### The list of Human Resources services

<table>
<thead>
<tr>
<th>My first point of contact for guidance and help as I move in</th>
<th>The lab administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am a PhD student and I have a few questions about...</td>
<td></td>
</tr>
<tr>
<td>my research project, my laboratory, the Doctoral school I belong to</td>
<td></td>
</tr>
<tr>
<td>my acceptance and registration for a PhD, the steps I must complete on ADUM, my PhD supervision, my defence, my PhD training</td>
<td></td>
</tr>
<tr>
<td>the Doctoral school I belong to, the training courses, the PhD assignments, the Graduation Ceremony, Université Paris-Saclay</td>
<td></td>
</tr>
<tr>
<td>I have questions about my employment contract, social security, renewing my residence permit</td>
<td></td>
</tr>
<tr>
<td>Human Resources (HR) department in charge of my employment contract; as specified by my laboratory</td>
<td></td>
</tr>
</tbody>
</table>

#### 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.medicine@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