adira
L'AGENCE DE DÉVELOPPEMENT D'ALSACE

GATEWAY TO ALSACE

Useful addresses to help you set up in Alsace

Siège social : Parc des Collines - 68 rue Jean Monnet F-68200 Mulhouse - Tél. +33 (0)3 89 60 30 68
Pôle Bas-Rhin - Strasbourg Eurométropole : 3 quai Kléber - « le Sébastopol » - F-67000 Strasbourg - Tél. +33 (0)3 88 52 82 82

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INTRODUCTION

> *Alsace lies in North East France, close to the German and Swiss borders. It has such a wide variety of attractions that everyone is guaranteed a good quality of life.*

Alsace is ideally situated in the heart of Europe. It is a small region with a perfect balance between urban areas (Strasbourg, Mulhouse, Colmar…) and a large variety of landscapes: forests, valleys, plains, hills…

Forged by its eventful history, the region is characterized by a strong identity and a rich cultural heritage.

Alsace is a land of art and culture that reflects its open mind and the creativity of its artists and artisans. Over 250 museums and collections present this heritage, ranging from prehistory to contemporary art.

In Strasbourg, the capital city, the context is decidedly international with numerous European Institutions: European Parliament, Council of Europe, European Court of Human Rights, … This atmosphere is reinforced by the large number of students, of which one in five is foreign.

Many international festivals, shows, cultural events and exhibitions take place throughout Alsace all year round, including the famous Christmas markets.

> *This document aims to provide useful addresses and advice to facilitate your arrival and setting up in our region.*

1. PROFESSIONAL SUPPORT

> *"Relocation" companies work alongside national and international companies to bring specialist advice on all aspects of geographical mobility. Their expertise covers the logistic and administrative considerations when an employee is transferred to Alsace, whether from a foreign country or from elsewhere in France.*

- SCOT - www.scot-relocation.com
- Transway International – alsaceway-relocation.com
- Muter Loger - muterloger.com
- Via Humanis – www.via-humanis.fr
- Plurial Entreprises – www.plurial-entreprises.fr

The MOBILI-PASS® can provide financial aid for all or part of the services of a relocation company.

The MOBILI-PASS® is a grant and /or loan that can be given, subject to the agreement of the "1 % collector", once every two years to employees who move for professional reasons. (This applies to companies with at least 10 employees.) – www.actionlogement.fr

2. ASSOCIATIONS FOR WELCOMING FAMILIES

- ***Bienvenue à Strasbourg*** – http://bienvenueastrasbourg.eu/

This Association organizes events for newcomers in order to help them establish contacts with the local population, whilst at the same time giving them the opportunity to discover the region and its specificities.

- ***Accueil des Villes Françaises*** – www.avf.asso.fr

This Association exists throughout France and provides services to those who move home, whether for professional or personal reasons, thereby helping them quickly settle into their new environment.

- ***Fondation Alfred Kastler*** - www.fnak.fr/

The Alfred Kastler Foundation has two main objectives: to enhance the welcome that foreign researchers and visiting professors receive in France and to keep contact with them after they have returned to their country.

- ***www.strasbourgbienvenue.com*** : a directory and Web Portal covering all aspects of life in and around Strasbourg.

3. ADMINISTRATIVE PAPERS

> *When moving home, there are several administrative procedures to be respected. What are these procedures? Within which time span?*

/// DECLARATION OF CHANGE OF ADDRESS:

You will find all the detailed information, depending on your personal situation, on the web site: www.service-public.fr/ under the following heading:

- Accueil
- Les démarches
- "Déclaration de changement de coordonnées" (Declaration of change of address)

Alternatively, a phone service -3939 "Allô Service Public"- will provide information and advice.

Document	Where to enquire? (administration attached to your place of residence)
ID card	"Mairie" (Town hall)
Passport	"Mairie" (Town hall)
"Carte de séjour" (*Residence permit*)	"Préfecture" or "Sous-Préfecture" Information desk ("Accueil") or contact ADIRA (alsace@adira.com)
"Certificat d'immatriculation d'un véhicule" (*Vehicle registration*)	"Préfecture" or "Sous-Préfecture" Information desk ("Accueil") or contact ADIRA (alsace@adira.com)
Change of address on a driving licence	"Préfecture" or "Sous-Préfecture" Information desk ("Accueil") or contact ADIRA (alsace@adira.com)

The procedures to be followed by foreigners are also given in detail in French and English on the Alfred Kastler Foundation Website: www.fnak.fr

/// EMBASSIES AND CONSULATES IN STRASBOURG

> *Full details of embassies and consulates in Alsace are listed on the "Strasbourg l'européenne" website: **www.strasbourg-europe.eu***

- Homepage
- Europe in Strasbourg
- Diplomatic life

4. FAMILY ALLOWANCE

If you meet the general terms of family benefits, you will automatically receive family allowance as of your second child if you have two or more under 20-year old dependent children. The amount paid depends on your family status and income.

For further information : *Caisse d'Allocations Familiales*.

5. CHILDCARE AND SCHOOLING

/// LOOKING AFTER YOUNG CHILDREN

> *Many types of childcare can meet your needs, depending on the age of your child or children.*

For very young children under the age of three, collective childcare is available in structures such as nurseries, micro-day nurseries, day nurseries, multi activity structures or kindergarten.

You can also opt for the services of a childminder who has the appropriate authorization delivered by the President of the Conseil Départemental. A childminder can take care of your child until he/she begins secondary education ("college") at the age of 11.

You can also choose to have your child (children) looked after at home.

Detailed information, depending on your personal situation, is available on the website: *www.mon-enfant.fr*

Type of childcare	Where to enquire? (administration attached to your place of residence)
Collective childcare – nurseries (under 3 year olds)	"Mairie, Relais d'assistantes maternelles" (Town hall, Childminder service) or Conseil Départemental
„Maison d'Assistante Maternelle – MAM" for under 3 year olds (Childminder in shared premises)	"Mairie, Relais d'assistantes maternelles" (Town hall, Childminder service) or Conseil Départemental
Childminder	"Mairie, Relais d'assistantes maternelles" (Town hall, Childminder service) or Conseil Départemental
Day nurseries	"Mairie" (Town hall), Conseil Départemental or "Caisse d'Allocatations Familiales" (*Family Allowance funds*)
Kindergarten or "jardin d'éveil" (2 to 6 year olds)	"Mairie" (Town hall), Conseil Départemental or "Caisse d'Allocatations Familiales" (*Family Allowance funds*)

Further information to help you organise your child's activities and early schooling in Strasbourg is available in the guide "Grandir et s'épanouir à Strasbourg".

/// SCHOOL SYSTEM

> *In France, education is compulsory for all 6 to 16 year olds, French and foreign. However, in practice, teaching begins for 3-year olds in „Ecoles maternelles“.*

Parents can choose to send their child or children to a public or private school or educational institution. If the child attends a public school, the precise establishment depends on the place of residence. For a place in a private school, the place of residence is of no consequence but an application is to be filled directly with the school.

Detailed information is available on the website:

- www.service-public.fr
- Under the section "Famille" – "Scolarité"

Type of teaching	Where to register? (administration attached to your place of residence)
“Maternelle et élémentaire” (*Nursery and primary*) for 3 to 11 year olds	"Mairie" (Town hall)
“Collège” for 11 to 16 year olds	"Rectorat", Strasbourg • Liste of schools in the Bas-Rhin • Liste of schools in the Haut-Rhin
“Lycée” for 16 to 18 year olds	"Rectorat", Strasbourg • Liste of schools in the Bas-Rhin • Liste of schools in the Haut-Rhin

/// INTERNATIONAL SCHOOLS

> *In Alsace, international education is available either in international sections of public schools or in private schools and from nursery school level up to the "baccalauréat" at the end of secondary education.*

A specificity of Alsace is the possibility of bilingual education starting at nursery school level: these bilingual classes are taught 12 hours a week in French and 12 hours a week in German. In addition, some 15 Alsatian “lycées” (*high schools*) offer the possibility of sitting the "AbiBac" (French and German).

Useful websites include:

- The « Académie de Strasbourg » : the French-German bilingual cursus
- International education in Strasbourg

Black Forest Academy in Kandern (D), SIS Swiss International School Basel (CH), ISB International School Basel (CH)

HIGHER EDUCATION

- ***L'Université de Strasbourg*** (Unistra) is today the largest pluridisciplinary university in France in terms of students and staff: more than 46,600 students, nearly 2,800 teachers and researchers and a further staff of more than 2,000.

  Of the Nobel Laureates of Unistra, four are active members of the University.

  Unistra offers a wide range of courses in many subject areas and is at the forefront of innovation in terms of initial training, continuing professional development, research, etc, whilst at the same time playing a major role in the heart of the City and on the international scene. It is part of many partnerships such as EUCOR – the European Campus and LERU ("Ligue des Universités européennes de Recherche"), two networks of which Unistra is a founding member.

  www.unistra.fr

- **UHA** : The " Université de Haute-Alsace" is located in two cities (Mulhouse and Colmar) and on five campuses (in Mulhouse : Illberg, collines and Fonderie, in Colmar : Grillenbreit and Biopôle), with nearly 8,000 students, 500 teachers and researchers and an administative staff of 450. A pluridisciplinary University, it offers more than a hundred courses at various levels ("Licence, Master, Doctorat").

  www.uha.fr

- **Alsace Tech** : Alsace Tech is a federation of the 14 "grandes écoles" for engineers, architects, and managers based in Alsace. They united in 2007 as an association in order to present their courses as a single structure and set up shared projets. The network has a total of 9,195 students from 70 specializations in engineering, architecture and management, at a master or doctoral level.

  www.alsacetech.org

6. FRENCH AS A FOREIGN LANGUAGE

/// PUBLIC STRUCTURES

- **L'Alliance Française** : www.afstrasbourg.eu/en

  L'Alliance Française Strasbourg Europe is a non profit-making association with the dual purpose of teaching French and spreading French-speaking cultures. Many members work as volunteers in order to promote French and the values that are associated with this language.

- **Université Populaire du Rhin:** www.universitepopulaire.fr **and Université Populaire Européenne:** www.u-populaire-europeenne.com

  Follow "Programmes d'activité" – "Rechercher une activité" and select: "FLE (Français Langue Etrangère)"

  "Universités populaires" are general public education organisations, whose purpose is to bring theoretical or practical knowledge to all. Most of the "universités populaires" in France are associations. They offer classes at different levels for a very competitive cost.

- **Pôle formation CCI : CIEL – Centre International d'Etudes de Langues de Strasbourg :** www.ciel-strasbourg.org

  Professionals or students, young or less young, managers in international businesses, French teachers in foreign countries…: many people have acquired solid skills in the serious yet relaxed atmosphere of the "CIEL" in Strasbourg.

- **Pôle formation CEL - Centre d'Etude des langues de Colmar :** www.pole-formation-cci.fr/centre-etude-des-langues

  Many students or adults of all ages and professional environments have benefitted from the teaching skills and efficiency of the "CEL" in Colmar, whose programmes (group or individual classes/intensive/distance learning/within the company...) are geared to meeting companies' requirements in French and many other languages.

- **IIEF - Institut International d'Etudes Françaises -** http://iief.unistra.fr

  Part of Strasbourg University (Unistra), the IIEF offers courses at different levels, from beginners (A1) to confirmed (C2). Students can choose to follow classes for one or two semesters, whatever their initial level in French. The programmes include 200 hours per semester which represents about 15 to 17 hours per week. They can lead to a university diploma.

/// PRIVATE STRUCTURES

Many education or training centres offer language classes in Alsace.

7. HEALTHCARE

More detailed information is available on the website:** www.service-public.fr **under the section "Social - Santé"

The European Commission – "Vos droits en matière de sécurité sociale en France" ("*Your healthcare rights in France*") stipulates that:
"Ont droit aux soins de santé les personnes exerçant une activité professionnelle (salariée ou non salariée) ou à défaut, celles résidant de manière stable et sur le territoire français, de même que les personnes qui sont à leur charge. L'ouverture du droit se fait prioritairement sur un critère professionnel ou assimilé. Il est subordonné à des conditions préalables : quotas d'heures travaillées ou montants de cotisations."
(*"Are entitled to healthcare all those with a professional activity (employees or unpaid workers) or if not, living in France on a regular basis, as well as their dependants. Entitlement is primarily based on professional or assimilated criteria. It depends on preconditions such as the number of hours worked or the contributions paid."*).

/// ADMINISTRATIVE PROCEDURES

My situation	Where/how? (administration attached to your place of residence)
"Immatriculation à la Sécurité sociale" (*Registration for Social Security*) – 1st registration	"Caisse d'assurance maladie" Website: www.ameli.fr - section "Vous êtes assuré", "Droits et démarche", "Vous êtes salarié" – Phone: 3646
Change of situation (If you already have a "carte vitale")	"Caisse d'assurance maladie" Website : "Ameli en ligne" https://assure.ameli.fr

/// MEDICAL EMERGENCY

Emergency and hospitals	Where/how?
Emergency phone number	Call 15
Emergency services	Call 15 or go to the nearest hospital
"SOS Médecins" (*urgent medical consultation*)	Strasbourg: 98 Rue de Hochfelden Phone: 03 88 75 75 75 Mulhouse: 27 rue d'Alsace, Phone: 0825 56 68 68

8. LOOKING FOR HOUSING

Legal information on looking for housing is given on the website : *www.developpement-durable.gouv.fr/-Acceder-a-un-logement-prive-.html*

Some websites with housing advertisements:

- ADIL 67 - www.adil67.org or ADIL 68 - www.adil68.org
- Particulier à Particulier – www.seloger.com
- Dernières Nouvelles d'Alsace et L'Alsace : supplement to the Sunday edition
  - Website : www.iookaz.com/Recherche/Immobilier/Alsace - section "Immobilier"
- Exploreimmo – www.exploreimmo.fr
- Le bon coin – www.leboncoin.fr

9. HELP FOR HOUSING

Companies in the private (non agricultural) sector with more than 20 employees are subject to the "ACTION LOGEMENT" contribution. This gives access to various measures designed to help employees with their residential considerations, from renting to buying.

The assistance can take many forms such as looking for a place to rent, financing an acquisition or renovation… and also the "MOBILI PASS" grant to help moving to Alsace and looking for housing.

Further information is available at your company's service provider or on the website: www.actionlogement.fr/produits-services

10. ENERGY SUPPLIERS AND ACCESS TO INTERNET

Electricity	Where to find information?
ES – Energies Strasbourg	Website : ES Particuliers http://particuliers.es-energies.fr/demenagement
Vialis Colmar	http://www.vialis.tm.fr
EDF Bleu Ciel Mulhouse	http://www.fournisseurs-electricite.com
Elektra Birsek (EBM), St. Louis	www.ebm-france.fr

Gas	Where to find information?
Réseau GDS	http://www.reseau-gds.fr/
Enerest Gaz de Strasbourg	www.enerest.fr
EDF Ma Maison Bleu Ciel	https://particulier.edf.fr/
Gaz de Barr	http://www.gaz-de-barr.fr/ To consult the list of "communes" served by Gaz de Barr: www.gaz-de-barr.fr/carte-reseau.html
Agence Locale de la Maîtrise de l'Energie - Mulhouse Sud Alsace	www.alme-mulhouse.fr/

Water	Where to find information?
SDEA – Service de l'eau et de l'assainissement du Bas-Rhin	www.sdea.fr
L'Eurométropole de Strasbourg - Service de l'eau	www.strasbourg.eu
Haut-Rhin	Contact your Town hall

Internet	Where to find information?
Internet access providers	https://www.quechoisir.org/dossier-fournisseur-d-acces-a-internet-t339/

11. PUBLIC TRANSPORT

> *Regional trains (TER), interurban bus, tram and city bus networks, cycle lanes: Alsace has developed all the additional or alternative means of transport to driving a car.*

- Regional trains - www.ter.sncf.com/alsace
- Bus and tram network in Strasbourg - www.cts-strasbourg.eu/fr/
- Website for all the cycle – city bus – interurban bus – tram – train itineraries in the Bas-Rhin - www.vialsace.eu
- Réseau 67 - www.bas-rhin.fr/transports
- Mulhouse tram-train - www.mulhouse-alsace.fr/fr/tram-train
- Vélhop : service for hiring shared bikes - http://www.velhop.strasbourg.eu/
- Citiz Alsace : car sharing, cars for self-service - alsace.citiz.coop

12. LOOKING FOR WORK

> *Whilst associated with a professional opportunity, moving home can also imply looking for work, in particular for the spouse or partner. The first step is to register at the appropriate organizations or bodies. Then, whilst looking for work and when resuming employment, various procedures are to be followed.*

ADIRA has created and manages a Club of company managers in Alsace who share resumes and thereby help spouses or partners in their quest for employment.

Additional information can be found on: www.service-public.fr**,** under "Travail"

- APEC : Recruiting and job offers for management, resumes, career advice, information on the job market, training, work chats and recruiting events - www.apec.fr
- https://www.jobijoba.com/fr
- All the job offers in Alsace : www.emploi-alsace.com
- Pôle Emploi : public service for receiving and registering job seekers - www.pole-emploi.fr
- Dernières Nouvelles d'Alsace – job offers : http://www.ioomyz.com or http://offres.monster.fr/
- L'Alsace – job offers - http://www.iookaz.com

13. CRÉATING A COMPANY

ADIRA – Alsace Development Agency – www.adira.com – will put you in touch with the appropriate partners for your project.

14. TRAVEL FROM ALSACE

- SNCF – www.voyages-sncf.com
- EuroAirport Bâle Mulhouse Freiburg - www.euroairport.com/fr/
- Aéroport International Strasbourg - www.strasbourg.aeroport.fr
- Frankfurt Airport (Allemagne) - www.frankfurt-airport.de
- Flughafen Zürich (Suisse) - www.flughafen-zuerich.ch
- Baden Airpark (Allemagne) - baden-airpark.de

15. VISITING ALSACE

> *Alsace has so much to offer that everyone will find a wide choice of activities to enjoy.*

It is a small region with a perfect balance between urban areas and a large variety of landscapes: forests, valleys, plains, hills...

More than 250 museums and collections present a rich heritage ranging from prehistoric times to contemporary art.

In addition, many international festivals, shows, cultural events and exhibitions are organized throughout Alsace in the course of the year.

Tourist information is to be found on the websites:

- Alsace Destination Tourisme - www.alsace-destination-tourisme.com
- Agence d'Attractivité de l'Alsace – www.alsace.com under "S'installer et vivre" and "Visiter"

16. TIME AFTER WORK

/// HOBBIES

Alsace counts a particularly large number of associations of all sizes. Local city, town or village websites usually include a list of groups or associations that cover many activities in fields such as art, music, sport, voluntary work...

/// LEISURE

Art and culture are highly developed in Alsace; the numerous sources of inspiration reflect the region's open mindedness and the creativity of its artists and artisans.

- www.szenik.eu/fr/ : The best on stage in the Upper Rhine
- www.info-culture.com/fr-68-Bas-Rhin.htm : The search engine for culture in the Bas-Rhin
- http://www.info-culture.com/fr-69-Haut-Rhin : The search engine for culture in the Haut-Rhin.
- www.musees-alsace.org : Internet portal for the museums in Alsace
- www.musees.strasbourg.eu : Museums of Strasbourg
- www.musees-mulhouse.fr : Museums of Mulhouse South Alsace

L'AGENCE DE DÉVELOPPEMENT D'ALSACE

SINCE 1950, AT THE SERVICE OF COMPANY MANAGERS AND THE ELECTED REPRESENTATIVES OF

Find us on the internet:

www.adira.com

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