



RESOURCE GUIDE

American Professionals in France



The materials available in this orientation guide are for informational purposes only and not for the purpose of providing legal advice. You should seek independent counsel to obtain advice with respect to any particular issue or problems.

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FACC INTRODUCTION



Exchange has long been central to the mission of the French-American Chamber of Commerce (FACC). Through our International Career Development Programs, the FACC-NY provides visa sponsorship and support to international students and young professionals for career-focused internships and training programs in the United States and in France.

The French-American Chamber of Commerce – New York (FACC-NY) has helped prepare thousands of international students and young professionals for a future in the global economy. Through career-focused internships and training programs, participants gain practical experience, knowledge, linguistic competency, and cross-cultural skills critical to remaining competitive in today's international market. In return, host companies have the opportunity to add talented young professionals to their business operations and strengthen their connections to international markets.

American Young Professionals in France Program

The FACC-NY offers continuing support to young professionals seeking training programs in France. We guide candidates and host companies step-by-step through the *jeune professionnel* visa application process and offer helpful resources. Our role is to facilitate the visa application process and act as the intermediary between applicants and the French authorities (OFII and La DIRECCTE).

ELIGIBILITY

Candidate Requirements

In order to be eligible for *jeune professionnel* visa, you must meet the following requirements:

- Be an American citizen between the ages of 18 and 35 at the start of the contract
- Hold a post-secondary diploma *relative* to your area of training and/or be currently in school OR possess some *relative* professional experience (having both is always better)
- Plan on returning to the United States at the end of the work experience



Company & Program Requirements

Jeune professionnel visas for Americans in France are available for most private and public companies and firms.

Teachers and teaching assistants are not eligible for the jeune professionnel visa.

Training programs must meet the following requirements:

- Full-time (at least 35 hours/week)
 - Original contract duration of 3 to 12 months (extendable to 18 months)
 - Paid at least minimum wage. The most up to date SMIC can be found [here](#)
- Note: The wage must be comparable to what a European National would earn in the same role**
- In the private or public sector

TIPS FOR FINDING A JOB IN FRANCE



Key Tips

Keep in mind a few key pointers as you begin your search:

- You are looking for a CDD, a contrat à durée déterminée, or an offer d'emploi and not an internship (a stage)
 - Internships in France are highly regulated and normally paid only one-third the minimum wage
- French jobseekers send unsolicited job applications—candidatures spontanées—much more often than Americans do; don't be afraid to send your CV and cover letter!
- Emphasize to employers that you already have a visa sponsor and that the process is simple
 - Remind employers that the *jeune professionnel* visa does not require the company to prove that they could not find a European to fill the position; this makes the process much easier for them!
 - *Jeune professionnel* visa sponsorship is FREE – that means no fees for the company
- It is important to start your job search as early as possible – we recommend at least 6 months in advance. The entire visa process takes approximately 6-11 weeks (see page 6 for more details)

Once You Secure a Position

Félicitations! You've found a temporary position in France. Now you will need to gather the application materials listed on the [Applicant Checklist](#) and [Host Company Checklist](#).

Please mail one original set of documents to:

FACC-NY American Outbound Program
c/o Massat Consulting Group
33 W 46th Street, Suite 800
New York, NY, 10036

Additionally, please email another set of copied/scanned documents to coordinator@faccnyc.org

VISA PROCESS/TIMELINE

Please note the below timeline is an estimate of the timing necessary to process the *jeune professionnelle* visa application. Times may vary depending on workloads at the OFII offices and at la Direccte. You can also expect wait times to increase during summer months.

The entire *jeune professionnelle* visa process takes approximately 6 to 11 weeks.



Step 1: Application Sent to FACC-NY

- Applicant and host company send all required application materials and \$250 processing fee to the FACC-NY. One set of original documents must be sent by mail and one set of scans/copies must be sent by email.
- The FACC-NY confirms that the application has been accepted



Step 2: Application Forwarded to OFII

- Within 1 week, the FACC-NY reviews application, sends dossier to local OFII office in France



Step 3: Application Forwarded to la Direccte

- Within 1 to 2 weeks, OFII reviews dossier and sends work contract to la Direccte for approval
 - This process may be longer during summer months



Step 4: Approved Contract Sent to French Consulate

- Within 3 weeks, la Direccte reviews contract and returns approved contract to OFII
- OFII faxes the approved contract to the French Consulate in Washington D.C.



Step 5: Consular Appointment

- Washington D.C. French Consulate contacts applicant (typically by e-mail) to confirm reception of work contract
- Applicant attends visa appointment at their local **VFS Center**



Step 6: Visa Issued

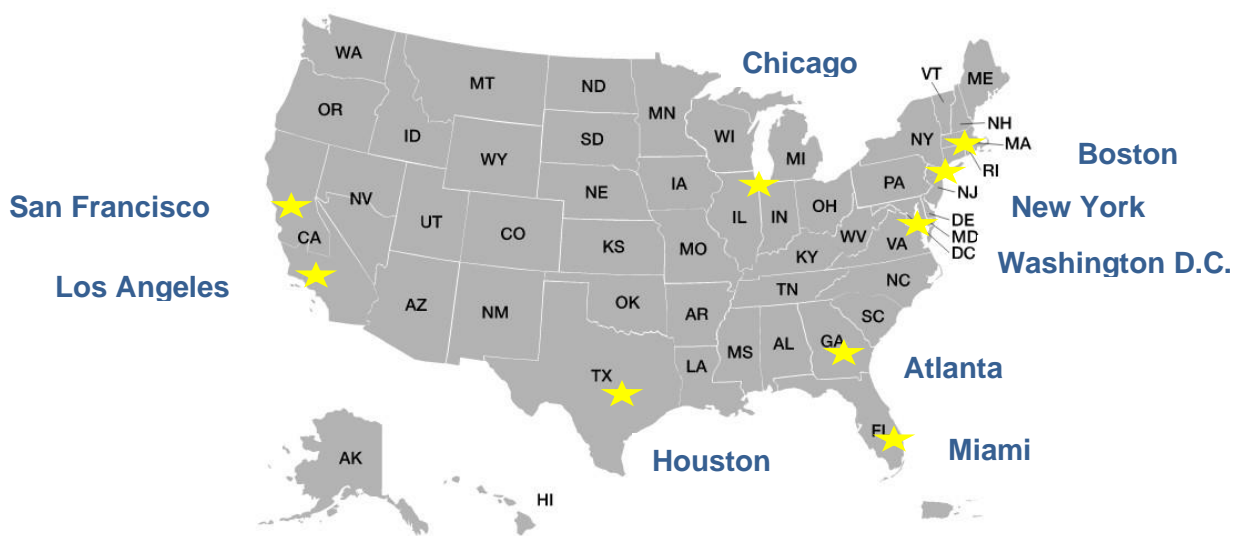
- Within 1 to 3 weeks, applicant receives visa and begins training in France!

Do NOT book travel until you have your visa in hand. If you do book travel in advance, we advise purchasing a flexible ticket.

APPOINTMENT AT THE VFS CENTER

You are responsible for scheduling your appointment at your designated VFS Center (we recommend six weeks after submitting your file to the FACC-NY). There are 9 VFS Centers and one French Embassy (Washington D.C.) in the United States.

Applicants should book an appointment at the VFS center closest to their current residential address.



Preparing for Your Appointment

Once you have determined your designated VFS Center, you may book your appointment directly on the corresponding VFS Center's website:

<https://visa.vfsglobal.com/usa/en/fra/attend-centre>

Note there is no fee to re-schedule your appointment.

Please consult the [American Outbound Candidate Checklist](#) for a list of documents that you must bring to your VFS Center appointment.

FINDING ACCOMODATION / HOUSING

General Guidelines

The process for finding an apartment in France is usually much longer than to what we are accustomed in the U.S; it may take three to four weeks to find an apartment. It's a good idea to budget for a hotel or to plan on staying with a friend while you search.

Landlords expect tenants to earn a monthly salary of at least three times the rent. Guarantors are often accepted in the process. In addition, you will need to provide a large amount of personal documentation to be approved to let an apartment. We advise you to prepare the following documentation:

- Copy of your passport identification page
- *Attestation d'emploi* / letter of employment including the name and address of your company, monthly salary, company contact and the length of your employment contract
- *RIB (relevé d'identité bancaire)* for your French bank account
- If your savings are based in the U.S., proof of funds in your U.S. bank account
- Three most recent pay stubs (if possible)

Suggested Websites

leboncoin.fr, adele.fr, appartager.com, airbnb.com, entrepaticuliers.com, locatme.fr, sonhome.com, studyenjoy.com, roomlala.com, lacartedescolocs.fr

Helpful Vocabulary

amenities: équipement, installation .	kitchen: cuisine
apartment: appartement, appart .	lease: bail
appliance: appareil, électroménager .	living room: séjour
bedroom: chambre .	owner: propriétaire
building manager: concierge	realtor: agence
elevator, lift: ascenseur .	rent: loyer
floor, story: étage	renter: locataire
for rent: à louer	room: pièce
furnished: meublé	sleeps x people: capacité x personnes
gas heating: chauffage au gaz	square footage (meters): mètre carré
inventory/walk through of property: état des lieux	utilities: charges

SETTING UP BASIC AMENITIES

As with finding accommodation, the process of obtaining a cell phone and basic internet tends to be much more involved than it is in the U.S.

Frequently Required Documents

- Copy of your passport identification page
- *Carte bancaire/carte bleue* (French banking card)
- *RIB (relevé d'identité bancaire)*
- *Justificatif de domicile* (copy of your lease/proof of address)



General Phone and Internet Rates

The average person will pay about 50€ per month (excluding tax) for a 12-month mobile phone contract with one of the major phone carriers (Orange, SFR, or Bouygues). These companies also offer package rates for phone/cable/internet. Rates will vary depending on length of contract, internet speed, etc.

To avoid a long-term contract, we also recommend checking out Free, a major carrier that offers contract-free service for about 20€ per month. Free typically also offers free calls to the U.S. and many students and language assistants in France use the service: <http://mobile.free.fr/>

Banking & Finance

We recommend opening a bank account in the US, to which you may deposit and withdraw from in Euros while in France. HSBC is a popular choice as the bank exists both in the United States and in Europe. Bank of America has an agreement with BNP Paribas offering access to accounts in both countries.

You may also open a bank account once you are in France at one of their many consumer banks. Options will vary depending on the region of the country, but Banque Populaire, Caisse d'Épargne, Crédit Mutuel, Crédit Agricole and many others may be available.

POST-ARRIVAL

You've arrived in France; you've sorted out your banking, phone and housing. Now you're ready to start your new job! Although you may already have some experience living and studying abroad, it's important to note important cultural differences in the workplace.



Things to keep in mind in the French workplace:

1. Jobs are statistically more secure in France than they are in the United States (contract-bound), which means that French companies tend to be much “choosier” about their prospective hires.
2. The French workplace tends to be much more formal in France (there is often more hierarchy than in the U.S.), both in communication and in dress.
3. Meetings are directed much differently than they are in the U.S. As a rule, they are meant to be informative, and not an open discussion.
4. Authority is handled differently; supervisors can and often are less open to constructive feedback.
5. Maintain a formal and professional tone at all times.

POST-ARRIVAL

Extending Your Training Program:

Should you decide to extend your training program, you should submit your extension paperwork to OFII at **least two months** prior to the end date on your simplified CDD contract. Once the extension is approved by OFII, please call your local *préfecture* to schedule an appointment for a *titre de séjour*.

You will be asked to submit:

- [CERFA n° 15186*03](#)
- Copy of your initial CDD
- Copy of your “Vignette” (Stamp in passport following medical visit)
- Copy of your last three *bulletins de salaire*
- A tax of 87 Euros and administrative fee of 19 euros for the titre de séjour; a total of 106 euros, payable to OFII

Please contact your local OFII office for more detailed instructions on the extension process.

Taxes

You will be expected to declare your wages with the French Government. In order to do so, please contact the Centre des Impôts before returning to the U.S.

10, rue du Centre- TSA
10010
93465 Noisy-Le-Grand
Cedex
+33(0) 1 57 33 83
00

Sip.nonresidents@dgfip.finances.gouv.fr

(Indicate your name, address and identification number listed on your tax notice)

For more information, please visit <https://lannuaire.service-public.fr/centres-contact/R122>

WORKER'S RIGHTS

Rights in the Workplace

Under your long-stay visa and CDD, you are entitled to equal rights in workplace. Below is a list of French workers' rights and stipulations:

Work Hours:

If you are in a company that has unified/set working hours, all workers must adhere to the same working hours. The employer must post these set hours in a place visible to all employees.

If you work in an office with flexible working hours, you may choose your own arrival and departure times. However, you must respect the number of working hours each day.

Vacation Days

All employees are allowed paid vacation days (2.5 days per month, or 5 weeks per year). This amount is the same for full-time and part-time workers.

The amount of paid vacation can be increased per the employer, but never decreased.

Overtime

Your employer can require overtime, but this must not exceed 10 hours per day or 48 hours per week (220 per annum). This overtime must be compensated at a higher rate than normal working hours. Unless otherwise stated, the breakdown of overtime payment should be as such:

- 25% increase for the first 8 days of overtime (1 hour extra only)

Healthcare

- Healthcare is non-negotiable and always 100% covered in France. This complete coverage assures assistance for sickness, injury and unemployment.
- Your company will need to register you with the local social security office upon your Arrival in France.

Rights in the Workplace (continued)

Dress Code

This will depend on your work environment. If you are interacting with the general public on a daily basis, your employer may be allowed to impose a strict dress code.

Internal Policies

Companies exceeding 20 employees must put an internal policy into place. These policies/guidelines must be printed and posted in a location visible to all employees.

- Must include information about employee health & safety.
- Emergency/evacuation plan.
- Smoking, alcohol regulations, etc.
- Note: This internal policy cannot contradict the national rights of workers. In fact, this internal policy must be approved by the French Department of Labor.

Under What conditions can a CDD be terminated?

A CDD can be terminated under the following conditions:

- At the initiative of the CDD employee. However, the employee must respect the timeline for 'giving notice', equal to one day per week of the total duration of the original CDD (Maximum 2 weeks).
- Mutual agreement of termination between the employer & employee.
- *Force Majeure*, a situation which makes it impossible to conduct the work listed in the terms of the CDD.
- Illness/incapacity to perform the work functions for medical reason (this must be decided on by a doctor).
- Serious error on the part of the employee. The employer must, in this case, respect the established disciplinary regulations of the workplace.

Questions? Concerns? We are here to help you before, during, and after your stay!

coordinator@faccnyc.org

212-867-0123

Important Program Links

[French American Chamber of Commerce ICDP Resource Center](#)

[French American Chamber of Commerce Website](#)

[L'Office Française de L'Immigration et de L'Intergration](#)

[Centre des Impôts France](#)

[French Embassy of the United States](#)

[Site for the Promotion of Economic Migration](#)

French-American Chamber of Commerce
NY

International Career Development Programs

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