Teaching Assistant Program in France

2022-2023

American Assistant Handbook
# Table of Contents

## 1. Pre-Departure Information

- A Word about COVID-19 ........................................................................................................ 4
- Your Next Steps .................................................................................................................. 8
- Birth Certificate ................................................................................................................ 10
- Your Work Contract (Arrêté de Nomination) ................................................................. 12
- Visas .................................................................................................................................. 13
- What Now? Timeline of Things to do this Summer ....................................................... 20
- Pre-Departure Checklist .................................................................................................. 21

## 2. Post-Arrival Information

- Validating Your Visa ......................................................................................................... 23
- Traveling on Your Visa .................................................................................................... 25
- Housing ............................................................................................................................ 25
- Banking ............................................................................................................................ 30
- Health Insurance ............................................................................................................. 32
- Salary / Advance of First Payment .................................................................................. 37
- Orientation (“Stage”) ....................................................................................................... 38
- Observation Period ......................................................................................................... 39
- Teaching Materials .......................................................................................................... 39
- Solving Problems ............................................................................................................. 39
- Vacations / School Year Calendar .................................................................................. 40
Having a Second Job ................................................................. 41
Social media use as an assistant ................................................. 41
Drug use .................................................................................. 41
Dress Code ............................................................................ 42
Discounts ............................................................................... 43
Deferring School Loans ............................................................. 43
Taxes ....................................................................................... 44
Filling out french paperwork ...................................................... 46
Working again as an assistant in the future ............................... 46
Post-arrival checklist – things to do ............................................. 47
Newsletters and testimonials ..................................................... 48
Assistants Ambassadeurs .......................................................... 48
End of stay ............................................................................ 48
Temporary contact information for U. S. Cohort ......................... 49
Program Social Media ............................................................... 50
Congratulations! You have been selected to participate in the 2022-2023 Teaching Assistant Program in France, a program of the French Ministry of National Education. You have already received an assignment in one of France’s school districts – your “académie”. This handbook will guide you through what you need to do over the summer to prepare for your trip to France, and will also provide information on various aspects of your new life as an assistant(e) de langue in France.

A WORD ABOUT COVID-19

As the Covid-19 pandemic continues to affect many aspects of our daily lives, its impact on international mobility has been particularly unprecedented. While many preventative measures are still in place abroad and domestically, we have seen a general stabilization of COVID-19 cases across the United States over the last few months compared to earlier eras of the pandemic, along with a vast increase in availability of COVID-19 vaccines since the beginning of 2021.

Thanks to these improvements, as of May 2022, the United States has been classified as a “green zone” country by the French government. This means that U. S. citizens who can provide proof of full vaccination (2 doses plus booster for those who have had the Pfizer or Moderna series) OR, in the case of non-vaccinated travelers, negative results of a COVID-19 PCR test taken no earlier than 72 hours prior to their departure may travel to France (with a valid passport, of course). As U. S. assistants de langue, these same departure conditions apply to you.

IMPORTANT: Neither the U. S. Program Manager nor France Education International can provide assistants with advice on obtaining a COVID-19 vaccine or accessing COVID-19 PCR tests. We recommend you consult with your local health department or health care provider if you have questions or concerns about these topics.

While we are very grateful for these developments, the safety and well-being of our teaching assistants remains our highest priority. Therefore, we would like to provide you with the following resources to help you stay informed and safe moving forward:

- [https://www.gouvernement.fr/info-coronavirus](https://www.gouvernement.fr/info-coronavirus)
This is the French government’s official website for COVID-19. Here, you can find the latest updates and guidance about the sanitary situation in France.


This page provides the official guidance from the Ministère de l’Éducation National, de la Jeunesse et des Sports regarding safety measures and protocols in schools in the context of COVID-19. Please do not hesitate to pose any questions related to safety measures directly to your school and academy contacts as well (these contacts could include your professeur(e) referent(e) at the secondary level or conseiller/conseillère pédagogique at the primary level, school principal, inspecteur/inspectrice pédagogique, gestionnaire administrative, etc.).

https://fr.usembassy.gov/covid-19-information/

This is the US Embassy in France’s official page dedicated to COVID-19 guidance. Please note that, in addition to the American Embassy in Paris, there are also U. S. Consulates General in Marseille and Strasbourg and U. S. Consulates in Rennes, Bordeaux, and Lyon. Emergency contact information for U. S. citizens in France can be found here.

Centers for Disease Control and Prevention (CDC) COVID-19 Site

MASK WEARING

As of May 16th, 2022, masks are no longer required to be worn inside public spaces or on public transportation in France. However, they are still required to be worn by medical professionals, medical patients, and visitors to hospitals or other medical complexes. Since these regulations are constantly evolving and vary across cities and regions, assistants are strongly encouraged to consult the French Government’s website on COVID-19 so that you are informed of the latest updates.

Should you have questions about mask wearing in your school(s), we invite you to reach out to your school and Académie contacts (see list of potential contacts above).

TRAVELING TO FRANCE – VACCINATION AND PCR TESTING

As residents of a “green zone” country, to travel to France, fully vaccinated (according to European regulations) U. S. citizens are required to provide proof of a complete vaccination series in order to depart for and enter France. Unvaccinated travelers will still be required to provide results of a negative PCR test taken less than 72 hours before departure or a negative antigen test taken less than 48 hours prior to departure in order to depart for and enter France. Consult the infographic on the following page for a full list of rules to adhere to in order to travel to France from a “green zone” country and vice versa (source version here). Before departure and out of an abundance of caution, please also consult the website of the
French Consulate that is closest to your place of residence (see the map here to find your regional Consulate) to confirm the safety measures you will need to conform to prior to your departure.

**VOYAGES DEPUIS ET VERS LES PAYS « VERTS »:**
LES RÈGLES À RESPECTER

Sont considérés comme pays « verts », les pays ou territoires connaissant une circulation négligeable ou modérée du virus, en l'absence de variant préoccupant émergent. Il s'agit des pays de l'espace européen : États membres de l'Union européenne ainsi que l'Islande, le Liechtenstein, Monaco, la Norvège, Saint-Marin, la Suisse et le Vatican.

S'y ajoutent les pays et territoires suivants : l'Afrique du Sud, l'Albanie, l'Angola, Antigua-et-Barbuda, l'Arabie Saoudite, l'Argentine, Aruba, Bahami, le Bangladesh, Barbade, le Belize, le Bénin, la Birmanie, la Bolivie, Bonaire, Saint-Eustache et Saba, la Bolivie-Herzégovine, le Botswana, le Bhoutan, le Burkina Faso, le Burundi, le Brésil, le Cambodge, le Cameroun, le Canada, Cap Vert, le Chili, la Colombie, les Comores, le Congo, la Côte d'Ivoire, la Corée du Sud, le Costa Rica, Cuba, Curaçao, Djibouti, l'Égypte, les Émirats arabes unis, l'Equateur, Eswatini, les États-Unis, l'Éthiopie, les Fidji, le Gabon, la Gambie, le Ghana, la Guinée, la Guinée équatoriale, la Guinée Bissau, la Géorgie, la Grèce, l'Inde, les Îles Féroé, l'Irlande, les îles Salomon, les îles Turquises-et-Caïques, les îles Vierges britanniques, les îles Vierges des États-Unis, l'Indonésie, l'Irak, la Jamaïque, le Japon, la Jordanie, le Kazakhstan, le Kenya, Kiribati, le Kosovo, le Laos, le Lesotho, le Liban, le Libéria, la Macédoine du Nord, Madagascar, la Malaisie, le Malawi, les Maldives, le Maroc, la Mauritanie, le Mexique, la Moldavie, la Mongolie, le Monténégro, Montréal, le Mozambique, le Népal, le Nicaragua, le Niger, le Nigeria, la Nouvelle-Zélande, Oman, l'Omeyyade, le Pakistan, le Panama, la Papouasie-Nouvelle-Guinée, le Paraguay, le Pérou, les Philippines, Porto-Rico, le Qatar, la République démocratique du Congo, la République dominicaine, le Royaume-Uni, le Rwanda, Saint-Christophe-et-Niévès, Sainte-Lucie, Saint-Vincent-et-les-Grenadines, le Salvador, les Samoa, Sao Tomé-et-Principe, le Sénégal, la Sibérie, les Seychelles, le Soudan, le Soudan du Sud, le Sri Lanka, Taïwan, la Tanzanie, le Tchad, le Timor oriental, le Togo, la Tunisie, la Turquie, Trinité-et-Tobago, l'Uruguay, l'Ukraine, le Vanuatu, le Venezuela, le Vietnam, la Zambie et le Zimbabwe.

Au titre de la réglementation sanitaire mise en place dans le cadre de la lutte contre la Covid19, les voyageurs à destination de la France métropolitaine en provenance d’un pays « vert » auront seulement à présenter la preuve de leur vaccination pour les voyageurs vaccinés ou bien soit un résultat négatif d’un test PCR ou antigénique soit un certificat de rétablissement pour les voyageurs non vaccinés.

**En provenance d’un pays « vert »**

- **Je suis vacciné :** seule the preuve d’une vaccination complète est nécessaire, en plus des documents habituellement requis (exemple : passeport, visa).

- **Je ne suis pas vacciné :** le résultat négatif d’un test PCR de moins de 72 heures ou d’un test antigénique de moins de 48 heures ou bien un certificat de rétablissement* est nécessaire, en plus des documents habituellement requis (exemple : passeport, visa).

* résultat positif à un test PCR ou antigénique réalisé plus de onze jours et moins de six mois auparavant. Ce certificat est valable pour une durée de six mois à compter de la date de réalisation de l’examen ou du test.

**À destination d’un pays « vert »**

Pour connaître les règles sanitaires relatives à l’entrée sur le territoire d’un autre pays, les voyageurs sont invités à consulter la rubrique « conseils aux voyageurs » du site internet du ministère de l’Europe et des affaires étrangères :

https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/

Informations valables au 31 mars 2022
At all times, both prior to and after your arrival in France, you are strongly encouraged to adhere to the preventative health measures outlined by the French Government and detailed in the infographic on below. Mask wearing is, again, no longer required in public or on public transportation, but remains strongly recommended when in crowded spaces.

YOUR NEXT STEPS

START SAVING MONEY

Even though you will receive a monthly stipend as an assistant, you will not receive your salary for your first month of teaching until the end of October or November. You should therefore save money this summer so that you will have enough funds to cover the first month or so of living in France, especially if you must make a security deposit when renting an apartment. Having extra spending money will also allow you to take advantage of your vacations and travel, and to have a cushion in case of emergency.

Most assistants leave for France with at least $2,000. This sum really depends on your personal spending habits, lifestyle, and the region where you will be living (Paris is very expensive, rural France is cheaper). It is your responsibility to create a realistic budget for yourself. Some assistants do just fine on the salary provided, while others need to supplement their salaries by other means.

REGISTER ON ADELE

Beginning this year, program administrators will upload your tapif.org application data into ADELE, France Éducation International’s new program management platform. This will trigger an automatic account creation request that will be sent to the contact email you provided to the program. Please DO NOT create an account yourself on ADELE. You MUST wait for this automatic email. Once you receive this account creation request in your inbox, you should use the detailed tutorial found here to finish setting up your profile within ADELE. This platform aims at gathering all actors of the program in one application. Your académie will also eventually upload your arrêté de nomination to your ADELE account so that you are able to access it directly after logging in. Your académie should also still send your arrêté de nomination to you via email, but it is a good idea to also check your ADELE account from time to time while you are awaiting this document.

LOCATE A COPY OF YOUR BIRTH CERTIFICATE

You will need your official birth certificate to enroll in France’s national healthcare and social services system. You are also asked to upload a scan of your birth certificate your account on ADELE. Please see the “Birth Certificate” section on page 10 for more information about why you must bring this document with you to France. This section also describes instances in which you may wish to obtain an officially translated version of your in French (not required, but generally recommended if you plan on applying for rental assistance).

RESEARCH AIRLINE FARES, BUT HOLD OFF ON PURCHASING YOUR TICKET

We do not recommend purchasing your plane tickets until you have received your work contract (arrêté de nomination) and work authorization from your académie and have a visa appointment on the books. If you decide to book plane tickets before you actually have your visa in hand, we also recommend buying
trip insurance or purchasing tickets that are refundable and/or modifiable. As with obtaining a visa for any country, there is always a risk that there could be a delay or error in your visa processing.

After you accept your assistant position at the programmatic level and your académie receives your dossier, it then takes up to a few of months for work contracts to be prepared and sent to you by email (generally, they can arrive anytime between July and September). This year, your work contract (arrêté de nomination) will also be uploaded by your académie to your ADELE account once it is ready. Once you have received your work contract, it will then take you several more weeks to apply for and obtain the long-stay work visa you will need to work as an assistant in France (see pgs. 13 - 18 of this Handbook for more information about booking a visa appointment in advance). Since there are many variables at play, we suggest leaving your travel options open until you know for sure when you will be able to depart for France. We would hate for you to purchase a plane ticket now only to find out that you cannot leave on the date you planned because of slow paperwork or visa delays. If you decide to book your plane ticket now, please note that this is entirely at your own risk.

Your contract officially begins on October 1, 2022 and ends on April 30, 2023. You will find out the details of your specific school and city placement once your académie places you in a school or schools on ADELE and you accept this placement. Please note that many public workers in France go on holidays in July and August so please do not worry if your Académie does not contact you until early September.

REQUEST A FEDERAL IDENTITY HISTORY SUMMARY

All selected candidates are required to obtain a copy of their Identity History Summary from their home country as soon as possible. Your académie may need this document before they can draft your work contract, so you will need to complete this step as soon as you can. We ask that you obtain and upload it to your ADELE account by June 30th, 2022. Your académie may contact you by email to request a scanned copy of this document directly, and so you should get this step done ASAP. If you are contacted by your académie, please follow their instructions, which may vary between regions. Keep in mind, if you are asked to send something 'par mail', this means 'by email' in French.

If you are a renewing assistant, please contact your académie to inquire as to whether they can accept the Identity History Summary that you submitted last year. If they cannot, please complete the same steps as a first-time assistant to obtain an updated version of this document.

Although you can request a Federal Identity History Summary directly through the FBI, this sometimes takes longer, is more prone to error and delay, and is more challenging in terms of completing fingerprinting.

We therefore recommend that you obtain this document through an FBI-approved Channeler agency. We recommend Fieldprint

1. Visit www.fieldprintusa.com
2. Click ‘Schedule an Appointment’
3. Create an account
4. Complete the online form application
   a. You do not need to enter your social security number
   b. Your Reason for Request is: Live, work, or travel in a foreign country
   c. When asked ‘Is this request for employment, licensing, or an apostille? ’, click NO.

5. Schedule an in-person appointment for fingerprinting and complete appointment

6. Fieldprint should email you a PDF of your letter of Identity History Summary within a day or two.

7. Once you have this PDF, please upload a copy to your ADELE account (instructions on how to do this can be found on pg. 6 of the ADELE tutorial). You need to complete this by June 30th at the latest.

Additional points of clarification:

- If asked, please indicate that your employer is the Teaching Assistant Program in France. You do not need to give a precise address for your employer, and we do not have an ORI number, so please leave that section blank if asked.

- You need to have the document emailed or mailed to you personally, not to the Embassy or your académie offices in France.

- If you have any incident on your record, please contact us via email. This may impact the académie’s final decision on your candidacy.

- You may be informed that Fieldprint cannot process requests for ‘employment purposes’. This is fine. For the purposes of your role as a Teaching Assistant in France, we can accept this document and you should proceed with Fieldprint. You should indicate that the request is not for employment, licensing, or an apostille.

- If you are trying to obtain a Federal Identity History Summary from abroad, you will need to research the best method for obtaining this document on your own as different places may have access to different services. The U. S. Program Manager is unable to advise on completing this procedure from abroad. Make sure to let your académie know if you will be significantly late uploading your official background check.

**BIRTH CERTIFICATE**

You will need to bring an official birth certificate with you when you go to France. The birth certificate is used for enrollment in France’s national healthcare and social services system known as the “Sécurité sociale” or “Sécu.” Your académie may contact you to request a scanned copy of this document by email. If you are contacted by your académie, please follow their instructions, which may vary between regions. **Keep in mind, if you are asked to send something ‘par mail’, this means ‘by email’ in French.** The Sécu requires all foreigners follow standardized guidelines for enrollment documentation. Foreigners born in the U.S. must show the Sécu an original birth certificate.
Please note all “assistants de langue” are registered via “La caisse primaire d’assurance maladie (CPAM) de Paris” regardless of their region of placement. We explain this in more detail in the Health Insurance section of the American Assistant Handbook and more information can also be found in “Le guide de l’assistant de langue en France, pg. 22”

1. AN ORIGINAL BIRTH CERTIFICATE

The birth certificate you present to the Sécu must be official. However, it does not necessarily need to be the original copy that was issued at the time of your birth. You can obtain an official certified copy, or you may be able to order a new “original” from your city or state of birth. The French authorities will NOT accept just a photocopy of your birth certificate.

Many assistants choose to obtain a new “original” birth certificate from the state or city where they were born so that they do not have to bring the true original to France. A number of U.S. states allow you to order a new “original” birth certificate online (for a fee) through sites like www.vitalcheck.com. You can also order a new certificate by writing to or calling the office that manages records for your state of birth: www.cdc.gov/nchs/w2w.htm

2. BIRTH CERTIFICATE TRANSLATION AND APOSTILLE

Until 2015, Assistants needed a French translation of their Birth Certificate and an “apostille”, a kind of international certification, for the Sécurité Sociale. These two items are no longer necessary.

While you are not required to obtain a translated copy of your birth certificate for the Sécurité Sociale, if you choose to apply for the CAF, they may ask for the translation. Neither the French Embassy nor France Éducation International can provide specific information about which CAF offices may require a translated Birth Certificate (for more information about the CAF, please see pg. 29). We include this guidance as more CAF offices have begun to ask for translated copies, but this is not necessarily a standardized regulation for all CAF offices across France. It will depend on what your regional CAF office requires. As a precaution, you may therefore wish to obtain a translated copy of your birth certificate. Reliable translation resources are listed below:

Translation while in the U.S.

- Click here to visit the website of the American Translators Association. Using the Advanced Option on this site, you can select Source Language (English) and Target Language (French), select "ATA-certified in the selected language combination", and you will get a list of about 45 ATA certified French translators from which to choose.

Translation after arriving in France:

- Click here to access a database of translators who are officially recognized by the Cour de cassation (one of four high courts in the French judicial system).
Please note that if you were born outside of the U.S. and your birth certificate is in one of the CPAM accepted languages (English, German, Spanish, Italian, Portuguese, Dutch, Polish, Romanian, or Swedish) you need to bring the original birth certificate or an official copy with you to France. It does not need to be translated into French or into English.

If you were born outside of the U.S. and your birth certificate was issued in a language other than those listed above, you will need to have your birth certificate translated into French. You can do this before you leave for France or when you arrive.

If you have a consular report of birth abroad, this is acceptable as well.

YOUR WORK CONTRACT (ARRÊTÉ DE NOMINATION)

You will receive an email from your Académie this summer containing a PDF of your official work contract known as an “arrêté de nomination.” You should print this document and use it for all administrative steps in the U.S. and in France. In years prior, it was necessary for this document to first be stamped by the French Labor Authority so that it could act as a document of official work authorization. As of 2021, the arrêté de nomination alone is considered as proof of work authorization. You can use it to apply for your visa as soon as it is sent to you by your académie, no additional document is required to prove that you have work authorization in France. The arrêté de nomination will provide you with essential information, including the name of your school, the school’s address, and your contact person’s information. This document is very important, since it serves as proof that you will be legally employed in France as an “assistant(e) de langue” during the 2022-2023 school year. Without it, you will not be able to get your work visa.

Your arrêté will be emailed to you directly by your académie typically between June and August, though on occasion it has arrived for some assistants in early September. This year, your work contract (arrêté de nomination) will also be uploaded by your académie to your ADELE account once it is ready. Some académies take a while to email them out or to upload them, so DO NOT PANIC if you do not receive yours in June or July. In order to arrive in France on time for your October 1st contract start date, you do not need to apply for your visa until late August or the beginning of September (though you can certainly apply for your visa earlier if you are ready), so please be patient.

You will receive a survey by mid-August that will allow you to notify the program if you have not yet received your arrêté de nomination. Please note that the US program manager will not have the capacity to respond to email/phone inquiries about the status of your arrêté de nomination until mid-August. We truly prioritize helping you out, but most school administrators are not in the office in July and early August in France, so we are unable to address any contract issues before mid-August.

Once you receive your contract, do the following:

1. Make sure you have a digital copy and multiple hard copies of your arrêté and keep track of them.
2. Verify that your personal information is correct (name, date of birth, etc.). If it is not, email celina.jaffe@frenchculture.org.

3. Read France Éducation International’s Guide de l’Assistant de langue en France very carefully. You can consult the 2021-2022 version online here. The 2022-2023 Guide de l’Assistant de langue en France will become available at this same link once it has been published.

4. Contact your school and/or contact person. You will find your school and your contact person’s information either on your arrêté de nomination or on another document in the packet sent to you by your Académie. If you can’t find your school’s address, phone number or email, you can look this information up online, or look in the Ministry of Education’s Annuaire: www.education.gouv.fr/pid24301/annuaire-accueil-recherche.html. If you are really having trouble finding contact information after looking through your documents and in the annuaire (directory), email us and we will do our best to help. You should also keep in mind that if you are waiting for a long time to receive an email back, you can also call the school and try to navigate to the right contact. Please do not be afraid to pick up the phone and call, this usually resolves all issues right away.

Do not be concerned if your school or contact person does not reply immediately. French schools are closed from the middle of June until the end of August, and many people in the school district administration leave on vacation for the whole month of August. If you do not get a reply to the emails you send, then you can reach back out or even give them a call in early September once school is back in session (don’t stress out if this is the case. Your académie will still be expecting you this fall, even if you do not get in touch with your assigned school(s) before you leave for France). Please note that the US program manager cannot help you get in touch with these contacts before they return from leave.

Note: If you receive other documents that look important in your packet, keep them and follow whatever instructions are attached. Your académie might also ask you to confirm that you received your contract and still intend to come to France this fall. If you receive any additional documents, just use your best judgment and follow the indicated instructions. Each académie has their own onboarding process for their assistants, and some administrative tasks may vary between academies. You should simply follow the instructions from your académie, and not rely on information from other assistants placed elsewhere in France.

**VISAS**

**GENERAL INFORMATION**

REMINDER: Once received, your arrêté de nomination will automatically be considered as proof of work authorization in France. You can use it to apply for your visa as soon as it is sent to you by your académie, no additional document is required to prove that you have work authorization in France.
You will need to obtain a long-stay work visa to work as an assistant in France. The visa for teaching assistants is a visa type D – “visa de long séjour, mention travailleur temporaire (VLS-TS)”.

You are not legally allowed to work in France without a long-stay visa and you cannot apply for this visa once you are in France. **You must get the visa BEFORE leaving for France.** Guadeloupe, Guyane, Martinique, La Réunion, and Mayotte are all parts of France.

If you have questions regarding the visa application process or the legalities of the visa itself, please contact your local consulate or the visa agency VFS Global. Neither France Éducation International nor the program manager at the French Embassy in the U. S. are visa experts and have no power over the visa allocation process, so although we will certainly do our best to answer your questions, we may not be able to help in certain cases. Please note that each regional consulate has a website and email address for visa questions.

**APPLYING FOR THE VISA**

In 2018, the French Consulates in the US externalized the visa application process and are now working with an agency called VFS Global. You will therefore no longer visit your consulate in person; you will visit the VFS Global office located in the same cities as the French Consulates. **You can apply for your visa at any VFS Global office in the U. S., regardless of what region you live in.**

Please follow the instructions carefully.

**To apply for the visa:**

1. Complete an online application and schedule an appointment via the platform france-visas.gouv.fr
   a. Go to france-visas.gouv.fr
   b. Click Step 2: Start your visa application online/Effectuez votre demande de visa
   c. Click Access/Accesser
   d. Create an account if you don’t already have one or log in if you already have started an account. Verify your email address and create a password, if necessary.
   e. Complete the online form entitled YOUR PLANS.
      i. **TIPS:** Place of submission is the US; your City of submission is the city where the VFS center you plan to visit is located; Type is a Long Stay >90 days; you have an Ordinary passport; Your plans: Business/travailler; Main purpose of stay: Recruitment or posting workers/Embauche ou détachement de salarié); and Click Verify when complete.
   f. You will be informed that, yes, you need a visa (unless you are an EU citizen with a valid passport, in which case you should use your EU passport for all administrative purposes while in France). Click Next.
   g. You will complete another form on this page entitled “Your Information”. You do not need to include a ‘National Identity Number’. Make sure you enter your birth date in the French format (day/month/year). For Current Job, you can select Student/trainee in the Sector of Teaching. The name of the Employer should be your Académie. Ex: Académie de Lyon. You
can use the address and phone number of the Rectorat of the Académie in which you are placed as the address of the employer. You can find the addresses and phone number of the Rectorats online with a quick google search. It may also be included on your arrêté de nomination. You do not need to list an email address for the employer. Click Next.

h. If you have already had a visa for France before, you will give information about this visa on the next page. Complete this, then click Next.

i. Give your planned date of arrival. If you do not have plane tickets yet, give an estimate of a few weeks before the October 1 start date. The length of your contract is 7 months, but you should click 8 or 9 months for the duration to give yourself some leeway depending on your plans. You don’t have a Visapro #, leave that blank. You probably don’t have a Scholarship (unless you have an external grant or if you are Fulbright ETA, in which case do list the relevant information here). Lastly, indicate if members of your family are joining you (likely “No”). Click Next.

j. This page asks about Your Contacts, which you probably do not have yet. If you do not have housing, click the second box ‘A company, organization or establishment will be accommodating me’ and use the address of the Rectorat of your Académie, again, and the Académie de ____ for the name of the organization. You can list “Celina Jaffe” as your contact person if you do not have anyone else’s name in France yet, but still use the city in which you are placed. You can indicate that your means of Funding is ‘Myself’ and that you’re using a Credit card and Cash, and By the company, organisation or establishment hosting me and indicate Other – and specify that you have a “monthly stipend of 790 euros net”. Click Next.

k. This page recaps your application, check the box at the bottom declaring that the info is correct, and click Continue. When you have checked that the data you entered is correct, click Yes.

l. You will be sent to a page describing the additional documents you need to apply for the visa. You’ll see the following:

- **Pre-requisites**
  - Application form, dated and signed – This is the online form you just completed, you will print it out when you click Continue and make an appointment

- OFII FORM – You no longer need to print this form and bring it with you to your visa appointment. This process migrated online in 2019 and you will complete it once you arrive in France.

- ID photograph – Passport sized photo, bring two, these can be taken and purchased at CVS, FedEx, etc.

- If you are not a US citizen, please provide proof of your legal status (green card, visa, etc.)

- Travel document (passport), valid for at least three months after the planned date of return and photocopy of passport pages – Your passport needs to be valid until at least October 31st, 2023 (regardless of your date of return). You need to bring two photocopies of the information and signature pages to the appointment. You need to
have at least two blank pages facing each other (like an open book) available in your passport in order for the agency to be able to issue your visa. If you do not have two facing blank pages, you need to order a new passport as soon as possible.

- **Purpose of travel/stay**
- Copy of diplomas, proof of qualification, employment certificate – As an Assistant/e de langue, you do not need to bring copies of your diploma, you will only need to bring your arrêté de nomination.
- Work permit obtained by your employer from the DREETS (CERFA form n°15187*02), sent directly to the embassy or consulate by the OFII – As an Assistant/e de langue, you no longer need an additional work authorization from the DREETS. Additionally, your work permit (or arrêté de nomination) will actually be sent directly to YOU, and NOT to the Embassy or Consulate by the your académie. You need to have your arrêté de nomination with you, along with three photocopies, at your appointment. If you do not have this document, you cannot go to your appointment and you’ll have to reschedule.

- **Application price**
- 99 euros: this amount is for informational purposes only. Certain individual cases may give rise to specific fees. Additional fees may also be charged at the time of your appointment at your visa centre. – You will NOT need to pay the 99 euro fee. This fee is waived for Assistants de langue based on a longstanding agreement. This is an estimated fee for other types of work visas, but you will NOT be asked to pay this fee. If you are asked to pay, please explain that as an Assistant/e de langue you are exempt, and to contact Celina Jaffe at 202-944-6011 or celina.jaffe@frenchculture.org with further questions. Click Continue.

m. You will be directed to make an appointment at a visa center. Click “Whom should I contact”, then on the next page click “À qui s’adresser”. If you do not see this option right away, go to the main page by clicking France-Visas at the top left of the screen, and click the third blue icon “À qui s’adresser?”, then click ‘United States’. Follow the instructions related to your particular area to make an appointment (Click the blue box at the top right of each section, Prendre un rendez-vous) at the VFS Global office most convenient for you.

n. Now you need to print your Visa application. To do this, go to the main page of the France-Visas platform and click your name in the blue box at the top right corner, click Mon compte. If you completed the online application, you will see a little magnifying glass icon under your name and birthdate in the middle of the page. When you click that icon, you will create a PDF of the visa application. Print three copies of the application and bring them with you to your in-person appointment.

2. Go in person to the VFS Global location for your visa appointment, bring all of the above materials, leave your passport. You can go to any VFS Global location listed. There will be a fee that you will pay to VFS for this service. It will be around 27 euros. You will pay this online when you make the appointment with VFS or at the VFS center. Again, you are NOT subject to the 99 euro visa fee, which is waived for Assistant/e de langue. Only pay the VFS fee of around 27 euros.
3. Your passport is mailed back to you with your visa affixed; this typically takes around 3 weeks, but we cannot make any guarantees about processing times.

We recommend applying for the visa as soon as you receive your arrêté de nomination. Again, please note, that you cannot apply for the visa until you have your "arrêté de nomination" in hand because this is the only document that the visa service will accept as proof of employment for the work visa.

If you are asked to pay 99 euros for the visa processing fee, or if your visa is rejected altogether, please call us at (202) 944-6011. This process should be easy as long as you follow all the instructions listed on the France-Visas platform and bring ALL necessary documents when you go. Please note that we cannot help if you forget to bring a necessary element of your application, and we cannot rush the processing time of your visa.

ONCE YOU HAVE YOUR VISA

Your visa will be issued for the length of your contract; however, you must validate your visa online within the first 3 months of your stay in France (see pg. 22 for further information). The procedure for validating your visa online is explained in the post-arrival section of this handbook. If you do not validate your visa within the first 3 months of your stay in France, your visa becomes invalid and it is illegal for you to stay in France.

FAQS FOR VISAS

• I need to apply for my visa earlier than normal and my arrêté de nomination hasn’t arrived yet. Can you get me the arrêté de nomination early, or can you convince the consulate to issue my visa without it?

No. We cannot get your arrêté de nomination to you any earlier than normal, nor do we know exactly when it will arrive. The académies in France must create the work contracts and send them to their assistants. This process can take several weeks or even months. The consulate must see the original arrêté de nomination since they cannot legally issue a work visa without seeing a work contract issued by your académie in France.

If you planned on traveling, studying or working abroad this summer, you might not be able to get your assistant visa before you leave for the summer. If this is the case, you will need to return to the U.S. for a few weeks in early September to get your visa.

• I receive a message saying “an error occurred” when trying to log into my VFS account. How do I fix this?

We recommend going to your browser settings and clearing your browsing history/cookies. This should correct the issue right away after relaunching your browser. You should be able to select a time frame for how far back you want to delete your browsing data as well, and this may prevent
TEACHING ASSISTANT PROGRAM IN FRANCE 2022-2023

you from being logged out of all of your online accounts. However, do keep in mind that performing this action will log you out of more online accounts than just VFS, if not all of them. You may wish to make note of the passwords for all relevant accounts prior to attempting this fix.

- I am currently living outside of the United States. Can I get my French long-stay visa in the country where I am located?

Maybe. If you have been living in another country for more than 6 months and can provide a “justificatif de domicile” (i.e. a utilities bill/lease in your name or a letter from your host plus your host’s utilities bill/lease), you may be able to get the long-stay visa at the French consulate in the country where you are currently located. Please contact the visa section at the French consulate in that country for more details:


- I am living in France right now and already have a long-stay visa/titre de séjour. Can I just renew my visa in France instead of returning to the U.S. to get an entirely new visa?

Maybe. You should get in touch with your local Préfecture to speak with someone about your situation. It is sometimes possible to renew/extend a “titre de séjour,” but it must still be valid when you apply for renewal. You cannot renew or extend a titre de séjour that has already expired. If you have a valid titre de séjour, you would next need to show proof that you have a job next year as a teaching assistant (your work contract, aka arrêté de nomination). If you have not received your arrêté de nomination yet and your titre de séjour is about to expire, the Préfecture may be able to issue a temporary titre de séjour known as a “récipissé” which might give you a little bit more time for your contract to arrive in the mail. Once you have received the arrêté, you should go to the Préfecture immediately to renew your titre de séjour. The Préfecture is the proper authority on this issue, so you must abide by their rules. If they do not renew or extend your “titre de séjour,” then you will have to return to the U.S. at the end of the summer to get a new visa. Please direct any further questions to your local Préfecture which is the final authority on the matter.

Neither the French Embassy nor France Éducation international is in a position to help assistants navigate this process.

- I am currently in France, but do not have a long-stay visa or titre de séjour. Can I get my long-stay visa here in France?

No. You must return to the United States to get your long-stay visa.

- I am going to be a teaching assistant and a full-time student next year. Which visa should I get?

Situations like this will be studied on a case-by-case basis by the French visa services. Since a person cannot have two visas at once, you can only apply for ONE visa to cover your time in France. The
work visa will be issued for the length of your teaching contract, starting on the date you arrive in France and expiring at the end of your contract (visa services usually add on some extra time – around one month – to allow you to wrap up your affairs in France, but this can vary by consulate and individual situation). If your studies begin before late September and/or end after mid-May, it may instead be a better idea for you to apply for a student visa, as this status also provides you with work authorization that is more than sufficient for working as an assistant de langue.

If you will be a student in France at the same time as you will be an assistant, we recommend contacting Campus France USA for inquiries about your visa, as well as your academic program. If you are confused about how to enroll in classes at a French university, Campus France is there to help answer your questions (www.usa.campusfrance.org).

However, please note that even language assistants working under a student visa will be expected by all program administrators and school staff to prioritize their assistantship over any other roles they may have. Your schools are not required to structure your work schedule around any classes or other engagements you may have, so you should not expect them to do so.

- **I am planning on going to France with my significant other. What should I do?**

It is your responsibility to research the intricacies of bringing another person with you to France. Americans are only allowed to remain in France as tourists for up to 90 days. If an American wants to stay in France longer than this, he or she must obtain a long-stay visa. The long-stay visa is usually only available to students with proof of enrollment and to workers with proof of employment. The Teaching Assistant Program cannot help arrange for your significant other to work or study in France. For more information about available visas, please visit your regional consulate’s website.

### SUMMARY OF VISA APPLICATION STEPS

1. Receive your work contract (arrêté de nomination issued by your académie) as a PDF file via email. Print multiple copies of this document.

2. Complete a visa application on france-visas.gouv.fr
   - **You must wait** until you have your arrêté to make an appointment.
   - **Although most arrêtés arrive by late July or August, we cannot give you an exact date by which you will definitely have your contract. You cannot go to an in-person visa appointment without an arrêté, you will be turned away. There is no flexibility on this point.**

3. Prepare all documents for your visa appointment according to the instructions listed above and make an appointment at a VFS Global Center that is most convenient for you.
4. Go to your visa appointment.

5. You may leave for France once you have both your arrêté de nomination and your visa.

   - When you arrive in France (or the Schengen Zone if you will be traveling to France through another country), your passport may be stamped by the border police. However, do NOT panic if you do not receive a stamp in your passport upon entering France or the Schengen Zone. Having this stamp was important for the validation of the assistant visa, but this process has since moved online and it is no longer necessary to have this stamp to complete your visa registration.

   - After securing housing, validate your visa online within 3 months of your arrival in France.

**WHAT NOW? TIMELINE OF THINGS TO DO THIS SUMMER**

**May – June:**

- Obtain an official version of your birth certificate that you can bring to France (and potentially an official translation if you plan to apply for the CAF. See pgs. 11 and 29 of this Handbook for more information). Also upload this document to your ADELE account.

- Obtain a Federal Identity History Summary and upload this to your profile on ADELE.

- Research airline fares. We do not recommend purchasing your plane tickets until you have at least received your arrêté de nomination in the mail and have booked a visa appointment. **If you decide to book your plane tickets now, please note that this is entirely at your own risk.**

**June – July:**

- Watch for your arrêté de nomination in your email inbox (make sure to check your spam regularly), as well as in section 6 of your ADELE account (your académie should upload it there, too). When you receive it:
  - Make at least three copies of the work contract document
  - Verify your personal information
  - Reach out to your school and/or contact person when you receive their information, but do not panic if it takes them a while to respond; many teachers and administrators go on holiday beginning in July through the month of August. It is not abnormal for some assistants to not be in touch with their schools until after their arrival in France. The most important elements over the summer are that you receive your arrêté de nomination and have initial correspondence from your académie. The US program manager cannot help you get in touch with your schools.
Complete the visa application on france-visas.gouv.fr if you have your arrêté de nomination, and go ahead and schedule a visa appointment at a VFS Global Center. Note: you cannot schedule an appointment more than 3 months before your contract start date.

August – September:

- Continue to watch for your arrêté de nomination in your email inbox/on ADELE if you have not received it yet (make sure to check your spam regularly).
- Complete the visa application on france-visas.gouv.fr
- Reply to the mandatory survey about your arrêté de nomination (will be sent in late summer by US Program Manager)
- Make sure you have all the necessary documentation, photos, and photocopies for your visa appointment.
- Get your long-stay visa
- Leave for France once you have both your arrêté de nomination and your visa.

**PRE-DEPARTURE CHECKLIST**

- [ ] Passport (valid at least through October 31st, 2023)
- [ ] Social Security Card issued by US government (may be helpful for opening a bank account, see pg. 31 for more information)
- [ ] Copy of Federal Identity History Summary uploaded to your ADELE account
- [ ] Visa de long-séjour (affixed in your passport)
- [ ] Proof of vaccination for fully vaccinated travelers (according to European standards) OR, for non-vaccinated travelers, negative results from a COVID-19 PCR test taken 72 hours or less OR negative antigen test taken 48 hours before your flight to France
- [ ] Official version of your birth certificate (+ translated version if applying for the CAF), make sure to also upload a scan of this document to your ADELE account
- [ ] Three printed copies of your Arrêté de nomination (work contract)
- [ ] All the information your académie sent you over the summer, especially the address and phone number for your school and/or contact person
Photocopies of all documents listed above (It is a good idea to bring copies of your important documents any time you want to apply or sign up for something like a bank account, phone plan, etc.)

Credit/debit card/s (Make sure you let your bank at home know that you will be living in France this year, so they do not put holds on your cards. You should also ask them what kind of fees you should expect to encounter while abroad.)

Plane ticket (Make sure to check online to see what your airline’s baggage policy is, you wouldn’t want to get stuck having to pay overweight bag charges at the airport!)

Money: You will need personal funds to cover your expenses through at least the end of October. The exact amount will depend on your spending habits, lifestyle and region where you are assigned. You are responsible for creating a realistic budget for yourself. Some assistants do fine on the salary provided, while others need to supplement their salary. We recommend a minimum of $2,000 to cover expenses during this initial period of the contract, but again, this varies by person and region of assignment. Please also note that inflation has been particularly high this year, both in the U.S. and France, so you may wish to account for this fact when deciding the level of start-up funds you will need upon arrival in France.

Optional health insurance to cover you for the first 3 months of your contract – not required, but generally recommended

Optional travel insurance to cover you during the year for emergency medical costs outside of France and repatriation of remains

Accommodations for at least a few days after you arrive in France: a reservation at a youth hostel or inexpensive hotel, Airbnb, staying with friends, etc.

You may also want to register your passport and travel plans with the U.S. Department of State’s Smart Traveler Enrollment Program (this will make things easier in case of emergency): https://step.state.gov
Post-Arrival Information

VALIDATING YOUR VISA

Your visa will be issued for the length of your contract; however, you must validate your visa online within the first 3 months of your stay in France. If you do not validate your visa online within the first 3 months of your stay in France, your visa becomes invalid and it is illegal for you to stay in France!!! No one from the Programme des Assistants de langue en France will be able to assist you if you do not complete this procedure.

Additionally, as of January 2nd, 2020, there is an update regarding the taxe de première demande de titre de séjour (TPD). Assistants will be required to pay this 200 euro tax when validating their visa online. They will also be required to pay 25 euros for the purchase of the timbre fiscal needed to submit their validation. Please refer to pg. 16 of Le guide de l’assistant de langue en France for further information.

Once your visa is validated, it becomes your “titre de séjour” and will act as a residency card. It will basically allow you to be “French” for most administrative purposes during your 7-month teaching assistant contract. With a validated visa, you can register for social benefits like health insurance, subsidized housing, etc. Under typical circumstances, a validated visa would also allow you to come and go as you please in and out of France. However, given the risks currently presented by the COVID-19 pandemic, we advise you to frequently consult the French government’s COVID-19 site for travel advisories and/or restrictions that may be in effect, both for your place of departure and at your destination. Note that the health situation in a given locale can evolve very quickly.

IMPORTANT: If you do plan to travel within France or abroad, please abide by all local safety measures at all times and adhere strictly to the gestes barrières detailed in the infographic on page 5 of this Handbook. Make sure to consult the French Government’s COVID-19 site before making any travel plans.

VALIDATION PROCEDURE

In 2019, the French visa validation procedure migrated online. While in years prior assistants were required to validate their visas using a mail-in form, they are now able to quickly register their visas with L’Office Français de l’Immigration et de l’Intégration (OFII) via an online platform managed by La Direction générale
TEACHING ASSISTANT PROGRAM IN FRANCE 2022-2023

des étrangers en France (DGEF), an entity of the French Ministry of the Interior. This process requires you to provide a permanent address in France, so **you should only begin the online visa validation process AFTER you have secured housing.**

Once you have arrived in France and secured housing, click the following link to begin your visa validation:

https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/

Once the window has opened on your computer, you will click on the icon that says "*Je valide mon VLS-TS*" (NOTE: VLS-TS means "Visa long séjour valant titre de séjour"). Enter your visa number on the following page. Afterwards, click the button that says "*Confirmer mon numéro de visa*" and follow the instructions that are shown afterwards. Make sure to save the confirmation of your visa’s validation provided by the site. Once complete, this online validation will allow you to exit and re-enter the Schengen zone for the duration of your visa's validity.

**MEDICAL VISIT**

After you complete the online portion of your visa validation, you should receive a convocation from the OFII (Office Français de l'Immigration et de l'Intégration) scheduling you for a brief medical visit (FREE for assistants) required of all foreigners living in France on long-stay visas. You must complete this routine medical exam.

You will receive a letter in the mail at the address you provide during the online validation process informing you of the time and place of your medical visit. You must go to the appointment scheduled for you by the OFII – they will not go out of their way to reschedule the visit for a date that is more convenient for you. Neither the U. S. Program Manager nor your académie staff can assist in rescheduling this appointment for you if you miss it or if you prefer to go at another date/time. If it happens to be on a day that you are scheduled to teach, ask your school for permission to go to the appointment and make up any missed classes at a later date. They should be ok with this since the medical visit is mandatory for you as a temporary resident of France. The medical visits for assistants usually take place in the winter or early spring. Please be patient while awaiting OFII to contact you and note that the Assistant de langue en France program has no influence over when OFII assigns medical appointments.

After your medical exam, the OFII will provide you with an attestation of completion. You do not need to do anything further with this form, but make sure to keep it for your records as obtaining a copy can be quite difficult.

**VISA VALIDATION SITE CONTACT PAGE**

Should you encounter technical difficulties or have questions while completing your online visa validation, you may send a message to La Direction générale des étrangers en France (DGEF) via the following link: https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/contact
TRAVELING ON YOUR VISA

If you wish to travel to another Schengen Zone country during your time as an assistant, your long-stay multiple entry visa typically allows you to do so at any time. You can view a map of the Schengen Zone here: www.diplomatie.gouv.fr/fr/IMG/pdf/07._carte_espace_schengen_document_no7_.pdf

If you wish to travel to a country outside of the Schengen Zone or back to the U.S., your visa allows you to do so once you have completed the online validation process.

However, this guidance may be subject to change this year due to potential travel restrictions related to the COVID-19 pandemic. Please refer back to the “Validating Your Visa” section above for further details and always consult the French Government’s COVID-19 site before making travel plans.

HOUSING

GENERAL INFORMATION

You are responsible for finding your own housing in France. We recommend getting in touch with your school and/or contact person before you leave so that you can learn more about housing options in your area. They can recommend an inexpensive hotel or youth hostel where you can stay for the first few days, or let you know if someone at the school can let you stay at their house while you get settled.

Youth hostel websites:

www.fuaj.org  www.hihostels.com
www.hostels.com

Some schools provide housing for language assistants; however, this option usually only exists at the high school level. Some lycées have boarding students who actually live at the school in dormitory-style housing and in these cases, the school is sometimes able to set aside a room for the language assistant. In this scenario, the assistant often performs light RA duties in exchange for this cheap or even free housing. Some lycées even have small apartments set aside for their assistants. It is much rarer to find on-site housing for assistants at the collège and primary school levels. Your contact person should be able to tell you whether or not your school will provide you with housing. If the answer is no and you must find your own housing, do not panic! Hundreds of assistants find themselves in this situation every year and do just fine.

We do not recommend searching for housing until after you have arrived in France or have at least been in contact with your school. This is because:

1. Your school may already have housing reserved for you (they will inform you if so)
2. It is not advisable to sign a lease without seeing the apartment and surrounding neighborhood

25
3. You probably will not know the region well enough before you arrive to know which areas are easily accessible to your school.

Many assistants organize their own housing each year. You can stay in a youth hostel for the first week or so while you look for a place to live. Try reaching out to other assistants in your area and team up to find housing. Most cities have a youth information center offering housing information to young people and students on a budget – this can be a great place to start. Finding housing on your own seems scary at first, but it is usually not as difficult as expected! Do not stress out too much if you go to France without something set in stone. You will find many other assistants in the same situation who will be there to support you in your housing search.

If you have been placed in Paris or its suburbs (Créteil/Versailles), past assistants have recommended finding a place where you can stay for at least the first month while you look for housing. Paris is a large city full of students from all over the world. It can be very difficult to find a place to live and most assistants spend at least two weeks searching for housing. For this reason, we recommend that you begin your housing search immediately upon arrival so that you do not have to spend all your saved-up money on a hotel.

If you have not been placed in Paris or its suburbs, it is still a good idea to look around online now to get a general idea of how much it will cost rent an apartment in your area.

When you find an apartment, you will most likely have to pay a security deposit (caution or dépôt de garantie) equivalent to 1 or 2 months’ rent, plus the rent for the first month; you will need to have quick access to the equivalent of 2 or 3 months’ rent. Most landlords have no problem accepting wire transfers, but please note that there may be international transfer fees on both ends – you should also take into account the time it takes to complete the transfer (usually 2-3 days).

In Paris and other large cities, you may need to make a quick decision on the spot about whether or not to take an apartment. A letter of financial guarantee may help a landlord accept your application over the applications of French people who already have French co-signers. This letter can be from your bank, your parents, or another person willing to cover you financially should you not be able to pay your rent. You can prepare this letter yourself and have it notarized to make it more official. The French consulate in Washington has a form letter that you can use to get an idea of what the letter should say for students (but you would obviously need to tailor it to your specific needs as a language assistant, and may need to create a new document using a format similar to this that would be acceptable by a landlord): https://washington.consulfrance.org/IMG/pdf/Financial_guarantee_for_student_ANP.pdf.

Additionally, assistants in recent years have opted to go through Visale, a reputable French garantor service, to obtain such a letter of financial guarantee. We offer this information in case you are interested in researching this option further. Please note that neither the US Program Manager nor France Education International can assist with or answer questions about the Visale application process.
If you are renting a place on your own, look for a place with a refrigerator and “plaquettes” or burners at the very least. Many studios do not have ovens, but you can buy a small toaster oven if you need one.

We suggest preparing a budget before you leave the U.S. in which you include the maximum amount of money that you can spend on housing, groceries, toiletries, transportation and spending money.

**WEBSITES**

Housing websites (if you have any to add, please contact us by email):

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<th>Website</th>
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<td><a href="http://www.pap.fr">www.pap.fr</a></td>
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For finding a roommate…. often less expensive, and a good way to meet French people:

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<td><a href="http://www.immobilierfr.org/logement-etudiant/kel-koloc-s89.html">www.immobilierfr.org/logement-etudiant/kel-koloc-s89.html</a></td>
</tr>
<tr>
<td><a href="http://www.appartager.com">www.appartager.com</a></td>
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Sites with housing sections for students and young people on limited budgets:

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<td><a href="http://www.mapiaule.com">www.mapiaule.com</a></td>
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Housing for students (some student residences will allow you to live there even if you are not attending the local university):

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<tr>
<td><a href="http://www.adele.org">www.adele.org</a></td>
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<tr>
<td><a href="http://www.icade-immobilier.com/residence-services-etudiant.html">www.icade-immobilier.com/residence-services-etudiant.html</a></td>
</tr>
</tbody>
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* Please note that each region also has its own *Centre Regional d’Information Jeunesse* that will have housing suggestions and perhaps even listings for young people on limited budgets in that particular area. You can find yours by searching online for “CRIJ” + the name of your region or city. For instance, if you are placed in the *académie* of Lille, you could search “CRIJ Lille” and you will find the site for the CRIJ Hauts de-France at [http://www.crij-hdf.fr/](http://www.crij-hdf.fr/).
## HOUSING VOCABULARY

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<td>avec/sans ascenseur</td>
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</tbody>
</table>
* In France, the ground floor is the “rez-de-chaussée” (RC) and the first floor is the floor above the rez-de-chaussée (the second floor to Americans). Below the rez-de-chaussée is the sous-sol (SS). Rooms are called “pièces.” A pièce can be any room except the kitchen and the bathroom. For example, a 2-bedroom apartment with a kitchen, living room, dining room, and one bathroom can be listed as a 4 pièces – T4 or F4 in ad-speak.

CAISSE D’ALLOCATIONS FAMILIALES (CAF)

IMPORTANT: Unlike the Sécurité Sociale, receiving CAF benefits while working as an assistant is NOT guaranteed by your contract. The CAF is a social welfare program of the French government that may provide monetary housing assistance on a case-by-case basis. Neither the French Embassy nor France Éducation International can assist you in applying for the CAF nor can they speed up the application process or intercede on your behalf if the CAF denies your claim. The U. S. Program Manager will not reply to requests of this nature.

If you rent a room or apartment in France (with or without roommates), you may be eligible for the Caisse d’Allocations Familiales or CAF, an organization that gives housing subsidies for people with limited incomes. Not everyone is eligible for CAF – eligibility depends on your exact housing situation and also in part on the amount of money you made over the past few years – but most assistants do qualify. For more information about eligibility requirements, how to apply, and to get an estimate of how much money you might receive through CAF, please visit their website at: www.caf.fr

When searching for housing, we strongly recommend finding a place to live that is affordable without the CAF. Even if you are eligible for CAF and apply right away, it will still probably take at least a few months to start receiving payments. It is therefore best to find housing that you can pay for each month without relying on CAF.

If you are eligible for CAF and want to apply, you will have to turn in some paperwork (application form, copy of your validated visa/titre de séjour, copy of your lease, bank routing information, etc.) and then wait to be approved. This process is slow and you may not receive any money for several months.

Please note: At the end of your time in France, you MUST formally request to close your CAF account. The CAF usually requires you to submit a formal letter stating that you will be leaving France and that you wish to stop the subsidy payments. If you do not make this formal request to close your account, the CAF may
continue the direct deposits to your French bank account even after you leave France; once they realize their error after a few months, they will try to get these payments back and will threaten legal action if you do not comply. To avoid the hassle of trying to arrange repayment from the U.S., please make sure to close your account at the end of your time in France.

**TAXE D’HABITATION**

If you rent an apartment in France, you may be responsible for paying a “taxe d’habitation” at the end of the year, and this tax amounts to several hundred euros. Please speak to your landlord about this so that you will not be caught off guard should you be responsible for paying this tax (the French government would send you a bill next summer). For more detailed information on the taxe d’habitation, see pg. 43.

**BANKING**

**SETTING UP A FRENCH BANK ACCOUNT**

In order for you to get paid, you need to open a bank account in France. We recommend doing this immediately so that you can receive an advance on your salary (you will need to have opened your French bank account and submitted your account information to your académie prior to October 10th if you want the salary advance – more information on page 37). In order to open a bank account, you must have an address in France. If you have not found permanent housing this early in the month (this is the case for many assistants), simply ask your school if they might be able to serve as your address for a while. They can sometimes provide you with a housing letter to give to the bank. Please note that Airbnbs are NOT acceptable forms of lodging for opening a bank account.

We recommend visiting a couple of banks to find out about their conditions and what they require to open an account. Choose a bank that is close to your home or your school as you will have to visit the same branch in person to make changes to your account. Please note that some académies have agreements with a certain local bank, and this bank might be easier to deal with thanks to more experience with language assistants and their special needs. Ask your school or académie contact person about this before selecting a bank. Major banks in France include Crédit Mutuel (this bank in particular offers a special type of account with discounted rates for employees in the education sector), Banque Populaire, BNP Paribas, Caisse d’Epargne, Crédit Agricole, Crédit Lyonnais, and Société Générale.

When you open an account, you will need to provide at the very least your passport, a “justificatif de logement”, and most likely a Taxpayer Identification Number (if you do not know your Individual Taxpayer Identification Number – or ITIN –, your US social security number should be an acceptable stand-in. If the bank agent helping you open your account is hesitant about accepting your SSN for this purpose, be polite but insistent and direct them to the following link: https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin). Each bank has different requirements, so do not be shy about asking questions. Make sure to explain to them that you will be leaving after your contract is finished.
at the end of April. Some banks have fees if you stay with them for less than one year, so take the time to understand their account closure policy before signing anything.

Once you have opened your account, ask the bank for several copies of your "Relevé d’Identité Bancaire" or RIB. This is an essential document that provides your bank account coordinates. You will be asked for your RIB whenever you set up direct deposits or automatic withdrawals (i.e. when you apply for your salary advance, CAF, etc.), so it’s good to have extra copies on hand for the future.

CLOSING YOUR FRENCH BANK ACCOUNT

When you leave France at the end of the year, you will need to close your French bank account. The easiest way to do this is to meet with your bank “conseiller/conseillère” 1-2 months before your departure to let them know that you will be leaving the country and to talk about the steps for closing your account. Your bank “conseiller/conseillère” can guide you through the process.

Please note that you will need to leave your account open through at least the end of April to receive your last month’s assistant salary. However, we recommend leaving your bank account open for one to two months after the end of your assistantship. As of 2022, assistants de langue may be eligible for what is called the "prime de précarité"; this is a kind of bonus reserved for certain types of short-term contract positions in France that is disbursed after the end of an employee’s contract. You may also need to leave the account open longer if you have other automatic deposits or withdrawals set up (reimbursements – work, tax, or otherwise -, CAF, etc.). As long as you arrange everything in advance and fill out the necessary paperwork ahead of time, it is usually possible to leave your account open for a month or two after you leave the country for these final transactions to go through (then your French bank can do a wire transfer of your funds to your U.S. account and fully close the French account on your behalf after that).

YOUR U.S. BANK ACCOUNT

We recommend speaking with someone at your American bank about international banking fees so you know what to expect in France. Call both your bank and credit card companies to let them know you will be in France for the next 7 months so that they do not put holds on your accounts due to unusual account activity.

Many American ATM cards can be used at French banks. Be aware that most banks charge a fee for the use of foreign ATMs, but this method often gets you the best exchange rate.

Sending money via wire transfer from an American bank to a French bank can take anywhere from 24 hours to a couple of weeks. You should ask both your U.S. and French banks how long it takes on average so that you know what to expect. Please note that international wire transfers usually involve paying fees to both the sending and receiving banks. Check with both banks for details.
HEALTH INSURANCE

GENERAL INFORMATION

As a teaching assistant, you will be covered by the French "Sécurité sociale" or "Sécu". Your salary each month will reflect deductions from your paycheck for healthcare and social services. You cannot opt out of this plan. The Sécu covers 60% - 70% of medical costs incurred in France, 35–65% of prescriptions filled in France, and 80% of hospitalization fees in France. If you travel outside of France, you are NOT covered by the insurance provided by the French government (even if you go home to the U.S. over the holidays). You are also NOT covered for trips back home for emergency care or for repatriation of remains. We therefore recommended purchasing additional travel insurance to cover you outside of France and in case of a major emergency. We cannot tell you where to buy this insurance, but talk to your parents, contact a student travel agency, or do some research on the Internet.

Your coverage under the Sécu will only go into full effect once you have a “numéro de sécurité sociale provisoire” (social security number). This number is only referred to as “provisoire” because you will receive this number prior to the arrival of your Carte Vitale (French health insurance card given to all citizens and residents of France. As an assistant de langue, you will be considered a resident of France for the duration of your visa’s validity). The same exact numéro de sécurité sociale will be displayed on your Carte Vitale when you eventually receive it. This number will be assigned when enrollment paperwork is sent to and processed by the CPAM de Paris (Caisse primaire d’assurance maladie, the administrative organization that manages the Sécu). It is therefore VERY IMPORTANT that you turn in the Sécu paperwork as soon as possible once you get to France.

In 2015, the CPAM set up a bilingual French/English hotline to answer Assistants’ questions regarding coverage details. If you have particular questions about obtaining prescriptions or questions about whether a certain treatment will be covered in France, we suggest calling this number for more information. The number is 00 33 811 36 36 46 from abroad, and 08 11 36 36 46 from France. This service is available between 9am and 6pm daily Paris time.

ENROLLMENT

Your schools will help you enroll in the Sécu after your arrival in France. You will be enrolled via the CPAM de Paris (caisse primaire de l’assurance maladie de Paris), regardless of your académie placement. Your enrollment is mandatory even if you have insurance coverage in the U. S. The Sécu enrollment process migrated online last year and your school should submit your enrollment request for you, but you will still need to provide them with the following documents to complete your enrollment:

- Arrêté de nomination
- Passport with copies of identity pages, visa and entry stamp received upon arrival in France
- Birth Certificate
- Relevé d’identité bancaire (RIB) from your French bank
• Printed Attestation de validation de visa received after registering your visa online (this can be sent after the preceding documents on this list, the CPAM will contact you if and when they need this document)

Please note that, for enrollment in the Sécu, you should list your school’s address, not your own. Once the Sécu processes your enrollment request, you will be assigned a “numéro de sécurité sociale.” Once you have this number, you will be eligible to be reimbursed for healthcare expenses provided you submit the proper paperwork to the CPAM de Paris while awaiting delivery of your Carte Vitale (see following section).

Please see pages 22-26 of the Le guide de l’assistant de langue en France 2021-2022 for further information about the enrollment process and assistant health care coverage in general.

THE CARTE VITALE

Once enrolled in the Sécu, you will first receive a numéro de sécurité sociale provisoire, which will eventually be followed by a health insurance card known as the “Carte Vitale.” It can take a long time to receive the Carte Vitale in the mail. We therefore recommend having additional individual insurance to cover you in case of major emergency during the first two to three months. This is not required but can help avoid paying large out-of-pocket sums while you wait to receive your Carte Vitale. Basically, this helps you in emergency situations – If you have a big accident and incur major medical costs during the transition period (between when you receive your “numéro de sécurité sociale” and when you receive your Carte Vitale), you would have to pay out-of-pocket at the doctor’s office or hospital, then file a claim for reimbursement later. If you broke your arm, for instance, the bills could be expensive and might be difficult to pay out-of-pocket. We recommend finding an individual plan for the first two to three months that can help you pay immediately for emergency medical treatment.

* We cannot provide advice about private insurance companies.

Once received, the Carte Vitale allows you to benefit from almost immediate reimbursement for medical costs. For example, if you go to the doctor and present your Carte Vitale, you will pay the cost of the initial visit, the doctor will scan your Carte Vitale, which will allow you to then be automatically reimbursed by the Sécu without further paperwork. These reimbursements typically arrive within 3 to 5 business days after the initial appointment. If you do not have your Carte Vitale, you will pay for your visit as usual, then the doctor will give you a reimbursement claim form to submit to the CPAM de Paris. The paperwork is like filing a reimbursement claim with a health insurance company in the U.S. – it may be a little difficult at first due to language barriers, but not too complicated as long as you have the right documentation. It will take longer to get reimbursed using this process, but please rest assured that, as soon as you have registered with the CPAM de Paris and received your numéro de sécurité sociale, you are fully covered and eligible for reimbursement of medical costs. You DO NOT need to wait, and you SHOULD NOT wait, for your Carte Vitale to seek reimbursement.
MEDICAL VISITS AND REIMBURSEMENT

Coverage through the Sécu is generally much more comprehensive than the vast majority of U.S. health insurance plans. If you get sick while in France, you may go to a doctor of your choosing. At the end of your appointment, the doctor will either use your Carte Vitale to enter your information into the national healthcare system and you will then be reimbursed automatically by the Sécu for your out-of-pocket medical costs OR, if you only have your numéro de sécurité sociale provisoire, you can pay in full and then submit a request for reimbursement to the Sécu later. Your doctor’s office can provide you with the appropriate claim forms. It is important to understand that paying in full for a doctor’s visit in France is much cheaper than paying in full for medical care in the U.S. – the full out-of-pocket price for many medical visits may only cost you 20-30 euros.

Please also note that, if you seek medical care in France, you must declare a médecin traitant. This is simply a primary doctor. Without declaration of a médecin traitant, the level of reimbursement for standard doctor’s visits (this does NOT apply to emergency care) will only be 30% instead of 70% of out-of-pocket costs. You can officially choose and note your médecin traitant by filling out a déclaration de choix du médecin traitant (also know as formulaire 12485) with your chosen doctor and and submitting it to the CPAM de Paris. You can complete this process online during your first medical visit with your chosen primary doctor in France, they will know what you are talking about if you ask them to help you make this declaration.

MEDICINE AND PRESCRIPTIONS

The Sécu covers 35-65% of the cost of prescriptions filled in France. If you need a prescription medication while you are in France, you will need to visit a French doctor, have him or her write you a prescription, and then take the prescription to a pharmacy. Pharmacies in France will not accept foreign-written prescriptions.

If you currently take a specific medication, we recommend bringing a couple of months’ worth of the medication with you to France to cover you until you can see a French doctor. If you are planning on getting any of your current medications in France, it can be helpful to ask your U.S. doctor write a note explaining the details of your current medication regime (reason for taking medication, name of medication, dosage, etc.). This may make it easier for the French doctor to write you a prescription for the same drug.

Prescriptions in France are reimbursed on a scale, usually between 35% and 65% of the sticker price of the medication. The reimbursement amount depends on the drug and is indicated by the color of the label or “vignette” that they put on the medication. For more information, please visit: https://www.ameli.fr/assure/remboursements/rembourse/medicaments-vaccins-dispositifs-medicaux/remboursement-medicaments-tiers-payant#:~:text=100%20%25%20pour%20les%20m%C3%A9dicaments%20reconnus,m%C3%A9dicaments%20%C3%A0%20service%20m%C3%A9dical%20faible.
If you already take a particular medication and want to find out the price of the drug in France and how much would be reimbursed by the Sécu, please visit:
www.doctissimo.fr/html/medicaments/articles/medicaments_loupe.htm
(prix de vente = price, tx de remboursement = the percentage that the Sécu would cover)

*You can easily find aspirin, ibuprofen, paracetamol etc. in France. However, medicine is NOT sold in grocery stores in France, only in pharmacies.

DENTAL AND VISION

The Sécurité sociale covers dental and eye care to a certain extent. It covers routine vision check-ups, dentist visits and fillings, but does not reimburse as well for more expensive treatments like crowns, eyeglasses, etc. Additional coverage is available through the MGEN (see below).

THE MGEN

As a teaching assistant through the French Ministry of National Education, you will have the option to enroll in a more comprehensive health plan for an extra fee. This extra “top-up” insurance is not very expensive and can be a good option if you have more complex medical needs.

The standard Sécu coverage is good for basic medical needs and prescriptions (like treating common ailments like a cold or the flu). If you have a more complicated pre-existing condition, take an expensive medication, or if you think you will need to visit more expensive specialists during your time in France, you may want to consider joining a “mutuelle” (a health insurance group separate from but linked to the Sécu).

We highly recommend joining a mutuelle, although not mandatory, it will provide you additional support and peace of mind for your time in France. Mutuelle policies can cover the remaining costs for doctor’s visits (i.e. the co-pays), more expensive medical procedures, and additional reimbursements for prescriptions that are not covered by the Sécu. Mutuelles also provide additional coverage for dental and eye care.

Assistants have the option of joining the mutuelle for teachers called the Mutuelle Générale de l’Éducation Nationale (MGEN). The MGEN is considered one of the best “mutuelles” in France and provides excellent coverage for additional medical costs. Please note, however, that you may not be able to benefit from this until a couple months into your contract due to paperwork processing times. You should receive more information about how to enroll at your académie’s orientation “stage.”

To find the closest MGEN office to you, visit the MGEN’s website at www.mgen.fr. Scroll down and click on the green box labeled “Votre section MGEN”. You can then either click the office closest to you on the map, or enter in your département code (this is the first two letters of your school’s zip code - for example, the zip code for Nîmes is 30000, which means that Nîmes is in the 30 département).
HELPFUL HEALTH INSURANCE WEBSITES

You can find more information out about the health insurance available to assistants here:

France Éducation International information

L’Assurance maladie – La Sécurité sociale
www.ameli.fr/assures/index.php

- Reimbursement information:
  https://www.ameli.fr/assure/remboursements/etre-bien-rembourse

  Explanation of the Carte Vitale:
  https://www.ameli.fr/assure/remboursements/etre-bien-rembourse/carte-vitale

- Breakdown of prescription coverage under the Sécu:

- Look up your medication here:
  www.doctissimo.fr/html/medicaments/articles/medicaments_loupe.htm

- Use these user-friendly websites to search for a doctor in France by specialty and location. NOTE: some doctors/practitioners may be on one database, but not the other.
  https://www.doctolib.fr/
  https://www.keldoc.com/

MGEN
www.mgen.fr
SALARY / ADVANCE OF FIRST PAYMENT

As a language teaching assistant in continental France (including Corsica), you will be paid approximately €976.49 gross per month. This gross amount is the same no matter what level you teach and no matter where you have been placed in continental France. After mandatory deductions are made for social security, you will receive approximately €770 - €785 net per month. Some areas in France have local deductions that are specific to the region which means your net salary may vary slightly depending on your region. You will always receive the same monthly gross salary, regardless of how many vacation days happen to be in a particular month.

If you have been placed in one of the “départements d’outre-mer” or “DOMs,” your monthly salary will be a little bit higher to compensate for the higher cost of living overseas. Here are the approximate NET monthly salaries for the DOMs: Guadeloupe: €1119.19; Guyane €1119.19; Martinique €1119.19; La Réunion €1223. However, these exact amounts are subject to some year over year. If you are placed in one of the DOMs, please reach out directly to your académie to verify the exact amount of your monthly salary this year.

The paperwork involved with disbursing your first salary payment will take some time for your académie to process. You need to check with your school’s “intendant” or your circonscription contact person to make sure that he or she has all the necessary paperwork. Be patient, but persistent.

ADVANCE OF FIRST PAYMENT

It is strongly advised that you submit your French bank account information to your académie (this is your employer while in France and may also be referred to as the rectorat) by roughly October 10th in order to receive an advance on your salary. The advance will allow you to receive around 70% of your salary at the end of October and approximately 130% at the end of November. This advance is NOT automatic. If you do not ask for your advance, you will not be paid until the end of November. You would then receive both months’ salaries at the same time.

IMPORTANT NOTE: If you do not receive the salary advance and are thus paid two full months of salary at once at the end of November, it is possible that this revenue will be automatically subject to tax withholding, known in France as “le prélèvement à la source”. Although your income is not actually taxable, this withholding is automatically triggered by the financial software used by the French government’s public finance department at the federal level if a salary payment surpasses a certain amount. You will know if this has happened because your salary payment will be less than it is supposed to be.

If this ends up being the case for you (for example, if you were unable to open a bank account in time to submit your RIB to your académie by October 10th), you should contact or show up in person to the closest local centre des finances in order to request your French tax identification number. Once obtained, this number will allow you to also request reimbursement of the funds that were withheld from your salary. This procedure is quite long and can take months, so we recommend addressing this as soon as possible if
you notice withholding on your salary (again, this only has the potential to happen if you do not turn in your bank account information to your académie prior to October 10th and are then paid two months’ worth of salary at the end of November). If this ends up applying to you, we also recommend leaving your French bank account open for one or two months after your contract ends to ensure you are able to reclaim this money.

As soon as you arrive in France and make contact with your school or circonscription, ask about how to apply for the salary advance. You MUST apply before October 10th typically (this deadline may be a little different this year, so verify this with your académie) or you will not receive the advance. You must provide your school or circonscription with a “Relevé d’Identité Bancaire” or RIB (the document with your bank account coordinates) in order to file for an advance, so you will need to open a bank account first.

**ORIENTATION (“STAGE”)**

Typically, each académie will have an orientation meeting or “stage” in the beginning of October. However, given the delays and health concerns created by COVID-19, the format and perhaps even the timing of this orientation may differ this year. Some of you may receive information about the meeting via email in September, but others may not receive details for the orientation until you arrive in France (which is normal). Given the circumstances and variables at play, it best to contact your Académie directly for more information about your orientation. Furthermore, some assistants may experience a delayed arrival this year due to pandemic-related travel complications. Should you miss your orientation for such a reason, please also keep in close touch with your Académie and school contacts so that you can catch up on what you have missed.

At the first “stage,” you will:

- Meet the other assistants in your académie (not just the English speakers, as there are language assistants from countries all over the world. The U. S. cohort is just one of over 60 country cohorts)
- Learn about the French school system and get some teaching tips
- Receive information about the paperwork for your salary, health insurance, etc.
- Ask questions and discuss any problems or concerns that you may have

The first orientation “stage” normally lasts a day or two and is held in the beginning of October. If the orientation lasts more than one day and is held in-person, the académie will help you make arrangements for a place to stay in the city. This year, it is also possible that your orientation will take place on-line. These details will be slightly different for each académie. Your académie may also schedule one or two other “stages” later on in the school year, but these usually focus more on training and teaching skills and less on administrative paperwork.
Above all, please feel free to ask questions at the first orientation so that you can get a better understanding of what you need to do during the first month or two of your stay. Don’t be shy since many of your fellow assistants will probably also have the same questions and concerns.

**OBSERVATION PERIOD**

When you first arrive at your school(s) you should ask for a period of observation of 1-2 weeks. It may not be offered to you automatically. Observation will allow you to familiarize yourself with the school environment, to experience classroom management techniques as well as to get to know the names, faces and personalities of your pupils and gauge their level of English. Try to note the following:

- How the teacher starts and ends the lesson
- How the teacher speaks to students
- How the teacher involves all students, including shy ones, in class activities
- What the teacher’s attitude is towards student errors and error correction
- How the teacher manages disruptive behavior, tardiness, and lack of effort

**TEACHING MATERIALS**

One way of making language learning real for your students is by bringing authentic materials from the United States into the classroom. Take the opportunity to collect a variety of resources while you are still at home, the more materials you can find the better. Think about what worked well for you as a language student and about which items you find interesting when you are in a foreign country. You can also ask your host school(s) whether there is something specific they would like you to bring and what topics you are likely to be asked to cover during your assistantship.

**SOLVING PROBLEMS**

To avoid problems at school, it is a good idea to form a good working relationship with other members of staff. You should introduce yourself to all members of your school’s English department as well as other teachers you may work with. It is important to be patient and polite, and to be aware of the work pressures of others. Please remember that it is not good practice to correct the teacher in front of students. You should always be punctual, responsible, and prepare adequately for your lessons. Furthermore, meeting regularly with your mentor teacher(s) gives the opportunity for them to provide feedback about your performance and for you to raise any concerns or issues.

Any difficulties should be discussed with your mentor teacher and/or the teacher of the class concerned in the first instance. If the problem still cannot be solved, then talk to the head teacher or get in touch with your contact at the rectorat (inspecteur/-trice d’anglais, responsable académique, conseiller/conseillère) pédagogique, gestionnaire etc.). Satisfactory solutions can usually be found through such consultations but if the problem remains unresolved, you may contact France Éducation international at assistant@france-education-international.fr and/or the U. S. Program Manager.
Do tell people if you are having problems or if you need information as otherwise they will assume everything is fine. Your colleagues will not be as sympathetic if you suffer in silence and then make a complaint months later. A lot of past assistants may tell you that their assistantship in France was one of the best years of their lives. This sometimes inflates expectations and can lead to new assistants feeling low, especially during the first few weeks of as they settle in.

Please note below a helpful chart from France Éducation international which details your main contacts and the chain of communication to follow before and after your arrival in France. Upon arrival in France, note that your local Académie and school contacts will become your primary contacts.

<table>
<thead>
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<th>Vos contacts</th>
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<tr>
<td>Avant votre arrivée en France</td>
</tr>
<tr>
<td>1. Votre interlocuteur dans votre pays d’origine (ambassade de France, ministère de l’éducation, Institut français etc.)</td>
</tr>
<tr>
<td>2. Votre académie</td>
</tr>
<tr>
<td>3. Votre contact à France Éducation international</td>
</tr>
<tr>
<td>Tout au long de l’année</td>
</tr>
<tr>
<td>1. Votre professeur référent dans votre école ou établissement (ou un professeur avec lequel vous vous entendez bien)</td>
</tr>
<tr>
<td>2. L’équipe de direction de l’école ou établissement scolaire -</td>
</tr>
<tr>
<td>3. L’académie</td>
</tr>
<tr>
<td>4. Votre contact à France Éducation international</td>
</tr>
<tr>
<td>5. L’interlocuteur dans votre pays d’origine</td>
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**VACATIONS / SCHOOL YEAR CALENDAR**

As a teaching assistant you will have 5 weeks (or more) of paid vacation. For more details and the dates of your vacations, please visit: [www.education.gouv.fr/pid25058/le-calendrier-scolaire.html](http://www.education.gouv.fr/pid25058/le-calendrier-scolaire.html) (if you are looking at this page in early summer of 2022, scroll down to consult the calendar for the 2022-2023 school
year). All school vacations will also be your vacations. The dates of school vacations depend on the zone in which your Académie is located.

Académies are divided into three zones (A, B, and C) that have different dates for winter and spring breaks. Do not automatically assume that you and a friend who has been placed in a different académie will have the same vacations without first checking the website. If you have been assigned to Corse, Guadeloupe, Guyane, Martinique, or La Réunion, you can do a “recherche géographique” and this will take you to your académie’s website where you can view your vacation dates. The dates reflect the last day of class and the day you are expected back.

HAVING A SECOND JOB

This particular visa status in France does not allow language assistants to pursue official secondary employment in France. This restriction is intended to make sure that your job as a teaching assistant is your primary means of living in France at any given time (since you will be in France on a special-status visa for assistants).

Many assistants do private tutoring or babysitting for cash in order to earn some extra money.

Please refer to Le guide pour l’école et l’établissement accueillant un assistant de langue, pg. 13 for further information.

SOCIAL MEDIA USE AS AN ASSISTANT

You should be very careful about how you use social networking sites while you are an assistant de langue. It is recommended that you keep your profile private so that it can only be seen by people you intend to see it. If you invite other teachers to be ‘friends,’ remember to remain professional in what you say in your posts or what pictures you share and be careful what you say about your employer. You should NOT exchange personal contact details with students, invite them to be ‘friends’ or accept similar invitations from them. This is likely to be regarded as inappropriate behavior. Check with teachers about the school’s internet policy, particularly regarding any online communication involving students either in or outside school. It is exceptionally important that you understand issues around child protection, both to protect your students and also to protect yourself from any damaging and potentially serious accusations.

DRUG USE

In France, severe penalties are imposed for drug offenses which may result in heavy fines and prison sentences. For example, unlike many states in the U. S. that have decriminalized or even legalized recreational marijuana use, marijuana use is not legal in France. Assistants are therefore strongly advised not to partake in drug-related activities or any other illegal activities, for that matter.
You will be expected to dress in a manner that is appropriate to the context of an elementary, middle or high school. Business casual attire is perfectly acceptable.

Please also note that France's laws regarding *laïcité* prohibit the wearing of explicitly religious symbols in schools. This includes any sort of religious head or facial covering. On the following page, you will find “La charte de la laïcité à l’école” which provides an in-depth explanation of this policy and should be read carefully.

Please note that all assistants are expected by their *académies* and schools to respect *La charte de la laïcité*.

Source: Guide de l’Assistant de langue en France, pg. 57
Young people, students, and teachers with proper ID are eligible for a number of discounts throughout France. Many académies, schools, or circonscriptions can issue you a professional’s card or even a student ID to help you get these discounts. Please ask about this possibility at your orientation.

You might want to look into getting an International Student or Youth Identity Card which can also help with discounts (www.statravel.com/youth-travel-card.htm).

If you are 27 or under and are planning on doing a lot of traveling this year, you may want to purchase a “carte de reduction jeune” through the SNCF. The card is usually €50 and will allow you to get discounts of up to 60% off train tickets in France. You will always receive a discount of at least 25%, even if you book at the last minute, so this card can be a great way for frequent travelers to save money. For more information, please visit: www.sncf.com/fr/tarifs-reduits/carte-jeune

Many French cities also offer cultural discount cards for young people. These cards usually cost about 5 or 10 euros and allow you to get discounts to “spectacles” like theater, opera, ballet, art shows, concerts, and even movies! This can be a good way to take advantage of cultural productions in your area without spending a lot of money. Visit your city’s youth information or tourism office or website for more information.

If you have school loans, it may be possible for you to defer repayment during your time in France. Please contact your loan provider or university financial aid office directly for more information on exactly how to do this. We cannot answer questions about the procedure for deferring loans nor are we able to work directly with your loan provider, however we can provide you with a letter attesting to your teaching assistant position, hours, salary, etc. If your loan provider asks for this type of documentation, you may respond to the annual loan letter request survey that the U. S. Program Manager will send out in August or early September. Please do not email the Program Manager directly to request this letter but, rather, provide a response to the aforementioned survey. Failure to respond to this survey within the time allotted by the Program Manager will result in delays and may even prevent the Program Manager from providing you with a letter. The Program Manager will also let you know when to expect to receive your letter.
This section of the handbook is provided solely as an informational resource for American teaching assistants wishing to find out how past assistants have handled taxes on assistantship income. This information is not intended to serve as legal or financial advice. As each person’s tax situation is unique, we advise assistants to address case-specific questions to a certified tax professional (in France or in the U.S.) or IRS representative.

**FRENCH TAXES**

Teaching assistants do not generally pay French income tax on their income made in France. This is thanks to an agreement between the French and American governments saying that people working on short term contracts like this (and thanks to the educational nature of the assistantship program), the French government will not collect tax on income earned by foreign language assistants in France.

The amount withdrawn from your paycheck every month is for contributions to the Sécurité sociale (for health insurance and other social services like subsidized housing, etc.). You can see a breakdown of the Sécu contributions on your "bulletins de paie". As your employer, “Académies” will send you hard copies of your “bulletins de paie”, but you may also obtain this document by creating an online account on the ENSAP (L’espace numérique sécurisé de l’agent publique) website. Please note that you may need your numéro de sécurité sociale in order to create an account.

- **ENSAP site**: [https://ensap.gouv.fr/web/accueilnonconnecte](https://ensap.gouv.fr/web/accueilnonconnecte)

You will still need to declare your income for tax purposes in French; although it will not actually be taxed, it still needs to be declared. You will likely be contacted in the spring by the French tax authorities. You should follow their instructions to declare your income in France, but you will not need to pay taxes on this income.

*If you have other sources of income in France aside from the assistantship, or if you are established more permanently in France, you may need to declare your assistantship income as part of your larger tax declaration to the French government. If you have these types of questions, we recommend that you speak directly with a French tax professional.*

**AMERICAN TAXES**

It is your responsibility to determine whether you need to declare your French income and/or pay taxes on it in the U.S. We cannot give legal advice on U.S. taxes, so if you have questions, we recommend speaking with a tax accountant or IRS representative. You can call the IRS in the U.S. at 1 (800) 829-1040 or in France at 01 43 12 25 55. You may still need to declare your French income on the U.S. tax forms. The assistantship income is not enough to be taxable on its own, but you do usually still need to declare it.

The above information only applies to average teaching assistants who do not have other sources of income. If you have other income while in France or for the rest of the 2022 or 2023 year, your assistantship
income may combine with your other income to become taxable. **We cannot provide official tax advice for individual situations, so please direct any further questions to a tax accountant or IRS representative.**

Please note that since you will be working for the French government and not an American organization, you will not receive any sort of 1099 or W-2 form for your income (since the French government does not issue these types of documents). You can use your "bulletins de paie" as proof of income*.

*We would like to stress that we cannot give you advice on your taxes. The above information is all that we are able to provide.*

**TAXE D’HABITATION**

If you rent an apartment in France, you may be responsible for paying a “taxe d’habitation” to the French government at the end of the year. This tax can amount to several hundred euros. Whether or not you get charged the tax depends on the type of housing you have and the region where you live, so please speak with your landlord directly about this. If you are responsible for the tax, a bill will be mailed to you in the U.S. next summer. According to official texts, assistants are responsible for the “taxe d’habitation” insofar as:

> The “taxe d’habitation” is established for the entire year under the circumstances existing on the 1st of the year, in the name of the persons who have at their disposal or are in holding of taxable properties, in any capacity whatsoever. The tax applies to all inhabited furnished properties (art. 1407, 1408 and 1415 of the French tax code). However, properties inhabited by students in university residences are not subject to the “taxe d’habitation” when the residence is managed by a “centre regional des oeuvres universitaires et scolaires (CROUS)” or by an organization performing an equivalent role under equivalent financial restraints. The result of aforementioned arrangement is that the quality or the status of the resident does not influence the principle of imposition of the “taxe d’habitation.” The “taxe d’habitation” may therefore be imposed on: the owner inhabiting the property, the beneficiary, the renter or subletter, the inhabitant not paying rent, the squatter.

For more information, please visit: [https://www.impots.gouv.fr/portail/](https://www.impots.gouv.fr/portail/)
FILLING OUT FRENCH PAPERWORK

Learning how to function in the French bureaucratic system is an essential skill that you will learn this year. You will find that French authorities will ask for lots of photocopies and ID photos each time you have to submit official paperwork. Please remember that you are living in a different country and culture with a system that functions on a different schedule. The squeaky wheel gets the oil in France, so be polite, but persistent.

If you need to sign a French document, it is usually marked: “Fait à ______ le ______.” You are expected to write “Fait à [the town where you are] le [date]” and then sign directly below. Remember to write the date the French way (day/month/year). For example:

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Fait à _____ Besançon _____ le 27/10/2022

Jane Doe
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WORKING AGAIN AS AN ASSISTANT IN THE FUTURE

Americans may participate a maximum of two times in the TAPIF program. If you are applying for an assistantship for a second consecutive year, you will need to apply to renew your contract through France Éducation international (visit https://www.france-education-international.fr/venir-en-france/devenir-assistant-de-langue-en-france/votre-candidature and click on the “Pour un renouvellement de contrat” subsection from the list on the left side of the webpage).

Renewal is contingent upon a positive review from the host institution and whether or not the assistant wishes to remain at his or her host institution or be transferred to another school or académie, among other factors.

If you are applying for a second assistantship in a non-consecutive year (ex. you were an assistant in 2017-2018 and now you are applying again for 2022-2023), you must apply through the general TAPIF application at tapif.org.
POST-ARRIVAL CHECKLIST – THINGS TO DO

Things must be done in a particular sequence once you arrive in France (for example, you won’t be able to apply for a salary advance without opening a bank account first). Here is what we recommend:

As soon as you arrive:

☐ Find housing

☐ Open a bank account

October 1:

☐ Get in touch with your school or circonscription and introduce yourself
  ▪ Reach out to your contact person and talk about your teaching schedule
  ▪ Ask about when and where the orientation “stage” will be (if you do not already know)

First week of October:

☐ Ask for an advance on your salary (make sure to do this ASAP in October!)
  ▪ You will need to provide a Relevé d’Identité Bancaire (RIB) with the request, so you must already have a French bank account open before you can submit the request

First few weeks of October:

☐ Attend your académie orientation “stage” and meet the other teaching assistants in your region!
  ▪ Make sure to ask questions at this time if you are confused about your next steps, need help filling out paperwork, etc.

☐ Validate your visa online at https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/

☐ Fill out your Sécurité sociale paperwork and follow up to get your numéro de sécurité sociale.

☐ Register your passport and travel plans with the U.S. Department of State’s Smart Traveler Enrollment Program (this will make things easier in case of emergency): https://step.state.gov

☐ Plan your first lesson!

Whenever you are ready:

☐ Go to your medical visit on the date scheduled by the OFII (details will be provided in the letter you should receive from the OFII after validating your visa online)

☐ Apply for CAF (optional)
NEWSLETTERS AND TESTIMONIALS

France Éducation international (the overarching program sponsor of the Programmes des Assistants de langue en France) will send you monthly newsletters, so please read them carefully. They will also send out reminders and information on the renewal application process later in the school year. These newsletters can be found online [here](http://example.com) (new ones will be listed as they are released).

France Éducation international and the French Embassy also feature testimonials from assistants on their websites. Please contact the France Éducation international team (assistant@france-education-international.fr) if you would like to be featured in their testimonial section. You may also contact the U. S. Program Manager if you wish to be featured on the TAPIF testimonial section of the French Culture – Higher Education website.

ASSISTANTS AMBASSADEURS

Since 2019, France Éducation International has annually sought assistants ambassadeurs from each country cohort of the Programme des Assistants de langue en France, including from the U. S. Our assistants ambassadeurs come from all over the world and are essential in helping to raise awareness about the program both within and outside France, as well as in creating a more direct link between assistants and program administrators.

If you are interested in applying to become an assistant ambassadeur for the 2022-2023 program, more information will be provided to you by France Éducation International at the start of the 2022-2023 school year. For now, you can find more details about this opportunity on pg. 9 of the Guide de l'Assistant de langue en France.

END OF STAY

Please consult this page to obtain a form that can be signed by your chef d'établissement in order to use it as an attestation of your time working as a language assistant in France. You may also ask for recommendation letters from the teachers you worked with or from the school principal or conseiller/-ière pédagogique (for assistants placed at the primary level). These documents will come in handy when you apply for other jobs in the future.

Please note however that France Éducation International is not your employer as an assistant and cannot be used as a reference in future job applications. Technically, your Académie is your employer and, in general, the head of your school would be the most appropriate contact to ask for a reference.

With that being said, if you only require a simple employment verification that is required by entities such as the National Bar Association or public school districts, you may contact the U. S. Program Manager who can quickly provide such verifications.

France Éducation International will also send you a mandatory assistant satisfaction survey towards the end of your contract. Your response to this survey is required as it helps us better understand your
experiences as an assistant de langue en France. Feedback from current assistants is then used to make improvements for future program years, so please fill out this survey promptly once you receive it.

**CONTACT INFORMATION FOR U. S. COHORT**

**Celina JAFFE**

Chargée de programmes Assistants de langue

Educational Affairs Program Officer

Ambassade de France aux États-Unis

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**IMPORTANT NOTE:** The current U. S. Program Manager, Erin Glaser, will be leaving this position as of Friday, May 27th 2022. Any emails sent to her email address after this date will go unanswered. Please consult all information in this guide thoroughly and, should you still have inquiries, please direct them to our new Program Manager, Celina Jaffe.
Lastly, please make sure to follow the official TAPIF and Assistants de langue social media accounts. Do let us know how your assistant experience is going by sharing your pictures and videos. All you need to do is tag us and use the hashtags #tapif, #tapifusa, and #assistantsdelangue for a chance to be featured as a reshare on our official accounts. Alternatively, you are welcome to tag the official program accounts for the same purpose. Keep your eyes peeled for a survey to take part in a new social media take-over program.

@tapifusa
@assistantsdelangue

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@FEi_assistants

Teaching Assistant Program in France USA
Alumni for the Teaching Assistantship Program in France