Last update 24/09/2026

FACT SHEET FOR CERN CORRESPONDING ASSOCIATES (CASS)

Contract Dates

The dates of your association correspond to those indicated in your application.

The validity of the contract of association is subject to the continuation of the legal link with your home institute.

Contracts start on the first calendar day of a month. If the starting date falls on a Saturday or Sunday, your first working day will be the following Monday.

Staff Rules and Regulations & Code of Conduct

During your stay at CERN, you will be subject to the CERN Staff Rules and Regulations applicable to Corresponding Associates.

The CERN Code of Conduct serves as a guide to help all members of the CERN community understand how to conduct themselves, treat others with respect, and contribute to a professional, inclusive and collaborative working environment.

Financial Conditions

The subsistence allowance specified in your contract is the amount in force on the date the contract is issued.

Corresponding Associates with contracts of at least 6 months who have a spouse or registered partner and/or dependent children may be entitled to an increase in the subsistence allowance, provided that at least one family member accompanies the Associate and remains in the local area for a minimum period of 6 months.

Accommodation

The CERN Hotel provides temporary accommodation for members of the CERN community and their accompanying family members.

For information and reservations:

- CERN Hotel
- CERN Housing Service

Health and Accident Insurance

It is the responsibility of the home institution and/or of the Corresponding Associate to ensure adequate social insurance coverage throughout the stay at CERN.

If no insurance coverage is provided by the home institution, appropriate private coverage must be arranged before arrival.

Corresponding Associates are not eligible to join the CERN Health Insurance Scheme.

You are also responsible for ensuring adequate coverage for invalidity and death.

Corresponding Associates cannot join the CERN Pension Fund and remain responsible for arranging pension, invalidity, and death coverage.

Authorized Absence

Associates with contracts of 4 months or more are entitled to 2.5 days of paid annual leave per month of service.

For further information, Associates should contact their Departmental Secretariat.

In addition, CERN observes official public holidays and usually benefits from a closure period between Christmas and New Year.

Before You Arrive

CERN Onboarding Platform

Before arriving at CERN, please complete the onboarding activities through the CERN Onboarding platform:

CERN Onboarding

The platform will guide you through the steps to complete before arrival and during your first weeks at CERN.

One of your first tasks will be to create your CERN computing account, which is required to access CERN systems and services.

You may also find the following resources useful:

- Joining CERN
- CERN Campus App

To ensure a smooth start at CERN, please make sure that:

- Your passport or identity document remains valid for the entire duration of your stay.
- Any required visa has been obtained before travelling.
- You have adequate health and accident insurance coverage.
- You have arranged temporary or long-term accommodation.

Arrival at CERN

Shortly before your start date, you will receive an invitation to a Welcome Session. This session normally takes place on your first working day and provides an opportunity to meet other newcomers and learn more about working at CERN.

Once you have completed your arrival formalities at CERN, CERN will inform the Swiss and French authorities of your presence where applicable. There is no need to apply separately for a work permit.

Even if you are already registered at CERN as a User, you must complete the arrival formalities.

Visas for France and Switzerland

Please contact: visa.hr@cern.ch as early as possible to obtain the documents required for your visa application.

Note that visa processing may take several months. You are therefore strongly advised to start the procedure well in advance of your planned arrival date.

We look forward to welcoming you to CERN and wish you a successful stay.