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| GENÈVE, SUISSEGENEVA, SWITZERLANDAdresse postale / Mailing address\*:CERN1211 Genève 23, SuisseTéléphone / Telephone : Direct + 41 22 767 ---- Standard + 41 22 767 6111Télécopieur / Telefax : Direct + 41 22 767 ---- Général + 41 22 767 6555Courrier électronique / Electronic mail :  |

 | *Mr/Ms/Dr/Professor XXX**First Name LAST NAMEAddressPostcode – TownCountry* |
| Votre référence / Your reference : Notre référence / Our reference : Dossier traité par / Matter being handled by : | Geneva, *(insert date)*  |

**Model of official letter for short-stay visits (max. 90 days per 6-month period)**

**2022 version**

**DO NOT 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) OR for multiple visits not exceeding 90 days per 180-day period, from (date) to (date)*.

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 both countries, specifying the **duration** and **nature** of your work at CERN. Where appropriate, as soon as you receive this letter, please take the necessary steps to obtain **before you depart** the requisite documents, in particular a visa for **multiple entries to the Schengen member countries**:

- **either by going to the French Consulate or Visa Centre competent** for your usual place of residence (cf. france-visas.gouv.fr), presenting the enclosed *Convention d'accueil*\*, duly signed by you, and explaining that you will become a member of the CERN personnel entitled to freedom of access to, and residence on, French territory (without visa charges and without delay) under Article XI § 2 of the Status Agreement between CERN and France dated 13 September 1965, as revised on 16 June 1972;

- **or by going to the Swiss Consulate or Visa Centre competent for your usual place of residence**, **taking this letter with you**, explaining that you will become a member of the CERN personnel entitled 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*

*\* for holders of a Master’s degree only*