

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

*** 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), 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 Ruisset
51100 Reims

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

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

For any questions, contact the English-speaking platform of the CPAM by calling **+33(0)9 74 75 36 46** (from France) - Monday to Friday, from 8:30 a.m. to 5:30 p.m. Type "51" to reach CPAM de la Marne, "08" to reach CPAM des Ardennes or "10" to reach CPAM de l'Aube.

