

Policy Number: HR003EN  
Last Review Date: 16 Nov 2020

1. PURPOSE

The American University of Paris (AUP) reimburses certain expenses related to official documents needed for employment. This policy defines those expenses and ensures consistency and clarity for all employees recruited locally and abroad.

2. WHO IS AFFECTED BY THIS POLICY

Employees and future employees.

3. POLICY STATEMENT

The cost of various types of official documents may be reimbursed to employees or future employees of the University, depending on their situation. A table with full details is annexed to this policy.

4. RESPONSIBILITIES

The Department of Human Resources is responsible for administration of this policy and for approving reimbursements. The Accounting Department processes reimbursements and ensures that requests not approved by the Department of Human Resources are not reimbursed.

5. DEFINITIONS

“Employee” Any person who is linked to The American University of Paris by an employment contract.

“Future Employee” A person who has accepted an official offer of employment from The American University of Paris, but who is not yet employed.

6. APPROVALS & HISTORY

Elaborated and published 30 September 2017.  
Reviewed November 2020, no changes.  
Next review November 2023.

7. ISSUING OFFICE AND CONTACT

The Office of Human Resources  
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TYPE OF EXPENSE	FOR EMPLOYEES WHO WERE RECRUITED ABROAD AND FOR WHOM AUP APPLIED FOR A VISA WITH <i>FAMILLE ACCOMPAGNANTE</i> , AND IN THE SPECIFIC CASE OF A PERSON WHO IS DIVORCED	FOR EMPLOYEES WHO WERE RECRUITED ABROAD AND FOR WHOM AUP APPLIED FOR A VISA FOR THE EMPLOYEE ONLY	FOR EMPLOYEES RECRUITED ABROAD WHO DO NOT REQUIRE A VISA	FOR LOCALLY-RECRUITED EMPLOYEES (including those who apply for positions stating that it is their intention to move to France, but whom we have not recruited internationally)
Certified translation of diploma	AUP pays (required for visa)	AUP pays (required for visa)	AUP pays if it is required for the <i>Rectorat</i> , otherwise it is up to the employee to pay	AUP pays if it is required for the <i>Rectorat</i> , otherwise it is up to the employee to pay
Legalization of birth certificate ( <i>Apostille</i> )	AUP (required for Social Security registration)	AUP (required for Social Security registration)	AUP (required for Social Security registration)	Employee
Certified translation of birth certificate	AUP (required for visa and for Social Security registration)	AUP (required for visa and for Social Security registration)	AUP (required for Social Security registration)	Employee
Certified translation of marriage certificate	AUP (required for visa)	Employee (if and when required - particularly if he/she applies for <i>regroupement familial</i> )	Employee	Employee
Certified translation of divorce documents	AUP (required for visa)	Employee (if and when required - particularly if he/she applies for <i>regroupement familial</i> )	Employee	Employee
Certified translation of children's birth certificates	AUP (required for visa)	Employee (if and when required - particularly if he/she applies for <i>regroupement familial</i> )	Employee	Employee
Visa fee	AUP	AUP	N/A	N/A
Translation of CV	AUP (required for visa)	AUP (required for visa)	AUP if it is required for the <i>Rectorat</i> , otherwise it is up to the employee to pay	Employee
<i>Timbres fiscaux</i> for initial <i>carte de séjour</i>	AUP within the limit of the budget granted for relocation	AUP within the limit of the budget granted for relocation	AUP within the limit of the budget granted for relocation	N/A
French driving license (conversion of foreign license or full cycle)	Employee EXCEPT when required for AUP business	Employee EXCEPT when required for AUP business	Employee EXCEPT when required for AUP business	Employee EXCEPT when required for AUP business
Passport (issue or renewal)	Employee	Employee	Employee	Employee EXCEPT for French citizens who require a passport for AUP business
Moving and installation expenses	AUP within the limit of the budget granted for relocation	AUP within the limit of the budget granted for relocation	AUP within the limit of the budget granted for relocation	N/A
<i>Timbres fiscaux</i> for renewal of <i>carte de séjour</i>	Employee	Employee	Employee	Employee
Translations of documents relating to marriage, divorce or birth of children subsequent to employment	Employee	Employee	Employee	Employee
Consular registration of birth of children	Employee	Employee	Employee	Employee
Fees and documents related to application for French citizenship	Employee	Employee	Employee	Employee
Visa fees to visit countries other than France	Employee EXCEPT when required for AUP business	Employee EXCEPT when required for AUP business	Employee EXCEPT when required for AUP business	Employee EXCEPT when required for AUP business