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| |  | | --- | | GENÈVE, SUISSE GENEVA, SWITZERLAND  Adresse postale / Mailing address\*: CERN 1211 Genève 23, Suisse  Téléphone / Telephone :  Direct + 41 22 767 ---- Standard + 41 22 767 6111 Télécopieur / Telefax :  Direct + 41 22 767 ----  Général + 41 22 767 6555 Courrier électronique / Electronic mail : | | Mr/Ms/Dr/Professor XXX |
| Votre référence / Your reference :  Notre référence / Our reference :  Dossier traité par / Matter being handled by : | Geneva, *(insert date)* |

**Model of official invitation letter  
for long stays (more than 3 consecutive months) for associate members of personnel**

**- 2022 version -**

*DO NOT DELETE OR MODIFY BLACK TEXT*

*Dear Mr/Ms/Dr/Professor (insert name),*

At the request of *(Mr/Mrs/Dr/Professor? of the ? Department),* we are pleased to invite you to CERN to take part in activities related to the *(X Project/Experiment/Department)* as an Associated Member of the Personnel.

In accordance with the Staff Rules and Regulations, your appointment will be the subject of a contract of association, which will stipulate the conditions of your association with CERN. In particular, it is expected that you will be present at CERN *from … to … (N days/weeks/months)*.

Associated Members of the Personnel are required to have a legal link with a home institution throughout the duration of their association with the Organization.

You are required to have adequate financial resources to support yourself and any accompanying family members. *(Where applicable, you can mention the amount of subsistence allowance or Cost-of-Living Allowance (COLA) that the MPA will receive, if you strictly use the specific wording provided by CERN’s Legal Service).*

Your home institution must provide you with social insurance cover for the entire duration of your stay at CERN, including health and accident insurance (that extends to protection against occupational illnesses and accidents) that is adequate in France and Switzerland, as well as in any countries you may visit on duty travel. If, for any reason, your home institution is unable to provide you with such health and accident insurance, you are required to obtain it yourself.

Please note that, in respect of Visiting Scientists and Guest Professors who are in receipt of a retirement pension, the requirement for a home institution may be waived. If you would like to request such a waiver, please inform us at your earliest convenience. Should such a waiver be granted, you are responsible for ensuring that you have adequate health and accident insurance.

Any accompanying members of your family must also have health and accident insurance that is adequate in France and Switzerland.

For further information, please read <http://usersoffice.web.cern.ch/health-insurance-information>.

Given that the Organization is located astride the border between France and Switzerland, we strongly recommend you contact the relevant consulates for information on the entry conditions applicable to you in these two countries, specifying the **duration** and **nature** of your work at CERN. Where appropriate, as soon as you receive this letter, take the necessary steps to obtain **before you depart** the requisite documents, in particular **long-stay visas of the multiple-entry type**[[1]](#footnote-1), for you and your accompanying family.

In this respect, please comply with the following procedure to obtain your visa. Make sure that your long-stay visa is issued by your future country of residence (*NB: in case of temporary residence in Switzerland – less than 90 days – before moving to France, a French visa is necessary*).

**(Select the paragraph corresponding to the final place of residence)**

**Residence in France:** As you are establishing your place of residence in France, you - and your accompanying family members if applicable - must apply to the **French Consulate or Visa Centre** competent for your usual place of residence (cf. france-visas.gouv.fr) for a French D-type long-stay visa bearing the words “*carte PRO-MAE à solliciter dès l’arrivée*”, making reference to CERN’s ***Note verbale*** to the French Ministry for Europe and Foreign Affairs and to the agreement that the Ministry has addressed to the above-mentioned Consulate in your favour. You will also need to specify that you are entitled to freedom of access to, and residence on, French territory (without visa charges or delay) under Article XI § 2 of the Status Agreement between CERN and France dated 13 September 1965 as revised on 16 June 1972.

**Residence in Switzerland:** As you are establishing your place of residence in Switzerland, you - and your accompanying family members if applicable - must apply to the **Swiss Consulate** **or Visa Centre** competent for your usual place of residence for a Swiss D-type long-stay visa, for "*prise de fonctions au CERN*", presenting this letter and explaining that you are to become a member of the CERN personnel entitled, as well as your accompanying family, to a legitimation card (*carte de légitimation*) issued by the Swiss Federal Department of Foreign Affairs and to freedom of access to, and residence on, Swiss territory under Article 12 of the Status Agreement between CERN and Switzerland dated 11 June 1955.

We wish you an excellent stay at CERN.

Yours sincerely,

*name and signature of the authorised person*

1. *Long-stay or "D-type" visa: Swiss or French national visa, valid for taking up residence in the issuing country only and for short stays of up to 90 days in all countries of the Schengen area.* [↑](#footnote-ref-1)