

## Declaration of a trainee under IRD agreement

*This form is to be completed by the trainee and sent to PEPS **by the structure** at least 4 weeks before the arrival date (except in special cases: 8 weeks)*

Initial request

Extension

**TRAINEE** (insert to be completed by the trainee)

Name

First name(s)

Date of birth

Place of birth

Nationality

Mail

Phone number  
(in France)

Gratified internship

Non-gratified internship

Continuing professional training

Level

Teaching establishment

Purpose of internship:

Start date of training course<sup>(\*)</sup>:

End date of training course<sup>(\*)</sup>:

Person to contact in case of accident:

Name

Phone number

**HOST STRUCTURE** (insert to complete by the structure)

Host structure's name

Supervisor's name

IRD

Not IRD

Date

Signature of supervisor

Stamp and signature  
of host director

(\*) dates must correspond to those indicated in the internship agreement

### Required attachments:

- The commitment to confidentiality
- **A PDF file containing:** certificate of civil liability insurance + certificate of health insurance + passport or national identity card + visa or residence permit (if applicable) + bank details (in the event of a gratified internship)
- The Application form for card allocation (canteen/rooms)
- The completed internship agreement
- The fee simulation (if applicable), to be completed via the link: <https://entreprendre.service-public.fr/simulateur/calcul/gratification-stagiaire>

### For your information:

The French National Research Institute for Sustainable Development (IRD) processes your personal data in this context. This processing is based on the performance of IRD's public interest mission. For further information: <https://www.ird.fr/politique-de-protection-des-donnees-personnelles>