# Your contacts at Université Paris-Saclay

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| **My first point of contact for guidance and help as I move in** | The lab administrator |

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| **I am a PhD student and I have a few questions about...** | my research project, my laboratory, the Doctoral school I belong to | My PhD supervisor |
| | my acceptance and registration for a PhD, the steps I must complete on ADUM, my PhD supervision, my defence, my PhD training | My doctoral school |
| | the Doctoral school I belong to, the training courses, the PhD assignments, the Graduation Ceremony, Université Paris-Saclay | The doctoral college (Maison du doctorat) |

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| **I have questions about my employment contract, social security, renewing my residence permit** | Human Resources (HR) department in charge of my employment contract; as specified by my laboratory |

**In addition to the contact persons mentioned above, in some institutions and organisations, you can reach out to the following services dedicated to PhD students and international researchers:**

- **Faculty of Sciences - Université Paris Saclay**
  Employment contract:
  rh-doctorants.sciences@universite-paris-saclay.fr

- **Faculty of Sciences, Technical Institutes of Orsay, Cachan and Sceaux - Université Paris-Saclay**
  Social security/residence permit:
  convention-accueil.sciences@universite-paris-saclay.fr

- **International Welcome Centre** – Department for International and European Affairs, Université Paris-Saclay
  international.welcomedesk@universite-paris-saclay.fr

- **Université Versailles Saint-Quentin-en-Yvelines**
  direction.recherche@uvsq.fr

- **CentraleSupélec:**
  International Unit - Research Department:
  dr_cellule_internationale@listes.centralesupelec.fr

- **ENS Paris-Saclay:**
  International Relations Office
  ri-incoming@ens-paris-saclay.fr

- **Institut d'Optique Graduate School:**
  Human Resources Office
  ressources.humaines@institutoptique.fr

- **INRIA:**
  Research team assistant: aer-saclay@inria.fr
  Human Resources Office: srh-saclay@inria.fr

- **INRAE:**
  INRAE, Centre Ile-de-France – Jouy-en-Josas :
  Delphine.Leroy@inrae.fr
  INRAE, Centre Ile-de-France – Versailles-Grignon : personnel-idf-vg-hdf@inrae.fr