

**CHECK-LIST for USERS**  
**MODIFICATION and/or EXTENSION ( ALL FIELDS MUST BE FILLED IN)**

**Opening hrs:** Monday to Friday : 08h30 – 12h30 Monday to Friday: 14h00 – 16h00 **Closed Wednesday mornings**

ID Number : \_\_\_\_\_

Surname (*Family name*) \_\_\_\_\_ First names (*as indicated in passport*) \_\_\_\_\_

Local address whilst at CERN \_\_\_\_\_

Telephone \_\_\_\_\_

Your Institute / University : \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_

Proof of employment/enrolment with your institute/university is required in English or French

Financial support (including all sources of income) during your stay : Monthly over 2800 CHF?  Yes  No

If not, other financial resources \_\_\_\_\_

Presence at CERN \_\_\_\_\_ % from \_\_\_\_\_ to \_\_\_\_\_

Experiment/Project : Primary \_\_\_\_\_ Other \_\_\_\_\_ *Org. Unit*<sup>+</sup> \_\_\_\_\_

Internal address: Building \_\_\_\_\_ Floor \_\_\_\_\_ Office \_\_\_\_\_ Tel \_\_\_\_\_ Tel \_\_\_\_\_ Mobile \_\_\_\_\_

**E-mail address** at which you can be contacted : \_\_\_\_\_

**If this changes, please update it, for details:** <https://account.cern.ch/account/Help/Contents/Files/NewComerFlyer.pdf>

**Insurance** Who covers you whilst at CERN for :

**Medical expenses** due to illness and private accidents <sup>(1)</sup> ? \_\_\_\_\_

**Medical expenses** due to professional accidents <sup>(1)</sup> ? \_\_\_\_\_

**Economic consequences** of disability arising from an accident <sup>(2)</sup> ? \_\_\_\_\_

**Economic consequences** of disability due to illness <sup>(2,3)</sup> ? \_\_\_\_\_

<sup>(1)</sup> Proof of Insurance is required      <sup>(2)</sup> Not covered by CHIS (UNIQA)      <sup>(3)</sup> Not covered by ACCIDENTA

Does your spouse have residence papers provided by CERN?  Yes  No

Do your children have residence papers provided by CERN?  Yes  No

(if yes, a school certificate is required for all children of school age)

**We certify that, to our knowledge, the above information is correct and complete**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Your Signature \_\_\_\_\_

Team Leader / *Group Leader*<sup>+</sup> \_\_\_\_\_ Signature \_\_\_\_\_

or Deputy \_\_\_\_\_ Signature \_\_\_\_\_

**Team Account** : \_\_\_\_\_ **If no Team Account is entered, the user will no longer be able to use CERN Telecom services (GSM, Fixed phone, My Team Work, Switchboard calls)**

<sup>+</sup> CERN Group Leader for user not participating in experiment or official project

Processed by :

<http://cern.ch/ph-dep-UsersOffice/>

PH/UO/P.P. – 20.04.11