

Prepare and organize your research stay

You have institutional or personal funds for research, and you are in touch with a host scientist within a research unit at the University of Tours to come for a research stay. Be sure to follow these steps to formalize your stay:

1

Gather the required documents

- ✓ Invitation letter from the host research unit.
- ✓ All of your certificates of funds (scholarships, grants, employment certificate in your home institution...).
- ✓ Current valid passport.

2

Apply for a research stay agreement

- ✓ Complete the online form.
- ✓ Send the required documents to : sejour.recherche@univ-tours.fr

Your request will be processed after you have completed the form and sent the required documents.

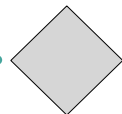
- A delay of two months must be planned between the receipt of all the information/documents and the start of your stay.

2bis

Restricted regime zone: Get your authorization of access

- ✓ The authorization of access is mandatory: Please contact with your host scientist fsd@univ-tours.fr
- ✓ Join a CV, passport or ID card, residence permit (if you have one) and a document describing your research with details into the lab classified as a restrictive regime zone.

Validation



- ✓ Access is authorized if:
- ✓ The file is fully completed
- ✓ Authorization in Restricted regime zone has been validated.

3

Process the file

- ✓ Definition of the institutional hosting framework by **International Relations Office**.
- ✓ The **Department of Research and Development** prepare the research stay document and send it to you once signed by the University of Tours' President.

4

Sending of the documents

The **International Relations Office** will send to you the original documents by mail post with a specific support for your visa application formalities.

5

Prepare the stay

The **International Relations Office** will contact you to support you in order to prepare your formalities for your stay (accommodation seeking, opening a bank account, insurances, accompanying family, integration in the daily life...).