



2018

RESOURCE GUIDE

American Professionals in France



Exchange. Culture. Training.

French-American Chamber of Commerce NY
International Career Development Programs
1375 Broadway, Suite 504
New York, NY 10018
Phone: 212-867-0123
Email: icdp@faccnyc.org

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 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.

American Young Professionals in France Program

The French-American Chamber of Commerce 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.

The FACC As Your Sponsor

The French-American Chamber of Commerce 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 as your visa sponsor is to facilitate the visa process for both you and the company and to offer guidance and support through as you transition into your new professional environment and integrate into French culture.



Candidate Requirements

In order to be eligible for *jeune professionnel* visa sponsorship through the FACC, 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

The FACC sponsors *jeune professionnel* visas for Americans in France for most types of private companies and firms. Please note we are unable to sponsor programs in the public sector or in hospitals, whether public or private.

Training programs must meet the following requirements:

- Full-time (at least 35 hours/week)
- Original contract of three to 12 months (extendable to 18 months)
- Paid at least minimum wage (€ 1,499/month)
Note: The wage must be comparable to what a European National would earn in the same role
- In the private sector

TIPS FOR FINDING A JOB IN FRANCE



Consult the FACC's Resources

The FACC has prepared several informational documents to help you in your search for a position in France:

- Tips on French job search
- Suggested companies and websites to research
- How to create a French CV
- French CV samples

Key Tips

Keep in mind a few key pointers as you do 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
 - The company will only need to fill out four copies of the work contract for the application
 - The entire visa process takes approximately six weeks (see page 7 for more details)

YOU FOUND A JOB – WHAT NOW?

Félicitations! You've found a temporary position in France. Now you will need to gather your application materials. The FACC will review the materials for accuracy and then ship them to France for processing by OFII and La Direccte.

Candidate Documents – Please send originals and one set of copies

1. FACC American Young Professional Request Form
2. OFII “Fiche de Candidature”
3. *Lettre de motivation* in French. Explain what skills you can bring and take with you, while also touching on the cultural aspects of the exchange
4. Engagement de Retour
5. Two passport-sized photos
6. CV in English
7. CV in French
8. Copy of University diploma(s) or transcript(s)
9. Proof of previous employment (if applicable). Previous employment should be submitted only if it applies to the field of your intended training. Include past titles, responsibilities and dates of positions.
10. Clear photocopy of the first six pages of your U.S. Passport

Company Documents – Please send originals and one set of copies

1. Four work contracts (MUST have original signatures on all four)

** The employer will receive an avis from OFII for a tax of 72€ to pay after your application has been approved in France. This will be the only fee required of the company.*

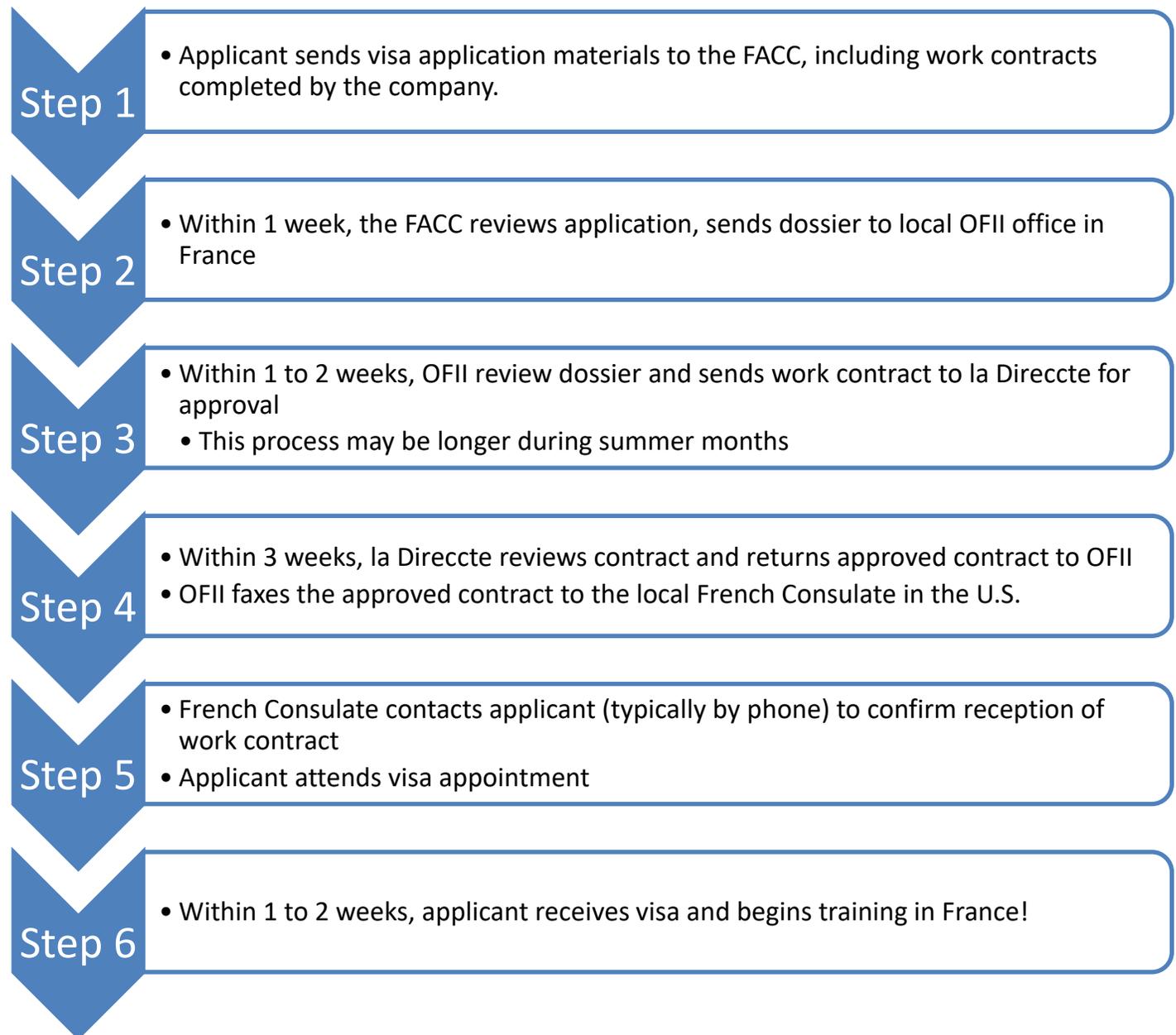
Please send originals and one set of copies to the FACC's office:

**Attn: American Young Professional Program
International Career Development Programs
1375 Broadway Avenue, Suite 504
New York, NY 10018**

VISA PROCESS & TIMELINE

The entire *jeune professionnel* visa process takes approximately **6 to 8 weeks**.

Please note the below timeline is an estimate of the timing necessary to process the *jeune professionnel* 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.



*Estimated overall processing time is **6 – 8 weeks**. Please do not book travel into you have your visa in hand. If you do book travel in advance, we advise purchasing a flexible ticket.*

CONSULATE

APPOINTMENT PROCESS

Attending Your Appointment

You will need the following materials for your appointment. Be sure to check your assigned Consulate's website for any changes or updates:

1. Original passport or travel document (+ONE COPY of the identity pages) Your passport must have been issued less than ten years ago, be valid for at least three months after your return to the US, and have at least two pages left blank
2. One [long-stay application form](#) filled out completely and signed
3. Processing fee (around \$100)
4. One passport photo glued/stapled onto the application form (white background, full face, no glasses or hat, closed mouth)
5. One [residence form](#), duly filled out (upper part only)
6. A self-addressed pre-paid EXPRESS MAIL envelope from the US POST OFFICE ONLY – NO FEDEX/UPS/AIRBORNE EXPRESS ACCEPTED. *You may use one envelope per family if you buy "flat rate"*

After Your Appointment

You can expect to receive your visa via mail anywhere from **7 to 21 business days** following your appointment (depending on your consulate). Your visa is type "D" and will indicate either *travailleur temporaire* or *jeune professionnel* in the remarks section. It will look like this:



TIPS FOR FINDING ACCOMODATION

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.

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 must 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.

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*01](#)
- 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 – *this may no longer be required, however we have not been able to confirm with OFII*

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@dgifp.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>

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 is able to 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 exposed daily to the general public, 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!

icdp@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](#)

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