france/driving/car-rental

9. Visa

The applicable visa depends on the length of your stay in France and of your nationality:

♦ ≤ for a stay of 90 consecutive days maximum
♦ for a stay from 91 days to 365 consecutive days maximum
♦ > for a stay longer than 366 consecutive days

	VISA FOR ITER INTERNSHIP		
	for a stay of 90 consecutive days maximum (travel included) **3 months**	**for a stay from 91 days to 365 consecutive days maximum (travel included)** **From 4 to 12 months**	**for a stay of 366 consecutive days and more** **More than 12 months**
Type of visa	VCS Schengen for **Russian, Chinese and Indian** citizens - otherwise no visa required *"...issued for persons entering to France to take part in short training programmes or internships"**	VLST for all non-EU nationalities - otherwise no visa required ***For 12-month internships, travel days should be included in the visa duration***	Visa-D "carte PROMAE" followed by TSS (code EM) for all non-EU nationalities - otherwise no visa/residence card required
French administration involved	French Consulates directly - No validation from the Direccte (Labour Ministry) before coming - No validation from the OFII once in France (contrary to regular Long term intern visas)	FMoFA via WO (+ visa delivered by French Consulate before coming) Visa exempted from the Direccte (Labour Ministry) and the OFII (immigration) obligations. No formalities to do once they have been in France once in France (contrary to regular Long term intern visas)	FMoFA via WO + visa delivered by French Consulate before coming Visa exempted from the Direccte (Labour Ministry) and the OFII (immigration) obligations. + TSS delivered by FMoFA after arrival in France
Requirements	"Convention de stage " in English with main parts translated in French, to be checked with the IO HR department Minimum monthly allowance of 615€	"Convention de stage " in English with main parts translated in French, to be checked with the IO HR department Minimum monthly allowance of 615€	"Convention de stage " in English
VCS	Visa Court Séjour - Short term visa		
VLST	Visa Long Séjour Temporaire **(for a stay of 365 consecutive days max, no possible renewal)** - Temporary Long stay Visa		
FMoFA	French Ministry of Foreign Affairs		
TSS	Titre de Séjour Spécial - Special Residence Permit- code EM		
***	https://france-visas.gouv.fr/en/web/france-visas/		

Please contact the Welcome Office (welcome.office.admin@iter.org) in order to access their website for interns: Welcome Office Portal

Congratulations for those who have reached the end of this document.
The internships team will be happy to reply to any further questions you may have: **internships@iter.org**