

PRACTICAL GUIDE:  
Getting a French social security number – European researcher/PhD student

**\* For the researcher/PhD student:**

- Fill out and sign the form « [demande d'ouverture de droit à l'assurance maladie](#) »

Documents to be provided:

- Proof of identity: **passport** or **national identity card** ;
- A **proof of address** in France (renting contract or electricity bill for example) ;
- Your **employment contract** with the university of Reims Champagne-Ardenne ;
- Your personal **Bank Details ("RIB")** at your name (bank account in France);
- Your **birth certificate** including the *date* and *place of birth*, *gender* and *names of parents*;

**\* For child/ren under 18:**

- Fill out and sign the form « [demande de rattachement des enfants à l'un ou aux deux parents assurés](#) »

Documents to be supplied:

- Proof of identity: **child's passport** or **national identity card**;
- Child's birth certificate** including the *date* and *place of birth*, *gender* and *names of parents*;

**Translation**

Only civil status documents in Albanian, German, English, Danish, Croatian, Spanish, Finnish, Hungarian, Italian, Latvian, Lithuanian, Dutch, Norwegian, Polish, Romanian, Slovakian, Swedish, Czech and Turkish will be accepted. Documents written in a different language will need to be translated by a [sworn translator with certification from the French Court of Appeal](#) or by the French consulate or embassy in the country in which the document was established.

Send the application form and supporting documents by e-mail to the EURAXESS center in Reims ([euraxess@univ-reims.fr](mailto:euraxess@univ-reims.fr)), which can forward them to the CPAM quickly and securely via an online platform, or send it yourself by post (make sure to keep of copy before sending the documents) to your local CPAM:

**In Reims :**  
CPAM DE LA MARNE  
14, rue du Ruisselet  
51100 Reims

**In Troyes :**  
CPAM de l'Aube  
113, rue Etienne-Pédron  
10 030 Troyes Cedex

**In Charleville-Mézières :**  
CPAM des Ardennes  
14, avenue Georges Corneau  
08101 Charleville-Mézières

For any questions, contact the bilingual French/English platform by calling **09 74 75 36 46** (from France)  
- Monday to Friday, from 8:30 a.m. to 5:30 p.m.

