

Hosting process & ENP Support

I. HOSTING PROCESS

a. Enrolment of the Chilean interns

Once ENP has informed students about the final decision, each student has to send to ENP an acceptance letter in order to confirm the internship.

b. Administrative process in Chile and France

Once the acceptance letter received, ENP establishes an attestation which certifies the ENP support (bonus; accommodation at the CIUP¹; health insurance etc). This letter will be needed for the visa process.

ENP also establishes a "convention d'accueil tripartite" (i.e. "convention de stage), document which has to be signed by the Chilean student, ENP and Felipe Barros on behalf of the CECs (Centro de Estudios Científicos). Four copies will be signed, CECs and the student keep one original copy each and ENP, two.

Once these four documents signed by each part (student/ENP/CECs):

- Students start their visa process through Campus France
- ENP starts the process with the selected research centers hosting the prospective Chilean students.

c. Visa process through Campus France & the French Embassy

First, students have to take an appointment with Campus France.

Required documents (non-exhaustive list):

- Curriculum Vitae in French or English.
- Cover letter in French or English.
- Convention d'accueil tripartite signed
- Original and photocopy of passport
- ENP attestation
- Diplomas or a certificate that proves that you are a "regular student" and grades of all the years of University studies (validated in the Ministry of Education and Ministry of Foreign Affairs).
- Legalized diploma
- Certificate of language knowledge (French or English language)
- Proof of payment of campus France (75000 Chilean pesos)

¹ Cité Universitaire Internationale de Paris

Once the process with Campus France finished, students have to take an appointment with the French Embassy.

Required documents (non-exhaustive list): some will be completed and signed, once arrived in France. To be confirmed by your contact at the French embassy:

- Cerfa form 14052*01 dully filled
- OFII form dully filled for your « **VISA DE LONG SEJOUR DISPENSANT DE LA DEMANDE DE PREMIER TITRE DE SEJOUR** » / long stay visa. The OFII will give you an appointment for a medical examination required when you will be in France
- Original and photocopy of passport
- 1 color photo (3.5 x 4.5 cm)
- Photocopy of the "Convention d'accueil tripartite" signed
- Depending on your visa, and the hosting research center in France, you may need an "acceptance letter" from the DIRECCTE (Labour Office)
- ENP attestation
- Proof of accommodation by the CIUP
- Photocopy of diplomas
- Proof of international health insurance
- Certificate of "antecedentes" validated in the Ministry of Justice. Ask the French Embassy if this document is compulsory.

d. After the 6-month internship

At the end of the internship and before leaving, students are expected to write and send a short report to ENP on the appropriate form.

II. ENP SUPPORT

ENP support during the 6-month period:

- Reimbursement of transportation costs;
- Reimbursement of the visa cost and necessary help is provided to the student to get his/her French visa (issuing certificates, hosting agreement etc);
- Gratification of 615€/month;
- Housing provided. Rooms are booked at the CIUP
- Health insurance and liability insurance provided.
- ENP helps the interns to open a French bank account.