

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 | |
| 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) |
| 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 | |

The list of Human Resources services

- **Faculty of Sciences - Université Paris Saclay**

Resident Permit:

convention-accueil.sciences@universite-paris-saclay.fr

- **Faculty of Pharmacy - Université Paris Saclay**

convention-accueil.pharmacie@universite-paris-saclay.fr

- **Faculty of Medicine - Université Paris-Saclay**

convention-accueil.medecine@universite-paris-saclay.fr

Faculty of Law, Economics, Management (DEM), Faculty of Sport Science (STAPS) and the Jean d'Alembert fellowship program.

Employment contract, host agreement, reading a pay slip:

gi-enseignants.drh@universite-paris-saclay.fr

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

- **International Welcome Desk** – Department for International and European Affairs, Université Paris-Saclay

international.welcomedesk@universite-paris-saclay.fr

- **Université Versailles Saint-Quentin-en-Yvelines**

Service Formation et Ecoles Doctorales (Education and Doctoral Schools Service): direction.recherche@uvsq.fr

- **CentraleSupélec:**

Cellule internationale -Direction de la Recherche (International Unit - Research Department):

cellule.internationale@centralesupelec.fr

- **ENS Paris-Saclay:**

International Relations Office

ri-incoming@ens-paris-saclay.fr

- **CEA PARIS SACLAY:**

AissatouDjoumo.DIALLO@cea.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 – Versailles-Grignon :

personnel-idf-vg-hdf@inrae.fr

