Last update 04/11/2026

FACT SHEET FOR CERN SCIENTIFIC ASSOCIATES (SASS)

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 Scientific Associates.

The CERN Code of Conduct serve 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

- Financial support provided by CERN is determined according to the length of relevant professional experience, irrespective of age.
- Financial support received from the home institute is not taken into account when calculating CERN's contribution.
- Scientific Associates with contracts of at least 6 months who have a spouse or registered partner and/or dependent children may be entitled to a family supplement, provided that at least 1 family member accompanies the Associate and stays in the local area for a minimum period of 6 months.
- Education grants may be available for dependent children aged 3 to 25 who accompany the Associate for at least 6 months and attend a recognized educational establishment in the Geneva area.

Travel Expenses

If you are already registered at CERN for more than 50% of your time (for example, as a User or an Unpaid Associate), travel expenses related to the start of your appointment as a Paid Scientific Associate are not reimbursed.

If you are entitled to travel reimbursement:

- You must make your own travel arrangements.
- Reimbursement may be claimed upon arrival at CERN.
- Travel expenses are paid on a lump sum basis, regardless of the means of transport used. *The lump sum is determined per country: Lumpsum 2026*

Please note that removal and relocation expenses are not reimbursed by CERN.

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 your home institution to provide adequate social insurance coverage during your stay at CERN.

If no health insurance coverage is provided by your home institution, you are required to obtain appropriate insurance independently.

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

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

Scientific Associates cannot join the CERN Pension Fund and are expected to make appropriate arrangements for pension and retirement coverage in their home country.

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 when applicable. There is no need to apply separately for a work permit.

Even if you are already registered at CERN (for example as a User), you must complete the arrival formalities for your new contract.

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.